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LOCALISATION SUPPORT FUND NPC

REQUEST FOR QUOTATION

YOU ARE HEREBY INVITED TO SUBMIT A QUOTATION FOR THE REQUIREMENTS OF THE LOCALISATION SUPPORT FUND (LSF) NPC

RFQ NUMBER:	RFQ_23_017_Process and Quality Improvement for Carbo Ferrum re-issue
RFQ ISSUE DATE:	21/06/2024
BRIEFING SESSION DATE:	03/07/2024 via MS Teams
CLOSING DATE AND TIME:	12/07/2024 at 16:30 pm
RFQ OFFER TO REMAIN VALID FOR A PERIOD OF	120 Days
DESCRIPTION:	REQUEST FOR QUOTATION FOR THE PROVISION OF TECHNICAL EXPERTISE TO ASSIST WITH PROCESS AND QUALITY IMPROVEMENT INITIATIVES FOR CARBO FERRUM
RESPONSES TO THIS RFQ SHOULD <u>ONLY</u> BE SENT VIA EMAIL TO:	<a href="mailto:info@lsf-sa.co.za">info@lsf-sa.co.za</a>
NB: All responses must be sent to the above-mentioned e-mail address and late responses will not be considered.	
ENQUIRIES	Can be addressed to: Leon Naidoo at <a href="mailto:LeonN@lsf-sa.co.za">LeonN@lsf-sa.co.za</a>
INTENTION TO PARTICIPATE	Please confirm your intention to participate in this RFQ process via email to <a href="mailto:LeonN@lsf-sa.co.za">LeonN@lsf-sa.co.za</a> by no later than 28/06/2024

NB: All enquiries regarding this RFQ must be forwarded to the Procurement Manager within two (2) business days after the briefing session date. Please note that all questions and subsequent responses received in the two days will be shared with all bidders as a complete list in order to ensure transparency. No enquiries from bidders will be entertained after the closing date of this RFQ and during the subsequent evaluation processes. LSF however reserves the right to clarify any information with any bidder regarding their response to this RFQ.

## SECTION 1: TERMS AND CONDITIONS OF REQUEST FOR QUOTATION (RFQ)

1. No services must be rendered, or goods delivered before an official LSF Purchase Order form has been received.
2. Late and/ or incomplete submissions (i.e., submissions which do not include relevant information for adjudication) will not be accepted.
3. Completion and signing of this RFQ template and input sheet(s).

4. **Tax clearance requirements:**

It is the responsibility of the bidder to ensure that they are registered for Tax and the Tax clearance certificate is submitted.

5. **B-BBEE Requirements:**

Bidders are required to submit a B-BBEE verification certificate indicating the contribution level of the bidding entity. For Exempted Micro Enterprises (EME) with an annual revenue of less than R10 million and Qualifying Small Enterprises (QSE) with an annual revenue of between R10 million and R50 million per annum, a sworn affidavit confirming the annual total revenue and level of black ownership may be submitted. Any misrepresentation in terms of the declaration constitutes a criminal offence as set out in the B-BBEE Act as amended.

**Note: If a bidder is a Consortium, Joint Venture or Primary Contractor with Subcontractor(s), the documents listed above must be submitted for each Consortium/ JV member or Primary Contractor and Subcontractor(s).**

6. **Price**

All prices must be quoted in South African Rand (ZAR) and MUST be firm for the RFQ validity period. Period of price validity must be explicitly stated.

