

EXPRESSIONS OF INTEREST [EOI]



ELIDZ STP is requesting submissions from interested and qualified parties to be a panel of facilitators, assessors, moderators at the ELIDZ Science & Technology Park.

"EXPRESSION OF INTEREST" [EOI]

to appoint **a panel of facilitators, assessors, moderators for a period of 3 years.**

EOI NUMBER:	2024 - EOI – STP – SK- 01
ISSUE DATE:	13 September 2024
CLOSING DATE:	10 October 2024
CLOSING TIME:	12:00

NO BRIEFING MEETING:

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EOI FOR PANEL OF FACILITATORS, ASSESSORS, MODERATORS FOR 3 YEARS

Section 1: NOTICE TO RESPONDENTS

1 EXPRESSION OF INTEREST [EOI]

Respondents should note that ELIDZ will only approach those entities, which have completed and submitted an EOI to ELIDZ through this procurement process. The subsequent Expression of Interest [**EOI**] if and when this is issued by ELIDZ during 2024/2025 period will be limited only to those Respondents who have submitted this EOI and who have been shortlisted following the evaluation/pre-qualification process stipulated in this EOI.

Please note the following conditions are applicable to all EOIs.

- Questions relating to the EOI will be accepted until **12h00 on the 30 September 2024**. All questions must be submitted to Anathi Mzantsi via e-mail to anathi@elidz.co.za
- The closing date for this EOI is at **12h00 on the 10 October 2024**;
- Only online submission will be considered;
- ELIDZ is not obligated to accept any proposal;
- Any expenses incurred by the respondent in preparing and submitting the proposal will be for the its own 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 proposer; however, the value total of the prices shall remain unaltered;
- Proposals which do not comply with the EOI conditions or which are incomplete will, as a general rule, not be considered.
- Company registration documents and ELIDZ procurement handbook
- Valid SARS PIN or Tax Clearance Certificate with their submission
- Verified original or certified B-BBEE Certificate. Companies with annual turnover less than R10 million to submit an accountant letter confirming turnover,

Respondents that will be approved following this process will be required to register on Treasury's CSD database Any additional information or clarification will be emailed to all Respondents, if necessary.

2 RESPONSE SUBMISSION / DELIVERY INSTRUCTIONS FOR EOI

The EOI document will be available for download on 13 September 2024 12h00 (Noon), at www.elidz.co.za , website under opportunities, Tender bulletin

It will be the responsibility of the respondent to ensure that the EOI 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, 10 October 2024. only PDF documents must be uploaded with a maximum size limit of 2GB per file.

Hard copy document submissions will not be considered.

3 BROAD-BASED BLACK ECONOMIC EMPOWERMENT AND SOCIO-ECONOMIC OBLIGATIONS

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 51% 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.

Any contract offered by the ELIDZ will be based on the correctness of information submitted by the applicants. Any misrepresentation of facts by applicants 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 applicant and any costs that may have been incurred in the process.

ELIDZ reserves the right to have the applicant'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).

4 COMMUNICATION

- 4.1** For specific queries relating to this EOI, an email should be submitted to Anathi Mgwaza at any time before **12:00 on 30 September 2024** substantially in the form set out in Section 7. In the interest of fairness and transparency, ELIDZ's response to such a query will then be made available to the other Respondents who have attended a Briefing Session. For this purpose, ELIDZ will communicate with Respondents, using the contact details provided to the Secretariat at the briefing session. Kindly ensure that you provide the Secretariat with the **correct** contact details, as ELIDZ will not accept responsibility for being unable to contact a respondent who provided incorrect contact details.
- 4.2** After the closing date of the EOI, a Respondent may only communicate with the Supply Chain Officer, at telephone number 087 372 8258, email anathi@elidz.co.za on any matter relating to this EOI Proposal.
- 4.3** Respondents are to note that changes to its submission will not be considered after the closing date. Respondents are warned that a Proposal may be liable to disqualification should any attempt be made by a Respondent either directly or indirectly to canvas any officer or employee of ELIDZ in respect of this EOI between the closing date and the date of the award of the business. Furthermore, Respondents found to be in collusion with one another will be automatically disqualified and restricted from doing business with ELIDZ in the future.

5 CONFIDENTIALITY

- 5.1** All information related to this EOI is to be treated with strict confidence. In this regard, Respondents are required to certify that they have acquainted themselves with the Non-Disclosure Agreement. All

information related to a subsequent contract, both during and after completion thereof, will be treated with strict confidence. Should the need however arise to divulge any information gleaned from the process, which is either directly or indirectly related to ELIDZ's business, written approval to divulge such information must be obtained from ELIDZ.

