



Envelope A – TECHNICAL PROPOSAL

TENDER NO: STP 12/5/19/08

REQUEST FOR PROPOSAL (RFP) PACK

**FOR THE PROVISION OF PROFESSIONAL SERVICES TO CONDUCT AN INVESTIGATIVE STUDY ON THE
DEPLOYMENT OF INFORMATION TECHNOLOGY INFRASTRUCTURE IN THE EASTERN CAPE
MARGINALIZED COMMUNITIES**

ISSUE DATE: 02 September 2022
CLOSING DATE: 30 September 2022
CLOSING TIME: 12:00

Name of Tenderer: _____

Tenderer's Address: _____

CHECKLIST FOR SUBMISSIONS

ITEM	TICK
Supporting Documentation to be Submitted	
Accredited Valid Original or Certified B-BBEE Certificate or Letter from an Accountant confirming Annual Turnover for EMES - Sworn Affidavit confirming annual turnover and B-BEE management split of company	
Company Profile	
Valid Original SARS Tax Clearance Certificate / Tax Pin Code Certificate	
Three (3) Completed and Verifiable Reference Letters for similar work (Annexure 2)	
Proposed Solution and Project Approach	
Project Team Skills Matrix	
Resumes (CVs) of the proposed project lead (including qualifications and verifiable reference contact details)	
COMPULSORY DOCUMENTATION TO BE SUBMITTED	
Completed and Signed ELIDZ Procurement Handbook with all relevant supporting documentation (Tax clearance etc.)	
CSD Registration Certificate	
JV Participation Documentation (If applicable)	

Please Note: All the above documents must be submitted with Envelope A - Technical Proposal.

The price schedule and proposed solution costing must be submitted with Envelope B – Financial Proposal.

Respondent's Signature

Date and Company Stamp



SECTION A: General Guidelines

1. EVALUATION CRITERIA AND COMMERCIAL EQUITY GOALS

The East London Industrial Development Zone (ELIDZ) supports national transformation goals and strives to target its procurement to create opportunities for Historically Disadvantaged suppliers and service providers. In awarding this tender, preference will be given to companies with a better rating in terms of contributions towards Broad Based Black Economic Empowerment (BBBEE).

The "tender" will be evaluated in accordance with the ELIDZ Procurement Policy using the 80/20 rule i.e., 80 of evaluation points will be based on price competitiveness and 20 will be based on BBBEE status. The following formula is used:

Calculation of the points for Price:

$$Ps = R \times \left(1 - \frac{Pt - Pmin}{Pmin}\right)$$

Where:

Ps = Points scored for price of tender under consideration

R = Percentage of the price

Pt = Rand value of tender under consideration

Pmin = Rand value of lowest acceptable tender

R must be up to a maximum of 80

Score Breakdown:

Price (R) = 80 points

BBBEE = 20 points

A maximum of twenty (20) points will be awarded to a tenderer for achieving BBBEE objectives.

Preference points shall be awarded on the basis of a B-BBEE verification certificate issued by an accredited Verification Agency.

Tenderers are required to submit a Valid original or certified B-BBEE Certificate. Failure to submit a valid B-BBEE certificate will result in zero points being awarded for preference.

Unincorporated Joint Ventures are required to compile a consolidated verified BBBEE certificate in order to achieve Preferential Points

The following table shall be used to convert the contribution level as per B-BBEE certificate into points.

Table: B-BBEE Points Conversion

Level Contribution	B-BBEE Score	Points Conversion 10	Points Conversion 20
Level 1	>100%	10	20
Level 2	85~100%	9	18
Level 3	75~85%	6	14
Level 4	65~75%	5	12
Level 5	55~65%	4	8
Level 6	45~55%	3	6
Level 7	40~45%	2	4
Level 8	30~40%	1	2
Non-Compliant	0~30%	0	0

Companies with annual turnover less than R10million (Exempted Micro Enterprises or EME's) are automatically awarded a level 4 contributor status, unless the EME is Black Owned (more than 50% black ownership), in which case the enterprise will have a level 2 contributor status. EME which is 100% black owned qualifies for a level 1 contributor. In awarding the EME status, the ELIDZ shall accept a letter from an accounting firm or SARS confirming a company's turnover as less than R10m as well as a sworn affidavit confirming annual turnover and level of black ownership. B-BBEE certificates issued by non-accredited verification agencies will not be accepted as valid proof of a company's B-BBEE status.