7. **Reasons for disqualification**

LSF reserves the right to disqualify any bidder which does any one or more of the following:

- a) Bidder who does not have a Tax Compliant status on the closing date and time of the bid.
  - b) Bidder who submitted incomplete information and documentation according to the requirements of this RFQ.
  - c) Bidder who submitted information that is fraudulent, factually untrue or inaccurate, for example memberships that do not exist, BEE credentials, experience, etc.
  - d) Bidder who received information not available to other vendors through fraudulent means.
  - e) Bidder who does not comply with any *other requirements* as stipulated in this RFQ document.
  - f) Bidder who submits the quotation/ proposal to any email other than [info@lsf-sa.co.za](mailto:info@lsf-sa.co.za). NB: Only bid/RFQ enquiries sent to the email address of the Procurement Manager within three (3) business days will be attended to. No bid proposals or late enquiries sent to the email address of the Procurement Manager will be entertained.
8. LSF reserves the right to cancel or reject any quote and not to award the RFQ to the lowest bidder or award parts of the RFQ to different bidders, or not to award the RFQ at all.
  9. The LSF reserves the right to award this bid as a whole or in part.
  10. The LSF reserves the right to request all relevant information, agreements, and other documents to verify information supplied in the bid response. The bidder hereby gives consent to the LSF

to conduct background checks, including FICA verification, on the bidding entity and any of its directors / trustees / shareholders / members.

11. The LSF reserves the right of final decision on the interpretation of its RFQ requirements and responses thereto.
12. The bidder hereby accepts full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under this agreement as the principal(s) liable for the due fulfilment of this contract.

**13. Response Format (Returnable Documents)**

Bidders shall submit their bid responses in accordance with the response format specified below:

- a) Executive summary (explaining how you understand the requirements of this RFQ and the summary of your proposed solution).
- b) CIPC company registration document.
- c) Valid Tax Clearance certificate and/ or proof of application as endorsed by SARS and/ or SARS issued Tax Verification pin code.
- d) BBBEE certificate or sworn affidavit for EMEs and QSEs.
- e) Subcontracting commitments (if applicable).
- f) Section 1 of this RFQ document (duly completed and signed).
- g) Section 2 of this RFQ document (duly completed).
- h) Section 3 of this RFQ document (duly completed and signed).
- i) Annexures 1 – 6 of this RFQ document (duly completed and signed).
- j) Any supporting documents to substantiate responses to evaluation criteria.

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Name of your Company (in block letters)

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Signature(s) of the authorised person(s)

Date:

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Name of person signing (in block letters)

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Capacity

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Are you duly authorised to sign this Bid?

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Company Registration Number

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VAT Registration Number

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Postal address (in block letters)

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Physical address (in block letters)

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Domicilium citandi et executandi in the RSA (full street address) (in block letters)

Contact person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Cell phone Number: \_\_\_\_\_

e-mail: \_\_\_\_\_

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## 14. EVALUATION CRITERIA

Bidders shall be evaluated in terms of the following parameters:

- Mandatory Functional/ Technical Requirements.
- Other Functional/Technical Requirements.
- Price
- BBBEE Score

### 14.1 Mandatory Functional/ Technical Requirements

All bid responses that do not meet the Mandatory Functional Requirements will be disqualified and will not be considered for further evaluation on the Other Functional Requirements. The Mandatory Functional Requirements are stated in section 2 of this RFQ document.

Failure to comply with the Mandatory Functional/Technical Requirements assessed in this phase will lead to disqualification of bids.

### 14.2 Other Functional/ Technical Requirements

Regarding the other Functional/Technical Requirements, the following criteria (set out in more detail in section 2 of this RFQ document) and the associated weightings will be applicable:

CRITERIA	WEIGHT
Bidder's Experience	25%
Proposed Methodology	20%
Project Management and Co-ordination Plan	15%
Qualifications, Skills and Experience of the proposed Project Implementation Team	25%
Presentations	15%
<b>TOTAL</b>	<b>100%</b>

**Note: The minimum qualifying score for functionality is 65%. Bids that fail to achieve the minimum qualifying score on functionality may not be considered for further evaluation.**

### 14.3 Award Criteria

All bidders that shall achieve the minimum qualifying score (acceptable bids) will be evaluated further and the following criteria shall apply when determining the awarding decision:

- Price comparison and associated payment terms.
- BBBEE score.