6 INSTRUCTIONS FOR COMPLETION OF EOI

- 6.1** EOI proposals must be submitted online.
- 6.2** All returnable documents listed in the expression of interest [section 4] in this EOI must be returned with your submission.
- 6.3** The person or persons signing the submission must be legally authorised by the respondent to do so.

7 STATUS OF THIS EOI AND SUBSEQUENT PROCESS

- 7.1** It is envisaged that Respondents to this EOI will be subjected to 1st Phase of Returnable Documents & Schedules compliance criteria and will be shortlisted in order to proceed to the follow up Phases of evaluations till the candidate/s that meet the criteria is awarded.
- 7.2** This EOI is not an offer or award and ELIDZ is under no obligation to accept any proposals in this process.
- 7.3** This Expression of Interest is for facilitation, assessor, moderation only; no business operations will be awarded through this process.
- 7.4** Facilitators, assessor, moderators will be included on a database for future business requests

8 DISCLAIMERS

- 8.1** Respondents are hereby advised that ELIDZ will not be committed to any course of action as a result of its issuance of this EOI and/or its receipt of submissions in response to it. In particular, please note that ELIDZ reserves the right and at its sole and full discretion to:
 - a) take no further action whatsoever, if it so decides
 - b) withdraw from this process and the provisions of this project at any time;
 - c) select the EOI participants based on ELIDZ's criteria;
 - d) change the dates of adjudication and submission;
 - e) not invite EOI respondents for further participation in the EOI process;
 - f) not bind itself to accept any or all of the EOIs;
 - g) increase or decrease the quantities/scope as indicated in the EOI;
 - h) Validate any information submitted by Respondents in response to this bid. This would include, but is not limited to, requesting the Respondents to provide supporting evidence. By submitting a proposal, Respondents hereby irrevocably grant the necessary consent to ELIDZ to do so;
 - i) request audited financial statements or other documentation for the purposes of a due diligence exercise; and/or
 - j) Not accept any changes or purported changes by the Respondent to the proposal rates after the closing date and/or after the award of the services, unless the contract specifically provides for it.
 - k) Enter into price negotiations with the preferred applicant/s.

- 8.2** ELIDZ's decisions will be final and no correspondence will be entered into after the selection process. You will be formally notified of your result.
- 8.3** Kindly note that ELIDZ will not reimburse any Respondent for any preparatory costs or other work performed in connection with this submission.

9 TAX COMPLIANCE

- Tax Requirements
- Applicants must ensure compliance with their Tax obligations.
- Applicants are required to submit their unique personal ID number (PIN) issued by SARS to enable the ELIDZ to view the taxpayer's profile and tax status.
- Application for tax compliance status (TCS) or PIN may also be made via e-filing.
- Bidders may also submit a printed TCS together with the bid.
- In submissions where consortia/joint venture/ sub-contractors are involved, each pay must submit a separate proof of TCS/PIN/CSD number.
- Where no TCS is available, but the bidder is registered on the CSD database, a CSD number must be provided.

10 PROTECTION OF PERSONAL DATA

In responding to this bid, ELIDZ acknowledges that it may obtain and have access to personal data of the Respondents. ELIDZ agrees that it shall only process the information disclosed by Respondents in their response to this bid for the purpose of evaluating and subsequent award of business and in accordance with any applicable law. Furthermore, ELIDZ will not otherwise modify, amend or alter any personal data submitted by Respondents or disclose or permit the disclosure of any personal data to any Third Party without the prior written consent from the Respondents. Similarly, ELIDZ requires Respondents to process any personal information disclosed by ELIDZ in the bidding process in the same manner. The detailed mutual duties of ELIDZ and the Respondents to protect personal information is contained in paragraph 37 of the General Bid Conditions.

EOI for the Panel of Facilitators, Assessors, Moderators for ELIDZ SOC

Section 2: EOI SCOPE OF REQUIREMENTS

1 INTRODUCTION

The Science and Technology Park (STP) component of the East London Industrial Development Zone (ELIDZ) was established to contribute towards the ELIDZ's vision of becoming a catalyst for growing a strong regional industrial base, supported by a business ecosystem that serves to extend the global competitiveness of local industries.