No points will be awarded for achieving B-BBEE objectives if the total percentage scored for B-BBEE is less than 30%. All tenders with functionality less than 70% of the total functional requirements will not be considered for the next stage of tender evaluation.

The tender will be awarded to the bid with the highest number of points. A tender may be awarded to a bidder that did not score the highest number of points if reasonable and justifiable grounds exist.

Any contract offered by the ELIDZ will be based on the correctness of information submitted by the service providers. Any misrepresentation of facts by a service provider may lead to disqualification. Should such misrepresentation be uncovered after the commencement of the contracted work, the ELIDZ reserves the right to terminate the contract and recover all payments made to that service provider and any costs that may have been incurred in the process.

ELIDZ reserves the right to have the tenderer's Black Economic Empowerment Credentials verified by an independent agency. (Procurement Handbook – Annexure: 1 must be fully completed and supplementary information may be completed by service providers with a turnover of less than R10m and be accompanied by letter from an accounting firm or SARS confirming the company's or sworn affidavit turnover is less than R10m).

2. CONDITIONS OF TENDERING

General Conditions

PLEASE NOTE THE FOLLOWING CONDITIONS ARE APPLICABLE TO ALL TENDERS:

A virtual non-compulsory briefing session will take place on 12 September 2022. Tenderers are required to use this link to join the session: [Click here to join the meeting](#)

- Questions relating to the RFP will be accepted until 16h00 pm on 20 September 2022 with responses by 22 September 2022.
- All questions must be submitted to Anathi Mzantsi via e-mail to anathi@elidz.co.za;
- The closing date for this tender is at 12h00 on the 30 September 2022;
- E-mailed, faxed, late, or incomplete proposals will not be considered;
- ELIDZ is not obligated to accept the lowest or any proposal;
- Any expenses incurred by the tenderer in preparing and submitting the proposal will be for the tenderer's account, as the ELIDZ SOC Ltd will not accept any liability in this regard;
- We reserve the right to correct discrepancies and errors as necessary with the consent of the tenderer; however, the value total of the prices shall remain unaltered;
- Proposals which do not comply with the tender conditions or which are incomplete will, as a general rule, not be considered.
- Tenderers must be registered on CSD database from Treasury.
- Suppliers that have previously benefited from an ELIDZ Enterprise and Supplier Development (ESD) programme for a period of two (2) years or more may not submit a bid. The objective of this condition is to development and empower BBBEE, EME's, and the local economy as contemplated by the objectives of the ELIDZ SMME Development Policy and, in particular paragraph 7(viii) of such Policy.

3. SIGNATURES ON TENDERS

All tenders submitted must be signed by that individual, or by someone on his behalf duly authorized and proof of that authority must be attached. All tenders submitted by a company must be signed by a person duly authorized thereto by a resolution of the Board of Directors, a copy of which resolution, duly certified by the Chairman of the company can be submitted with the tender.

If the tender is submitted by a joint venture of more than one person and/or companies and/or firms it shall be accompanied by:

Respondent's Signature

Date and Company Stamp

- ✓ A certified copy of the original document under which the joint venture was constituted. This document must clearly define the conditions under which the joint venture will function, as well as the duration and participation of the several constituent persons and/or companies and/or firms.
- ✓ A certificate signed by or on behalf of each participating person and/or company and/or firm authorizing the person who signed the tender to do so.

In instances of a joint venture, each participating person and/or company and/or firm must complete and submit Annexure 1 (Procurement Handbook) with the tender together with all profit-sharing percentage information.

4. AREA OF SERVICE/POINT OF DELIVERY

The delivery of services will be required at the ELIDZ Science and Technology Park, Lower Chester Road, Sunnyside, East London.

5. SPECIAL CONDITIONS APPLICABLE TO THIS CONTRACT

Service Providers must note the following special conditions of contract will apply to this contract:

Modification of any applicable terms of reference of this contract must be mutually agreed between the parties and reduced to writing.