## SECTION 2: SCOPE OF WORK AND TECHNICAL REQUIREMENTS

### 1. SPECIAL INSTRUCTIONS TO BIDDERS

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- 1.1** Bidders shall provide full and accurate answers to the questions posed in this document, and, where required explicitly state "Comply/Not Comply" regarding compliance with the requirements. Bidders **must** substantiate their response to all questions, including full details on how their proposal/solution will address specific functional/ technical requirements. All documents as indicated must be supplied as part of the bid response.

### 2. PROJECT BACKGROUND AND OBJECTIVE

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The Localisation Support Fund NPC (LSF) was incorporated in South Africa with a mandate to promote strategic localisation initiatives in the manufacturing sector and key value chains. The LSF partners with both demand and supply side stakeholders with an objective to unblock and unlock localisation by providing industry research and deploying technical expertise. The LSF's aim is to enable industrial development with a focus on manufacturing competitiveness. The key success metric for the LSF would be the reduction of South Africa's import bill and growth of manufacturing revenue and capacity.

The LSF received a request from Carbo Ferrum for assistance with improving its current processes and quality outputs in the manufacture of transmission monopoles and lattice towers. Carbo Ferrum specialises in the manufacture and fabrication of many steel products used mainly by the construction and electricity sectors.

Carbo Ferrum is embarking on an expansion of its product offering by engaging in the manufacture of transmission monopoles and lattice towers. The historical niche of the company has been in the manufacture of distribution monopoles. Considering the fact that there are major differences in terms of the design and manufacturing processes between transmission and distribution steel structures, Carbo Ferrum requires support to enhance its manufacturing capability and to upskill its workforce on the relevant welding techniques.

### 3. TERMS OF REFERENCE

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The objective of this project will be to deploy specialist technical expertise to augment and improve Carbo Ferrum's existing manufacturing capability and production capacity to enable the manufacture of transmission monopoles and lattice towers.

The project will include two areas of support namely:

- product optimisation of the transmission monopole and lattice tower manufacturing process (Carbo Ferrum currently only manufactures distribution monopoles); and
- welding capability improvement in the transmission products manufacturing process.

The scope of work shall be as follows:

#### **Product optimisation support:**

- Provide a diagnostic review and audit of the current manufacturing process for both the transmission monopoles and lattice towers to identify opportunities for process improvement.
- Consult on the manufacturing optimisation of lattice towers in order to manufacture products that meet the market requirements.
- Complement the existing technical and engineering expertise in the factory to optimise the production process for both transmission monopoles and lattice towers to improve efficiency and quality outputs.
- Set up of quality control system from stock-in to product-out and monitoring of material required, material ordered, and material used.

- Oversee the implementation of the quality control system for full traceability of all components.
- Advise on new product designs that can result in cost savings for Carbo Ferrum and allows for ease of export to targeted African Countries.
- Report writing.

**Welding capability improvement:**

- Provide specialised metallurgical assistance to improve the welding process around flanges and other thick and large steel components with the aim of eliminating service failures and re-work processes.
- Complement the existing technical and engineering expertise in the factory to develop and codify correct welding methods.
- Develop procedures and training material on welding techniques and methods and roll out training to Carbo Ferrum's welders.
- Qualify Carbo Ferrum's welders to all developed welding procedures according to required standards.
- Design and setup the quality control system for welding and other stages required in the manufacturing of poles.
- Report writing.
- Engage in regular (monthly) factory inspection visits to monitor skills development and adherence to procedures after implementation. Inspection visits are expected to be carried out for a period of six (6) months after implementation.

**4. PROJECT TIMELINES**

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The project is expected to be implemented over a period of six (6) months.

**5. EVALUATION CRITERIA**

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Bidders are required to select the area of competence in which they can commit to deploying the relevant expertise to meet the deliverables of this project.

Please mark with an "X" below. Bidders shall be evaluated in accordance with their response below.

<b>Area of competence</b>	<b>Yes</b>	<b>No</b>
Product optimisation (transmission monopole and lattice towers manufacturing process)		
Welding capability improvement (consulting, procedures/ material development, training, qualification)		

## 5.1 Other Technical Requirements

The service provider must indicate their compliance/ non-compliance to the following requirements and substantiate as required. The bidder must respond in the format below, where additional information is provided/ attached somewhere else; such information must be clearly referenced.