As the ELIDZ continues its 2020/21 – 2024/25 strategic period, it aims to bolster technology-led innovations and industrial modernisation. It aims to do this by looking to leverage targeted sector innovation opportunities. This will aid advancing the competitive and comparative advantages of the zone as an investment destination through the utilisation of industrial development and innovation. Pertinent here from this aim and outcomes is the ability to create an enabling environment that will ensure the effective and efficient development of relevant and critical skills that are geared towards enhancing employability and producing entrepreneurs.

2 BACKGROUND

The ELIDZ undertook a skills development audit, to identify the gap between the current skills gap and the required skills by the industry both in terms of current and future skills. Key skills programmes were identified by the study, and a skills development strategy was developed in this regard, in order to astutely devise effective means and ways to address the gaps identified. The skills development strategy amongst others, proposes for the ELIDZ to create an enabling environment for the implementation of effective and credible skills development programmes, this includes being an accredited skills agent that can provide these programmes on a regular basis.

The project therefore aims to strategically position the East London IDZ Science and Technology Park as a centre of excellence and a skills development agent, particularly on providing and facilitating scarce and critical skills development programmes aligned with ELIDZ sectors, and that are needed by the industry (now and in the future). The objectives are also not only to enable communities an opportunity to be employable and to re-skill, but also to create entrepreneurs out of the process.

With the advent of the latest developments taking place in the skills development ecosystem, it is critical to undertake and bring onboard the necessary support and expertise, that will help facilitate and fast track processes that are aligned with the relevant authorities and that will gear for the ELIDZ to be accredited. Selected panellists' CVs will also form part of the portfolio of documents to be submitted to the QCTO and other relevant authorities for accreditation purposes. Interested applicants are not expected to charge the ELIDZ in this regard.

3 KEY OBJECTIVES OF THIS EOI PROCESS

The ELIDZ-STP is seeking suitably qualified panel of facilitators, assessors, and moderators in the following fields

	Mark (x) on interested area(s) below		
ICT & 4iR	Facilitator	Assessor	Moderator
Higher Certificate in Game Design and Development: NQF Level 05			
Higher Certificate in Animation and Visual Effects: NQF Level 05			
Occupational Certificate: Artificial Intelligence Software Developer: NQF Level 05			
Higher Certificate in Software Development: NQF Level 05			
Higher Certificate in Computer Forensics: NQF Level 05			
Occupational Certificate: Design Thinking Innovation Lead: NQF Level 04			
Occupational Certificate: Design Thinking Innovation Practitioner: NQF Level 04			
Occupational Certificate: Internet-of-Things Developer: NQF Level 04			
Occupational Certificate: Software Tester: NQF Level 05			
Occupational Certificate: Robotic Processing Automation (RPA) Developer: NQF Level 05			
Renewable Energy			
Higher Occupational Certificate: Solar Photovoltaic Standalone Service Technician: NQF Level 05			
National Occupational Certificate: Solar Photovoltaic Standalone Systems Installer: NQF Level 04			
Occupational Certificate: Solar Photovoltaic Standalone System Moulder: NQF Level 04			
Occupational Certificate: Electrical Substation Operations Technician (Power System Controller): NQF Level 05			
Occupational Certificate: Energy Efficiency Technician (Energy Audit Technician): NQF Level 06			
Occupational Certificate: Wind Turbine Service Technician: NQF Level 05			
Occupational Certificate: Hydro Power Plant Process Controller: NQF Level 06			
Automotive & Advanced Manufacturing			
Occupational Certificate: Carton CAD Operator: NQF Level 03			
National Certificate: Mechanical Engineering: Machining and Tooling: NQF Level 03			
Occupational Certificate: Manufacturing Production Process Controller: NQF Level 04			
Occupational Certificate: Production Process Machine Operator and Assembler: NQF Level 03			
Occupational Certificate: Boat Builder and Repairer (Boat Builder): NQF Level 04			
Occupational Certificate: Toolmaker: NQF Level 04			
Aquaculture			
Occupational Certificate: Aquaculture Farmer: NQF Level 04			
National Certificate: Fish and Seafood Processing: NQF Level 02			
Occupational Certificate: Fishing Hand: NQF Level 02			
Agro processing			
Occupational Certificate: Fresh Dairy Products Maker: NQF Level 04			
Occupational Certificate: Production Process Controller: NQF Level 04			
Occupational Certificate: Production Operator: NQF Level 03			
Occupational Certificate: Food Handler: NQF Level 03			
Pharmaceuticals			
Occupational Certificate: Pharmacy Technician: NQF Level 03			
Occupational Certificate: Pharmacist's Assistant (Basic): NQF Level 03			
Occupational Certificate: Chemical Laboratory Analyst: NQF Level 04			
General			
New Venture Creation: NQF Level 02 and 04			
Technopreneur: NQF Level 04			
Occupational Certificate: Safety, Health and Quality Practitioner: NQF Level 05			
Occupational Certificate: Quality Controller: NQF Level 04			