VAT: Unless otherwise stated all prices will be inclusive of Value Added Tax.

All services provided must comply and be in accordance with pertinent laws and policies of government.

Where the SERVICE PROVIDER has incurred any liability to the CLIENT, whether arising from or under this Agreement or otherwise howsoever arising, the CLIENT may, without notice to the SERVICE PROVIDER set-off the amount of such liability against any liability of the CLIENT to the SERVICE PROVIDER arising from or under this Agreement, whether either such liability is liquidated or unliquidated, present or future, accrued or contingent, unless otherwise agreed to in writing by the CLIENT.

6. COMPANY PROFILE

A brief company profile is required, to assist ELIDZ in assessing your capabilities, capacity, and competitive advantages.

7. INADEQUATE SERVICE LEVELS AND PERFORMANCE

In instances of transgression of a more serious nature, should the ELIDZ during the contract period for any reason regard the Service provider's service levels and performance against this contract as being inadequate or not to the ELIDZ's satisfaction, the details will be reduced to writing, clearly headed

"Inadequate performance" and sent to the service provider. In the event that the service provider is unable to remedy the complaints to the ELIDZ's satisfaction within 14 days of such notice of inadequate performance, ELIDZ reserves the right to immediately cancel this contract and recover costs in terms of the Service Agreement.

8. SERVICE LEVEL AGREEMENT

The successful tenderer will be required to enter into a written Service level agreement with the ELIDZ which will be based on the draft Agreement set out herein in Section C, which will include Section A and B and include such terms and conditions as Management may require or prescribe to give effect to in terms of its legal obligations.

9. PRICE BASIS

ELIDZ requires the tender price to remain firm for the validity period of ninety (90) days after the closing date of the tender. The tender price shall be in South African Rand.

Where prices are subject to variation it must be noted that no prices are to be revised or invoiced, without prior mutual agreement and official modification of the contract.

10. PAYMENT TERMS

A maximum payment processing period of thirty (30) days will be enforced. The thirty-day period is effective from the date a complete claim is received. A complete claim requires the following to be processed:

- Original invoices;
- Statement of accounts.

All information relating to the ELIDZ's customers (and potential customers), systems, operating procedures etc. is confidential and to this end, the successful tenderer will be required to enter into a Confidentiality Agreement with the ELIDZ.

11. SUFFICIENCY OF TENDER

The tenderer shall satisfy itself before tendering, as to the correctness and sufficiency of its tender for the project. The tenderer shall ensure that the rates and prices it has stated in the schedules cover all the obligations included in the tender and sufficient for the proper completion of the project.

12. TENDERER'S CONDITION

All tenderers shall be deemed to have waived, renounced and abandoned any terms and conditions printed or written upon any stationery used by the tenderer for the purpose of, or in connection with the submission of this tender.

13. DISQUALIFICATION

Respondents are advised that should there be any contact with ELIDZ staff and the Adjudication Team which could in any way be seen or deemed to constitute a conflict of interest, bribe or otherwise influence the process and the outcome thereof, will result in immediate disqualification.

It must be stressed that any queries relating to this tender must be in writing and must be addressed to the SCM Officer only. Respondents are not to communicate in any manner or form whatsoever with members of ELIDZ personnel about the RFP until the winning service provider has been selected and such selection has been formally communicated to the public. Any such communications by Respondents with ELIDZ personnel or with persons other than the Project Manager may prejudice a Respondent and may lead to disqualification from consideration for selection. The ELIDZ cannot accept responsibility for the accuracy of any information obtained outside the formal communication process as stipulated.

Any misrepresentation, in particular as it relates to the truthfulness of involvement of HDI's at both ownership level, management and operational level will also result in immediate disqualification.