5.1.1 BIDDER'S EXPERIENCE	Comply	Partially Comply	Not Comply
<p>The bidder must demonstrate relevant experience in providing services in relation to the areas of competence selected (namely; <b>Product optimisation</b> and <b>Welding capability improvement</b>) with a specific focus in the steel manufacturing/ fabrication and production environment.</p> <p>The bidder must provide a minimum of three (3) relevant contactable references of where they have executed similar projects within the past five (5) years.</p> <p>Please refer to <b>Table (a) of Annexure 2</b> of this document for the format in which the required information must be provided.</p>			
<b>Substantiate / Comments</b>			

5.1.2 BIDDER'S PROPOSED METHODOLOGY	Comply	Partially Comply	Not Comply
<p>The bidder must demonstrate a thorough understanding of the objectives and deliverables of this project.</p> <p>The bidder must provide a detailed proposal of the methodology/ approach to be used to carry out the scope of work outlined.</p> <p>The methodology must be relevant to the area of competence selected above.</p>			
<b>Substantiate / Comments</b>			

5.1.3 PROJECT MANAGEMENT AND CO-ORDINATION PLAN	Comply	Partially Comply	Not Comply
<p>The bidder must provide a detailed project management plan which must include but not be limited to activities/ tasks, roles and responsibilities, deliverables, time frames and reporting framework.</p>			
<b>Substantiate / Comments</b>			

5.1.4 QUALIFICATIONS, SKILLS AND EXPERIENCE OF THE PROPOSED PROJECT IMPLEMENTATION TEAM	Comply	Partially Comply	Not Comply
<p>The bidder must submit, as part of its proposal, the following:</p> <ul style="list-style-type: none"> <li>The structure and composition of the proposed team, clearly outlining the qualifications and experience of the key personnel in relation to the relevant expertise required for successful delivery of the project.</li> </ul> <p>Please refer to <b>Table (b) of Annexure 2</b> of this document for the format in which the required information must be provided.</p> <ul style="list-style-type: none"> <li>CVs of the team and key personnel; and the CVs must clearly highlight qualifications, relevant areas of experience/ competence and track records in relation to this project.</li> </ul>			
<b>Substantiate / Comments</b>			

5.1.5 PRESENTATIONS	Comply	Not Comply
<p>The bidder shall be expected to present their proposed solution to a panel of evaluators.</p> <p>The presentation should cover the practical aspects of how the interventions, in the context of the scope of requirements, will be implemented over the project duration. Previous case studies of practical implementation must also be included.</p>		
<b>Substantiate/Comments</b>		



**SECTION 3: Cost Proposal**

Please indicate your total bid price here: R \_\_\_\_\_ (Excluding VAT)

**NOTE: All prices must be VAT exclusive and must be quoted in South African Rand (ZAR).**

Are the rates quoted firm for the full period of the contract?

YES	NO
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**Important:** If not firm for the full period, provide details of the basis on which price adjustments shall be applied e.g. CPI (Consumer Price Index) etc.

All additional (other) costs associated with the bidder's offer must be clearly specified and included in the total bid price.

Is the proposed bid price linked to the exchange rate?	Yes	No
<b><i>If yes, the bidder must indicate CLEARLY which portion of the bid price is linked to the exchange rate.</i></b>		

Payments will be linked to specified deliverables and/ or milestones. Payments will be made within 30 days after such deliverables have been approved by the LSF.	Comply	Not Comply

**COSTING MODEL: PROVIDE A BREAKDOWN OF THE PROPOSED COSTS**

Bidders must submit a costing schedule that is linked to the deliverables of this project. The breakdown of costs must be presented in the format below. *(Bidders are allowed to compile costing on an Excel sheet if the space in the table below is not sufficient.)*