Respondent's Signature

Date and Company Stamp

4 GENERAL RESPONDENT OBLIGATIONS

- 4.1** The Respondent(s) shall be fully responsible to ELIDZ for the acts and omissions of persons directly or indirectly employed by them.
- 4.2** The Respondent (s) must comply with the requirements stated in this EOI.

5 CONFIDENTIALITY AND COMPLIANCE

This EOI and information contained herein or provided for purposes thereof, remain the property of ELIDZ and may not be reproduced, sold or otherwise disposed of.

Information disclosed in this EOI is given in good faith and only for the purposes of providing sufficient information to the Respondent to enable submission of a well-informed and realistic EOI.

6 UNDERTAKINGS BY RESPONDENT

It will be accepted that the Respondent, on submitting the EOI response, has read, understood and accepted all the terms and conditions of the document. The submission of an EOI by any Respondent shall presume complete acceptance of the terms and conditions of the document. All qualifications and or exceptions should be noted in the EOI Response document.

7 COSTS TO RESPOND TO THE EOI

All Respondents wishing to submit an EOI response must be in possession of this document, the ELIDZ will not be responsible for or pay any expense or losses, which may be incurred by any Respondent in the preparation, and submission of the EOI and the costs of the EOI at all stages of the EOI process. Costs, if any, will be for each Respondent's own account.

ELIDZ reserves the right to invite certain Respondents to present or otherwise demonstrate their proposed solution as per their EOI, at the Respondent's own cost.

8 AUTHORITY OF SIGNATORY

- 8.1** If the EOI Respondent is a company, a certified copy of the resolution of the Board of Directors (i.e. personally signed by the Chairman or Secretary of the Board) authorising the person who signs this EOI to do so and any other documents and correspondence in connection with this EOI and/or agreement on behalf of the company, must be submitted with their EOI.
- 8.2** If the EOI Respondent is a partnership, a certified copy of the resolution of the partners (personally signed by all the partners) authorising the person who signs this EOI to do so and any other documents and correspondence in connection with this EOI and/or agreement on behalf of the partnership, must be submitted with this EOI.
- 8.3** If the EOI Respondent constitutes a "one-man business", certified proof must be submitted that the person signing this EOI and any other documents and correspondence in connection with this EOI and/or agreement is the sole owner of the one-man business.

Failure to comply with this clause may result in rejection of the EOI response.

9 UNDERTAKING BY ELIDZ

In responding to this EOI, ELIDZ encourages all EOI Respondents to put their best effort into the construction and development of the proposal.

The EOI process will include due governance and the results of the adjudication process will be available to Respondents who are not successful under certain conditions. This will be allowed at the sole discretion of ELIDZ.

EOI for panel of Facilitators, Assessors, Moderators for 3 years

Section 3: ELIDZ'S EOI INFORMATION

1 EVALUATION REQUIREMENTS FOR EOI

1.1 MINIMUM ELIGIBILITY CRITERIA (pre-qualification criteria)

The following minimum eligibility criteria is a requirement for the submission of an EOI:

- Applicants must possess the necessary accreditation qualifications to facilitate/assess/moderate
- Applicants can select one or more of the listed qualifications
- Selected applicants consent for the ELIDZ to apply to the QCTO for accreditation using their CVs, qualifications and relevant information (complete and sign a consent form).

1.2 TECHNICAL CRITERIA (FUNCTIONALITY EVALUATION)

- Only applications that achieve a minimum qualification score of 70% in the Functionality Evaluation matrix below will be considered.
- Proposals with functionality points of less than the pre-determined minimum percentage of 70% will be eliminated.