14. SHERQ COMPLIANCE

Before starting work, the successful service providers must produce the following for approval:

1. Project specific Safety, Health & Environmental (SHE) Risk assessments,
 - a. SHE Risk assessments to include activity specific risks, service providers risk to the ELIDZ and the ELIDZ risk to them;
2. SHE plans and safe work procedures must be developed to respond to project specific activities as well as to identified risks: for example (waste management plans, fall protection plans etc.);
3. List of applicable PPE required;
4. Letters of Good standing with workman's compensation where applicable;
5. Applicable legal appointments - as required;
6. List of chemicals and related Material Safety Data Sheets;

All of the above must be included in a SHE file together with:

1. Copy of scope of work;
2. Copy of appointment;
3. PPE issue register;
4. Requisite training / competency certificates where applicable;
5. Medicals as applicable to the nature of the work (for example, there must be medicals for employees who will be working at heights to confirm that they are fit to work at heights);

15. ACCEPTANCE OF TENDER IN WHOLE OR IN PART

The ELIDZ reserves the right to accept the complete tender as submitted by the tenderer or alternatively, to accept only specific "areas of work" (or parts of "areas of work") of the tender as it sees fit.

Accordingly, tenderer's are advised to ensure that all prices submitted against each "area of work" are sufficient to cover the tenderer's entire obligation as defined in these documents, required to provide each specific "area of work".

16. POPIA

Protection of Personal Information Act 2013 (POPIA).

Respondent's Signature

Date and Company Stamp

The ELIDZ undertakes to:

1. It will take all reasonable steps and precautions to preserve the integrity of bidders Personal Information and to prevent any corruption or loss of such data.
2. It will not do any of the following: copy, compile, collect, collate, process, store, transfer, alter, delete, interfere with or in any other manner use the bidders Personal Information as described in the Act for any purpose other than with the express prior written consent of the bidder.
3. Utilize the personal information provided for the purposes of assessment of the tender submitted by the bidder and contracting with the successful bidder as the case may be.
4. It will immediately inform the bidder in writing if any Personal Information relating to it has been compromised. The ELIDZ undertakes to immediately inform the bidder in writing as to how it will manage such compromise and what steps will be taken to rectify the situation.
5. Due and reasonable care of the bidders personal information and not to share the said personal information with any third party unless you have authorised such disclosure or the release of such information is required by law.
6. At all times strictly comply with its obligations under Data Protection Legislation.
7. Subject to legislative, regulatory, contractual and other legitimate conditions, the respective bidder has certain rights in terms of how their information is processed. The bidder can request access to information or guidance on how to lodge a complaint from or direct a request to exercise afforded rights to the ELIDZ Information Officer, or his/her deputy/ies, or the Information Regulator.
8. It will maintain guidelines, policies or procedures for the retention or destruction of data and will retain it only as long as necessary for the identified purposes or to meet legal requirements or policies.
9. It shall implement and maintain, at its cost and expense, appropriate, reasonable technical and organisational measures to prevent loss of, damage to or unauthorised destruction of Personal Information and unlawful access to or Processing of Personal Information.

The ELIDZ shall not incur any liability for costs, loss or damage arising from the use of inaccurate or incomplete data provided by or on behalf of the bidder.

17. SUPPORTING DOCUMENTATION TO BE SUBMITTED

The following are the documents to be submitted by the tenderer, these are documents that support the submission.

ITEM	TICK
Supporting Documentation to be Submitted	
Accredited Valid Original or Certified B-BBEE Certificate or Letter from an Accountant confirming Annual Turnover for EMES - Sworn Affidavit confirming annual turnover and B-BEE management split of company	
Company Profile	
Valid Original SARS Tax Clearance Certificate / Tax Pin Code Certificate	

Respondent's Signature

Date and Company Stamp

Three (3) Completed and Verifiable Reference Letters for similar work (Annexure 2)	
Proposed Solution and Project Approach	
Project Team Skills Matrix	
Resumes (CVs) of the proposed project lead (including qualifications and verifiable reference contact details)	

18. COMPULSORY DOCUMENTATION TO BE SUBMITTED

The following documentation is considered as compulsory documentation and is required to be submitted with your tender. Failing to submit the compulsory documentation will lead to disqualification due to non-responsiveness.