**Table A: Product Optimisation Support** (Technical consultation and Project management)

Activity/ Deliverable	Resource(s)	Hourly rate per resource	No. of hours	Cost (excl. VAT)
<b>Sub-Total (A) (excl. VAT)</b>				
<b>Sub-Total (A) (incl. VAT)</b>				

**Table B: Welding Capability Improvement** (Consultation, procedure/ material development, training, qualification and Project management)

Activity/ Deliverable	Resource(s)	Hourly rate per resource	No. of hours	Cost (excl. VAT)
<b>Sub-Total (B) (excl. VAT)</b>				
<b>Sub-Total (B) (incl. VAT)</b>				

The bidder must provide a detailed breakdown of Disbursements (if any) below:

Cost Element	Cost (incl. VAT)
<b>Total Disbursements (C) (incl. VAT)</b>	

**Note on pricing:**

Disbursements (incidental expenses other than professional fees e.g., travel and accommodation, printing costs, etc.) must be clearly defined, outlining all assumptions. It is of utmost importance to submit clear and comprehensive cost proposals to allow the LSF to fairly compare bid prices/ cost proposals. If there is no additional fee envisaged for Disbursements, then the bidder must clearly indicate "No Charge/ Free of Charge". Failure to clearly indicate this, would result in LSF penalising your bid response by taking the cost of the highest bidder and adding 50% thereto and apply this rate for purposes of price comparisons. Bidders are therefore requested to respond clearly and comprehensively on this aspect of their bid response.

<b>Total Bid Price (A + B + C) (incl. VAT)</b>	
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**SUMMARY OF THE PROPOSAL**

DESCRIPTION	BIDDER'S PROPOSAL
Number of resources (personnel)	
Project duration (in hours)	
Project duration (in weeks)	

**Price Declaration Form**

Dear Sir,

Having read and examined the Request for Quotation (RFQ) Document, **RFQ\_23\_017**, the General Conditions, the Requirements, and all other Annexures to the RFQ Document, we offer to provide technical expertise to assist with process and quality improvement initiatives for Carbo Ferrum at the following price.

**R** \_\_\_\_\_ **(Excluding VAT)**

**In words**

**R** \_\_\_\_\_ **(Excluding VAT)**

We confirm that this price covers all activities associated with providing the services as called for in the RFQ document. We confirm that LSF will incur no additional costs whatsoever over and above this amount in connection with the provision of the services.

We undertake to hold this offer open for acceptance for a period of 120 days from the date of submission of this offer. We further undertake that upon final acceptance of our offer, we will commence with the provision of services when required to do so by the LSF.

We understand that you are not bound to accept the lowest or any offer and that we must bear all costs which we have incurred in connection with preparing and submitting this RFQ.

We hereby undertake, for the period during which this RFQ remains open for acceptance, not to divulge to any persons, other than the persons to which the bid is submitted, any information relating to the submission of this bid or the details therein except where such is necessary for the submission of this bid.

**SIGNED** \_\_\_\_\_ **DATE** \_\_\_\_\_

(Print name of signatory) \_\_\_\_\_

Designation \_\_\_\_\_

**FOR AND ON BEHALF OF:** COMPANY NAME \_\_\_\_\_  
Tel No \_\_\_\_\_  
Cell No \_\_\_\_\_  
Email \_\_\_\_\_

**Annexure 1 - Supply chain management practices questionnaire**

Request for Quotation No: \_\_\_\_\_  
Name of Respondent: \_\_\_\_\_  
Authorised signatory: \_\_\_\_\_

*[Note to the Respondent: The Respondent must complete the information set out below. If the Respondent requires more space than is provided below it must prepare a document in the same format setting out all the information referred to below and return it with the bid.]*

The Respondent must complete the following questionnaire.

**Respondent's past supply chain management practices:**

Item	Question	Yes	No
1.2	Was the Respondent or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If so, provide particulars:		
1.3	Does the Respondent relate to any LSF employee or part of LSF current or past staff (employee) establishment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If so, provide particulars:		

I, \_\_\_\_\_ (print name) hereby certify that the information, facts and representations are correct and that I am duly authorized to sign on behalf of the company.

