



**TERMS OF REFERENCE**  
**IDT CONTRACTOR DEVELOPMENT PROGRAMME PANEL**  
**OF CONTRACTORS**

**BID NO. IDTCDP2024/TNDR-MP00011**

**TENDER CLOSING DATE: 30 AUGUST @ 12H00PM**

**INVITATION TO BID FOR PARTICIPATION IN THE INDEPENDENT DEVELOPMENT TRUST (IDT) CONTRACTOR DEVELOPMENT PROGRAMME BY CONTRACTORS WITH DISABILITIES FROM CIDB GRADE 2GB TO 6GB FOR A PERIOD OF THREE YEARS**

Name of Bidder:.....

CSD Number: .....

CRS Number:.....CIDB Grade:.....

**ISSUED BY:**

THE INDEPENDENT DEVELOPMENT TRUST  
(IDT)

20 Paul Kruger

ABSA square, Mbombela

1300

Website: [www.idt.org.za](http://www.idt.org.za)

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## PART 1: BIDDING PROCEDURE

### 1.1 BRIEFING SESSION:

There will be no compulsory briefing session for this bid. All queries related to this bid may be directed to the persons below, seven (7) working days before bid closure:

Sylvia Sibiya (Programme Manager): [SylviaS@idt.org.za](mailto:SylviaS@idt.org.za) or 013 752 3578

All bids must be submitted to the Mpumalanga IDT Regional Offices at the following physical address:

THE INDEPENDENT DEVELOPMENT TRUST (IDT)

20 Paul Kruger

ABSA square, Mbombela

1300

Bids that are submitted in any other place other than the above mentioned will not be considered.

### GENERAL

#### BID INFORMATION

**Type:** Open Tender/Bids

**Bid Documents will be Available from:** 30 July 2024

**Bid Closing:** 30 August 2024

**The Bid Advert and Documents will be available and to be downloaded on:**

- National Treasury e-Tender portal
- IDT Website

**Validity Period:** 90 days

**Contract period:** three (3) Year

Bidders queries will be attended to only up to 7 Calendar days before closing date.

Unsuccessful Bidders will not be notified. If you do not receive any response from IDT regarding this bid after 4 months from closing date, please consider your bid unsuccessful.

**REQUEST FOR PROPOSAL ONCE A CONTRACTOR IS IN THE PANEL**

- a) Request for proposals will be issued on an as-and-when required basis.
- b) Request for proposals will follow through the two stage evaluation approach which is the administrative compliance including financial and specific goals.
- c) The RFQs will be issued per individual project or work package (program).
- d) IDT also reserves the right to go to the open market should there not be sufficient service providers in a certain CIDB grading category.

## 1.2 DESCRIPTION OF PROGRAMME

The Independent Development Trust (IDT), listed in terms of the Public Finance Management Act (PFMA) as a Schedule 2 entity, is mandated to provide social infrastructure delivery management services as a contribution to the national development agenda. The entity delivers social infrastructure through a participatory approach leaning towards people-centeredness and incorporates the empowerment of historically vulnerable groups' in its development efforts and performance indicators.

The IDT implement Contractor Development Programme in partnership with the CIDB and the Department of Public Works in order to build and enhance the capacity of the construction industry. The programme entails recruiting emerging contractors amongst the previously disadvantaged South African, facilitating theoretical training and extensive practical infrastructure development mentorship process. The aim is to support contractors to enable them to exit the program on the basis of achieving the necessary competences, experience, track record and financial capital then promoted to the better grading status in the construction industry.

## 1.3 ADMINISTRATIVE REQUIREMENTS:

### 1.3.1 Compulsory documents to be submitted

- a. Submission of fully completed and signed Bidder's Disclosure (SBD 4).
- b. Proof of valid CIDB registration;
- c. Proof of business address; e.g. Municipal Bill, Rental Agreement, proof of ownership etc.
- d. Valid COIDA / FEM Certificate.
- e. For Military Veterans must have force number from the Department of Military Veterans and
- f. A completed affidavit (template provided) for the two nominated members of the entity who undertake full commitment to the CDP and must comply with the table below by providing a CV with certified copies of Qualifications:

Category	CIDB Grade	NQF Level	Minimum Qualification for building and construction management and for building and construction technology	Minimum Experience
GB: General Building CE: Civil Engineering	2 to 6	4	<ul style="list-style-type: none"><li>• National Certificate; or</li><li>• Industry recognised CETA accredited training programme in built environment</li></ul>	3 years

NB: Bidders who fail to comply with any of the compulsory documents will be disqualified.