ITEM	TICK
Completed and Signed ELIDZ Procurement Handbook with all relevant supporting documentation (Tax clearance etc.)	
CSD Registration Certificate	
JV Participation Documentation (If applicable)	

19. METHOD OF SUBMISSION

The RFP document will be available for download at no cost on 02 September 2022 at 12h00 (Noon) from the East London Industrial Development Zone website: www.elidz.co.za under Opportunities >> Tenders All tender documents are to be submitted online at <https://tenderportal.elidz.co.za>

It will be the responsibility of the respondent to ensure that the RFP documents reaches the ELIDZ. All tender documents are to be submitted online at <https://tenderportal.elidz.co.za> before the closing date and time of 12h00, 30 September 2022. No late tenders will be accepted. Only PDF documents must be uploaded with a maximum size limit of 2GB per file.

Telegraphic, telephonic, telex, facsimile and, hard copy submission, and e-mail tenders will not be accepted.

The ELIDZ reserves the right:

1. To negotiate with the successful tenderer and/or
2. modify the RFP's goods / service(s) and request Respondents to re-bid on any changes;
3. reject any Proposal which does not conform to instructions and specifications which are detailed herein;

Respondent's Signature

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4. disqualify Proposals submitted after the stated submission deadline;
5. disqualify Proposals submitted that do not meet the goods or services specifications;
6. disqualify Proposals submitted that do not meet the necessary functionality where required;
7. not necessarily accept the lowest priced Proposal;
8. reject all Proposals, if it so decides;
9. place an order in connection with this Proposal at any time after the RFP's closing date;
10. split the award of the order/s between more than one Supplier/Service Provider; or
11. make no award at all;
12. ELIDZ reserves the right not to award business to the highest scoring bidder/s where objective criteria justify the award to another bidder.
13. The ELIDZ does not bind itself to accept your (or any) proposal, nor will it disclose any information regarded as confidential.

Respondent's Signature

Date and Company Stamp



SECTION B: Requirements Specification

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Please Note: All the above documents must be submitted with Envelope A - Technical Proposal.

The price schedule and proposed solution costing must be submitted with Envelope B – Financial Proposal.

Respondent's Signature

Date and Company Stamp

1. Introduction

The East London Industrial Development Zone (ELIDZ) is a Special Economic Zone (SEZ) that operates a world-class industrial park in East London; a city that falls under the Buffalo City Metropolitan Municipality (BCMM). As an operator of this prestigious industrial park, the ELIDZ is home to global investors that conduct business in a wide variety of sectors that contribute to the success of the South African economy.

The ELIDZ through its Science and Technology Park has been driving several projects to ensure that the Eastern Cape is not left behind in terms of the Fourth Industrial Revolution (4IR). To this end, the Science Technology Park (STP) is spearheading digital innovation, entrepreneurship development and skills development initiatives targeting innovators, young graduates, and unemployed youth in Eastern Cape Province.

2. Scope of work

The ELIDZ STP in partnership with various stakeholders is coordinating an ICT and 4IR shaping a better Eastern Cape project. The project is the first of its kind in the province and has great potential to assist in creating an inclusive economy in the province that encourages participation from the largely rural populace of the province.

The ICT and 4IR shaping a better Eastern Cape project is aligned to key government policy imperatives such as, the Provincial Development Plan (PDP), the National Development Plan (NDP), the Black Industrialist Policy (BIP) and other similar initiatives.

The transformative nature of embracing 4IR is evident in countries that have heeded the call early and prepared themselves. It is for this reason that the province needs to look at its connectivity infrastructure capabilities and requirements as a region.

The East London IDZ (ELIDZ) would therefore like to appoint an expert service provider that can undertake a research, feasibility and viability study on the deployment of information technology infrastructure at the Eastern Cape marginalized communities. By conducting this study, the ELIDZ intends to ascertain the following:

- Identify the needs and analyze what new information technologies that could effectively help in connectivity enablement and improvement of marginalized communities,
- Measures that can be deployed to enable faster connectivity at a reasonable cost.

The desired impact of the project is that it will contribute towards innovation-led industrial modernization of existing economic sectors and thereby contributing towards improved competitiveness of the province. Through the deployment of new ICT technologies, the rural Eastern Cape communities will be equipped with skills that will enable them to participate in the provincial and national digital economy. Based on the research conducted by industry experts, it is evident that connectivity is becoming increasingly vital for people to access jobs and education opportunities, and SMME growth.