Name of Company:

\_\_\_\_\_

Company Registration Number:

\_\_\_\_\_

Company VAT Registration Number:

\_\_\_\_\_

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Signature

-----  
Date

**Annexure 2 - Response Format for Section 2**

**Bidder's Experience and the proposed Project Team**

Request for Quotation No: \_\_\_\_\_

Name of Bidder: \_\_\_\_\_

Authorised signatory: \_\_\_\_\_

*[Note to the Bidder: The bidder must complete the information set out below in response to the requirements stated in Section 2 of this bid document. If the bidder requires more space than is provided below it must prepare a document in the same format setting out all the information referred to below and return it with the bid.]*

**The bidder must provide the following information:**

**Table (a) Details of the bidder's experience in providing services in relation to the areas of competence selected (namely; Product optimisation and Welding capability improvement) with a specific focus in the steel manufacturing/ fabrication and production environment. (Refer to Section 2 paragraph 5.1.1)**

Client Name	Project description	Industry/ Sector	Project period (Start and End Dates)	Description of services performed and role of the Bidder	Name, title and telephone contact of client

**Table (b) Details of the key personnel of the bidders' proposed team (Refer to Section 2 paragraph 5.1.4):**

Name	Position	Role/ Duties in this Project	Relevant Project Experience	
			Project description and Client name	Project duration (weeks)

### Annexure 3 - Certificate of Independent Bid Submission

I, the undersigned, in submitting the accompanying bid:

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(Bid Number and Description)

in response to the invitation for the bid made by: **The Localisation Support Fund (LSF)**

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: ----- that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate.
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect.
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder.
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder.
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities, or experience; and
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder.
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement, or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>1</sup> will not be construed as collusive bidding.
7. Without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement, or arrangement with any competitor regarding:
  - (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.

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<sup>1</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill, and knowledge in an activity for the execution of a contract.

9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder



**Annexure 4 – Declaration of Interest**

1. Any legal person, including persons having a kinship with persons employed by the LSF, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the LSF, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **To give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1. Are you or any person connected with the bidder presently employed by the LSF? **YES / NO**

2.1.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member: .....

Position occupied in the LSF: .....

Any other particulars:

.....  
.....  
.....

2.1.2 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the LSF in the previous twelve months? **YES / NO**

2.1.3 If so, furnish particulars:

.....  
.....  
.....

2.2 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the LSF and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.2.1 If so, furnish particulars.

.....  
.....  
.....

3. **DECLARATION**

I, the undersigned (name).....

Certify that the information furnished in paragraphs 2 and 3 above is correct. I accept that the LSF may reject the bid or act against me should this declaration prove to be false.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

**Annexure 5: Disclosure Statement**

**Disclosure Statement**

**In terms of the tender condition 10, which allows the LSF to conduct background checks on bidders and its shareholders and directors, the LSF hereby requires bidders to provide the following additional information:**