2 TECHNICAL CRITERIA

- FUNCTIONALITY EVALUATION MATRIX

EVALUATION CRITERIA	POINTS	Returnable Documents
Level of Facilitation/Moderation/Assessor Experience	Max 60	Experience
Above 4 years	60	Attach cover letter and CV
3 - 4 years	55	Attach cover letter and CV
2 - 3 years	50	Attach cover letter and CV
1 - 2 years	45	Attach cover letter and CV
No Cover letter and CV provided	0	
Relevant Highest Qualifications	Max 20	Qualifications
Relevant postgraduate qualification	20	Certified copies of qualifications (certified within 3 months)
Relevant undergraduate qualification	15	Certified copies of qualifications (certified within 3 months)
No relevant certified qualifications provided	0	
Reference letters	Max 20	References
4 more reference letters	20	Reference letters
3 reference letters	15	Reference letters
2 reference letters	10	Reference letters
1 reference letter	5	Reference letters
No reference letter	0	
Total Score	100	

2.1 SUMMARY OF PROPOSED EOI EVALUATION THRESHOLD AND WEIGHTINGS

EVALUATION CRITERIA	MINIMUM THRESHOLD [%]
Technical / functionality threshold	70%

EVALUATION CRITERIA	FINAL WEIGHTED SCORES
Technical / functionality	100
TOTAL SCORE:	100

Note: ELIDZ will reserve the right to conduct post-tender negotiations with the preferred Respondent(s) during RFP stage.

3. CONFIDENTIALITY

3.1. POPIA

By submitting this tender, the bidder hereby consents to providing the ELIDZ with personal information as provided in the Protection of Personal Information Act 2013 (POPIA).

The ELIDZ undertakes to:

- i. 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.
- ii. 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.
- iii. 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.
- iv. 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.
- v. Due and reasonable care of the bidder's 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.
- vi. At all times strictly comply with its obligations under Data Protection Legislation.
- vii. 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.
- viii. 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.
- ix. 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.

All information related to a subsequent contract, both during and after completion, is to be treated with strict confidence. Should the need however arise to divulge any information gleaned from provision of the Services, which is either directly or indirectly related to ELIDZ's business, written approval to divulge such information must be obtained from ELIDZ.

3.2. RETURNABLE DOCUMENTS

- a) Respondents must submit with their responses to this EOI, **as a minimum requirement**, all the returnable documents indicated below with a [✓]. All Sections must be signed and dated by the Respondent.

Minimum Requirements - Returnable Documents	Submitted [✓]
ELIDZ Procurement Handbook	
Certified Accreditation certificates (certified within 3 months)	
Certified Qualifications (certified within 3 months)	
Cover letter reflecting experience and areas of interest relating to Facilitator/Assessor/Moderator roles	
Curriculum Vitae and certified ID (certified within 3 months)	
Previous work and Reference letters	

Note: The extent to which you are able to provide all or any of the Technical Criteria indicated above will not necessarily penalise you from further participation in an RFP process. Responses to this EOI will permit ELIDZ to consider and formulate various options in terms of the proposed allocation of its supply requirements and/or allied Services.

b) **Essential Returnable Documents**

In addition to the requirements of section (a) above, Respondents are further required to submit with their Proposals the following **essential Returnable Documents** as detailed below.

Essential Returnable Documents required for evaluation purposes:

Failure to provide all essential Returnable Documents used for purposes of scoring a bid, by the closing date and time of this bid will not result in a Respondent's disqualification. However, Bidders will receive an automatic score of zero for the applicable evaluation criterion. Bidders are therefore urged to ensure that all these documents are returned with their Proposals.

Please confirm submission of these essential Returnable Documents by indicating Yes or No in the table below:

Other Essential Returnable Documents:

Failure to provide other essential Returnable Documents may result in a Respondent's disqualification. Bidders are therefore urged to ensure that all these documents are returned with their Proposals.

The successful Respondent will be required to ensure the validity of all returnable documents, including but not limited to its Tax Clearance Certificate and valid B-BBEE Verification Certificate, for the duration of any contract emanating from this EOI/EOI. Should the Respondent be awarded the contract **[the Agreement]** and fail to present ELIDZ with such renewals as and when they become due, ELIDZ shall be entitled, in addition to any other rights and remedies that it may have in terms of the eventual Agreement, to terminate such Agreement forthwith without any liability and without prejudice to any claims which ELIDZ may have for damages against the Respondent.

Respondent's Signature

Date and Company Stamp

SIGNED at _____ on this _____ day of _____ 2024

SIGNATURE OF WITNESSES

ADDRESS OF WITNESSES

1 _____

Name _____

2 _____

Name _____

SIGNATURE OF RESPONDENT’S AUTHORISED REPRESENTATIVE: _____

NAME: _____

DESIGNATION: _____

Respondent’s Signature

Date and Company Stamp