3. Considerations

3.1. Detailed Requirements

Through this study, the appointed service provider will be required to:

- Identify and analyze the requirements of deploying new information technology infrastructure in Eastern Cape villages to improve connectivity.
- Identify measures that should be put in place to enable faster connectivity at a reasonable cost.
- Identify the type of information technology infrastructure that will be suitable for the geographic and environmental conditions of the Eastern Cape province.
- Draw the cost of acquiring and deploying the required technology.

The service provider is required to disclose the projects worked as related to the deployment of information technology infrastructure.

3.2. Requirements for Functionality

The score achieved for quality functionality will be assessed using the following criteria, each of which will be scored individually up to the maximum number of points indicated (failure to submit the relevant information will result in zero score for that section).

Functionality Evaluation Matrix

EVALUATION CRITERIA	POINTS	Returnable Documents
Experience in providing professional consulting services, conducting feasibility and viability studies within the ICT space	30	Company profile, proposal, and signed reference letters
> 10 years	30	
Above 5 years but < 10 years	15	
4 years	10	
Below 3 years	5	
Experience in the deployment of information technologies (e.g., IoT) in rural communities	25	Company profile, proposal, and signed reference letters
> 10 years	25	
Above 5 years < 10 years	15	
Below 4 years	5	
Experience Level of Team	30	Teams' skills matrix, CVs of the lead project coordinators/s (at least 2 CVs to contain a cover letter summarizing the previous/current similar work in consulting within the ICT space).
> 10 years	30	
Above 5 years < 9 years	20	

3 to 4 years	10	
Below 2 years	5	
Reference Score	15	Annexure 2 completed with respective referee contact details, signature and company stamp. (Score calculated by adding the total scores of submitted relevant reference letters – (Annexure 2)).
Total Score	100	

NB: Minimum points required to proceed to the next evaluation is 70 out of 100.

Respondent's Signature

Date and Company Stamp

3.3. Financial Considerations

Payment milestones will be attached to the service level agreement.

3.4. Time Constraints

The East London Industrial Development Zone would like this project to commence on the 1 November 2022 after the signing of the service level agreement. The ELIDZ envisages the completion and close-out of the project by 30 March 2023. However, these timelines may be adjusted should there be a need as the project progresses.

3.5. Area of Service & Facilities

The delivery of services will be required at the East London IDZ, Lower Chester Road, Sunnyridge, East London.

3.6. Project Approach

- A structured program of meetings will be put in place so as to co-ordinate all aspects of the contract for the successful execution of the project.
- Monthly progress meetings will take place between the ELIDZ project manager and the appointed service provider to track progress and address any issues that may arise during the execution of the project.

4. Response Format

4.1 Company profile

- Provide an overview of your company profile.

4.2 Service provider experience and skills competency

- Provide a detailed list of personnel whom will form the team for this project, listing similar projects completed by each team member, their relevant skills / qualifications and years of work experience relevant to this project. Include curriculum vitae's where possible.
- Provide a minimum of three (3) references relevant to this tender, with completed reference letters, stamped, signed and dated by the referee.
- Provide details of the relevant services offered to these references, establishing a track record as well as provide contactable references at these sites / clients.

4.3 Detailed specification

- Describe your understanding of the requirements in this tender.
- Please provide details for each of the listed requirements in section B item 3 with reference to the scope of work provided in section B item 2.

4.4. Project plan and methodology

Describe the proposed engagement model with reference to this tender. Please provide the following:

- Engagement Structure
- Describe your proposed solution in detail in response to the detailed requirements

4.5. Compulsory documentation

- Completed and Signed ELIDZ Procurement Handbook with all relevant supporting documentation (Tax clearance etc.)
- CSD Registration Certificate
- JV Participation Documentation (If applicable)

Please forward any queries to: Anathi Mzantsi at the following contact details:

E-mail: anathi@elidz.co.za

Tel: (043) 702 8200

Respondent's Signature

Date and Company Stamp



ANNEXURE 2

REFERENCE LETTER