- 1.1 The LSF considers the integrity of its appointed service providers to be of critical importance. The LSF reserves the right to disqualify from further consideration any bidder whose integrity, based on past conduct (during the 5 years immediately preceding the bid submission date), it considers questionable.
- 1.2 To this end, the LSF requires each bidder to include in its bid, a disclosure statement which details the following (with sufficient information and supporting documentation for the LSF to make its own assessment as to the materiality or seriousness of allegations regarding the bidder's integrity or conduct):
  - 1.2.1 any criminal charges made against the bidder or any of its directors, shareholders, or management officials regarding their professional conduct;
  - 1.2.2 any civil proceedings initiated against the bidder or any of its directors, shareholders, or management officials regarding their professional conduct; and
  - 1.2.3 any other enquiry or similar proceedings initiated or threatened against the bidder or any of its directors, shareholders, or management officials regarding their professional conduct.
- 1.3 Where the bidder is a consortium, the disclosure statement referred to in paragraph 1.2 above must be made separately in respect of each consortium partner
- 1.4 In the event that the bidder's circumstances change, after submission of its bid, regarding any matter referred to in paragraph 1.2 above or regarding any matter referred to in its disclosure statement, the bidder must submit a written notification to LSF indicating the nature and extent of such changed circumstances.
- 1.5 The LSF reserves the right to seek such additional information from any bidder, in respect of the disclosure statement referred to in paragraph 1.2 above, as it may, in its sole discretion, determine, whether such information has been requested under this RFQ or otherwise, and may require the bidder to make oral presentations for clarification purposes or to present supplementary information, in respect of the disclosure statement if so required by the LSF.
- 1.6 Based on its own assessment of the contents of the bidder's disclosure statement and any publicly available information which is relevant to the contents of such disclosure statement, the LSF will decide whether the bidder's conduct or any allegations relating thereto pose a risk, reputational or otherwise, to the LSF; and if it reaches an adverse conclusion the LSF will in its sole discretion have the right to disqualify a bidder from further participation in the tender process. Disqualification on this ground may be done at any stage in the bid evaluation process prior to contract award.

Item	Question	Yes	No
2.1	Has there been any criminal charges made against the bidder or any of its directors, shareholders, or management officials regarding their professional conduct?	<input type="checkbox"/>	<input type="checkbox"/>
2.2	Has there been any civil proceedings initiated against the bidder or any of its directors, shareholders, or management officials regarding their professional conduct?	<input type="checkbox"/>	<input type="checkbox"/>
2.2	Has there been any other enquiry or similar proceedings initiated or threatened against the bidder or any of its directors, shareholders, or management officials regarding their professional conduct?	<input type="checkbox"/>	<input type="checkbox"/>
	If you answered "Yes" to any of the questions above, then please provide detailed particulars in a separate document and submit it with your bid.		

3. **DECLARATION**

I, the undersigned (name).....

Certify that the information furnished in the table above is correct. I accept that the LSF may reject the bid or act against me should this declaration prove to be false.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

## Annexure 6: Privacy & Protection of Personal Information Act 4 of 2013 Requirements

<i>Request for Quotation No:</i>	
<i>Name of Bidder:</i>	
<i>Authorised signatory:</i>	

Protecting personal information is important to the Localisation Support Fund (LSF). To do so, LSF follows general principles in accordance with applicable privacy laws and the Protection of Personal Information Act 4 of 2013 (POPIA (Protection of Personal Information Act)).

LSF's role as a responsible party, is amongst others to process personal information for the intended purpose for which it was obtained and in line with legal agreements with its respective/ prospective clients, third parties, suppliers, and operators.

Who is an Operator? A person or body/ entity which processes personal information for the LSF in terms of a contract or mandate.

Who is a Supplier? A natural or juristic person that provides a product or renders a service to the LSF. A supplier could also be considered as an operator, an independent responsible party or (together with LSF) a joint responsible party.

If the supplier or business partner provides LSF with its related persons' personal information, the supplier or business partner warrants that the related persons are aware of and have consented to the sharing and processing of their personal information with/by LSF. LSF will process the personal information of related persons as stated under a contractual agreement or as required by any related legislation.

Examples of the personal information of the supplier or business partner where relevant may include (but are not limited to): financial information, including bank statements provided to the LSF; invoices issued by the supplier or business partner; the contract/ legal agreement between the LSF and the supplier or business partner; other identifying information, which includes company registration numbers, VAT numbers, tax numbers and contact details; marital status and matrimonial property regime (e.g. married in community of property); nationality; age; language; date of birth; education; financial history; identifying numbers (e.g. an account number, identity numbers or passport numbers); email address; physical address (e.g. residential address, work address or physical location); information about the location (e.g. geolocation or GPS location); telephone numbers; online and other unique identifiers; social media profile/s; biometric information (like fingerprints, facial recognition signature; race; gender; sex; criminal history).

Example of Special personal information is personal information about the following: criminal behaviour, or any proceedings in respect of any offence allegedly committed by a data subject or the disposal of such proceedings; religious and philosophical beliefs; trade union membership; political beliefs; health, including physical or mental health, disability and medical history; or biometric information (e.g. to verify identity).

### RESPONSIBILITIES OF SUPPLIERS AND BUSINESS PARTNERS WHO ARE OPERATORS UNDER POPIA

Where a supplier or business partner, in terms of a contract or mandate, processes personal information for the LSF and is considered an operator of the LSF, the supplier or the business partner will be required to adhere to the obligations set out in the LSF data privacy or POPIA policy. This policy sets out the rules of engagement in relation to how personal information is processed by suppliers and business partners on behalf of the LSF as well as the minimum legal requirements that LSF requires the suppliers and business partners to adhere to, including compliance with POPIA as summarised in the below table.

Item	GUIDING CONDITIONS FOR PROCESSING PERSONAL INFORMATION	Yes	No
1.1	<p><b>Accountability</b></p> <p>The respective clients, third parties, suppliers and operators and its members will ensure that the provisions of POPIA, the guiding principles outlined in the policy and all the measures that give effect to such provisions are complied with at the time of the determination of the purpose and means of the processing and during the processing itself. If an employee of the LSF or any person acting on behalf of the corporation who through their intentional or negligent actions and/or omissions fail to comply with the principles and responsibilities outlined, proper corrective measures will be applied.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
1.2	<p><b>Processing Limitation</b></p> <p>The respective clients, third parties, suppliers and operators and its members will ensure that information is only processed for the justifiable reason and processing is compatible with the purpose of the collection.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
1.3	<p><b>Purpose Specification</b></p> <p>All respective clients, third parties, suppliers and operators and its members will process personal information only for specific, explicitly defined, and legitimate reasons. The respective clients, third parties, suppliers and operators will inform LSF of reasons prior to collecting or recording their PI.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
1.4	<p><b>Further Processing Limitation</b></p> <p>Personal information will not be processed for a secondary purpose unless that processing is compatible with the original purpose. Thus, where the respective clients, third parties, suppliers and operators seek to process personal information it holds for a purpose for which it was originally collected, and where this secondary purpose is not compatible with the original purpose, respective clients, third parties, suppliers and operators will first obtain additional consent from the LSF.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
1.5	<p><b>Information Quality</b></p> <p>The respective clients, third parties, suppliers and operators will take reasonable steps to ensure that all personal information collected is complete, accurate and not misleading. Where PI is collected or received from third parties, the respective clients, third parties, suppliers and operators will take reasonable steps to confirm that the information is correct by verifying the accuracy of the information directly with the data subject or by way of independent sources.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
1.6	<p><b>Open Communication</b></p> <p>Reasonable steps will be taken by the respective clients, third parties, suppliers and operators to ensure that the LSF is notified of the purpose for which the information is being collected, used, and processed.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
1.7	<p><b>Security Safeguards</b></p> <p>It is a requirement of POPIA for responsible parties, business partners and operators to adequately protect personal information. LSF will need to review suppliers or business partner security controls and processes to ensure that personal Information is compliant with the conditions of the lawful processing of personal information as set out in the POPIA. This would be a continuous monitoring and review conducted by the LSF at its discretion.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
1.8	<p><b>Data Subject Participation</b></p> <p>A data subject whose PI has been collected, stored, and processed by the respective clients, third parties, suppliers and operators must have communication channels to attend to may request for the correction or deletion of such information.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

I, \_\_\_\_\_ (print name) hereby certify that the information, facts and representations are correct and that I am duly authorized to sign on behalf of the company.

Name of Company/ Entity: \_\_\_\_\_

Company/ Entity Registration Number: \_\_\_\_\_

Company/ Entity VAT Registration Number: \_\_\_\_\_

\_\_\_\_\_  
Signature (Company/ Entity Representative)

\_\_\_\_\_  
Date