- The CDP will not allow Joint Venture/ Consortium to bid for this programme.
- The IDT reserves the right to verify the validity of the submitted documents

### 1.3.2 Non-Compulsory Documents

- a. Full CSD Report. Bidders should register with CSD prior to closing date of the Bid.

## 1.4 EVALUATION CRITERIA: SOCIO-ECONOMIC EVALUATION

The selection process gives preference to contractors or enterprises with Historically Disadvantaged Individual equity ownership which have disability. Contractors are scored out of a maximum of 20 points for socio-economic goals in line with the Preference policy.

Goal	Points
Woman with disability	10
Youth with disability	5
People with Disability that are not women or youth	5
Total	20

### **Notes:**

Persons with disability must submit an authentic originally signed and stamped letter from professionally registered medical doctor indicating practice number.

## 1.5 FUNCTIONALITY

VARIABLES	DESCRIPTION OF CRITERIA	TOTAL POINTS	CRITERIA	POINTS
<u>FUNCTIONALITY POINTS</u>		100		
<u>Relevant Qualifications for the nominated employee of the company</u>	Points allocated for possession of relevant documents i.e., CV (company employee), Originally Certified Copies of Qualifications and Identity document. NB. Failure to submit all of the above-mentioned documents will result in non-allocation of points	40	Degree in built environment	40
			National Diploma in built environment	30
			National certification in built environment	10
Proof of Construction experience (track record)	Points allocated for submission of appointment letter/Purchase Order indicating (Project Description, Project value and recent financial statements) and Completion letter/Certificate: NB. Failure to submit all of the above-mentioned documents will result in non-allocation of points	40	<b>CLUSTER A (2GB)</b>	
			2 Completed Projects	40
			1 Completed Projects	20
			0 Completed Projects	0
			<b>CLUSTER B (3 - 4GB)</b>	
			3 Completed Projects	40
			2 Completed Projects	20
			1 Completed Projects	10
			0 Completed Projects	0
			<b>CLUSTER C (5GB)</b>	
			4 Completed Projects	40
			3 Completed Projects	30
			2 Completed Projects	20
			1 Completed Projects	10
			0 Completed Projects	0
Locality within Mpumalanga a Province	Attachment of any copy of the following documents : (1)Title deed, letter from a traditional authority or municipal statement which should not be older than 3(three) months or (2) A formal lease agreement together with lessor's municipal account or		Locality in the Mpumalanga Province	20

	letter from the traditional authority			
	<b>NB:</b> The physical address given in the SBD 1 will be used and should be consistent or the same as the preferred address in the Central Supplier Database report.		No submission	0
Total				100
Threshold				70
<b>Maximum Bidders per cluster</b>				
<b>Cluster A</b>	30			
<b>Cluster B</b>	20			
<b>Cluster C</b>	10			
<b>Panel Allocation</b>				
The allocation will be based on points scored for functionality in ascending order				
<b>Project allocation</b>				
The successful bidders will be invited for value competitive bidding (price and preference points) for all infrastructure procurement operations over the three year period on "as and when" basis				

**Notes:**

1. Bidders are required to score minimum points of 70 points for Functionality stated in the Terms of Reference (TOR)
2. Bidders who fail to disclose information as per the returnable schedule will be disqualified
3. As proof of construction track record, bidders are to submit the following means of verification:
  - a. Project Completion Certificates
  - b. Financial documentation which must include the following:
    - i. Best annual turnover, last 5 years determined from financial statements

- ii. Largest contract, last 5 years, completion certificates and/or appointment letter
  - iii. Available capital, bank statement with original bank stamp
- c. Five reference letters

## 1.5 TERMS AND CONDITIONS

This Invitation to bid has been compiled by the IDT. It is being made available, on the same basis, to all bidders. Bidders response to this invitation will be deemed to do so on the basis that they acknowledge and accept the terms set out below:

- The Bidder's attention is specifically drawn to the fact that appointment to the CDP panel will not necessarily result in the bidder being awarded work from the IDT.
- IDT reserves the right to subject Bidders and their facilities to assessment as part of the evaluation process or as a condition to be appointed.
- The IDT reserves the right to amend, modify or withdraw this Invitation to bid or amend, modify or terminate any of the procedures or requirements set out herein at any time and from time to time, without prior notice and without liability to compensate or reimburse any person.
- Neither the IDT nor any of their respective directors, officers, employees, agents, representatives or advisors will assume any obligation for any costs or expenses incurred by any party in or associated with preparing or submitting a bid documents in response to the Invitation to bid.
- Any material change in the control and/or composition of any ownership or any core member of a company after submission of a bid document, shall require the prior written approval of the IDT, and any failure to seek such approval from the IDT shall result in the IDT being entitled, in its sole discretion, to exclude the relevant bidder from any further participation in the bidding process. The IDT shall be the sole arbiter as to what constitutes a "material change in the control and/or composition of any bidder, and as to what constitutes a "core member of a bidder for purposes of such approval. Any request for such approval shall be made to the IDT in writing and shall provide sufficient reasons and information to allow the IDT to make a decision. The IDT reserves the right to accept or reject any such request for approval in its sole discretion
- Any requirement set out in this bid document that stipulates the form and/or content of any aspect of a bid, is stipulated for the sole benefit of the IDT, and save as expressly stated to the contrary, may be waived by the IDT in its sole discretion at any stage in the bidding process.

- The IDT and its advisors may rely on this process as being accurate and comprehensive in relation to the information and proposals provided therein by the Bidders.
- All bid documents submitted to the IDT will become the property of the IDT and will as such not be returned to the bidders. Proprietary information should be identified as such in each proposal.
- If the IDT amends this terms of reference, the amendment will be sent to each bidders in writing. No oral amendments by any person will be considered or acknowledged.
- This document is released for the sole purpose of responding to this documents and must be considered confidential. In addition, the use, reproduction or disclosure of the requirements, specifications or other material in this document is strictly prohibited.
- Successful Bidders will be subjected to Tax Verification before appointment into the CDP panel and allocation of projects.

# PART 2: COMPULSORY RETURNABLE DOCUMENTS

SBD 1

## SBD1: INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:	IDTCDP2024/TNDR-MP00011	CLOSING DATE:	30 AUGUST 2024	CLOSING TIME:	12:00 AFTERNOON
DESCRIPTION	INVITATION TO BID FOR PARTICIPATION IN THE INDEPENDENT DEVELOPMENT TRUST (IDT) CONTRACTOR DEVELOPMENT PROGRAMME BY CONTRACTORS WITH DISABILITIES FROM CIDB GRADE 2GB TO 6GB FOR A PERIOD OF THREE YEARS				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
IDT Mpumalanga, 20 Paul Kruger					
ABSA square, Mbombela					
1300					
<b>SEVEN (7) CALENDAR DAYS BEFORE THE BID CLOSURE,</b>					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	Sylvia Sibiya		CONTACT PERSON	Syandisa Dlomo	
TELEPHONE NUMBER	013 752 3578		TELEPHONE NUMBER	013 756 5500	
FACSIMILE NUMBER	-		FACSIMILE NUMBER	-	
E-MAIL ADDRESS	SylviaS@idt.org.za		E-MAIL ADDRESS	<a href="mailto:syandisad@idt.org.za">syandisad@idt.org.za</a>	
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					

FACSIMILE NUMBER	CODE		NUMBER	
E-MAIL ADDRESS				
VAT REGISTRATION NUMBER				
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		<b>OR</b>	CENTRAL SUPPLIER DATABASE No: MAAA

**QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?

YES  NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA?

YES  NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?

YES  NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?

YES  NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?

YES  NO

**IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.**

**PART B**

**TERMS AND CONDITIONS FOR BIDDING**

**1. BID SUBMISSION:**

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

**2. TAX COMPLIANCE REQUIREMENTS**

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE.”

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....  
(Proof of authority must be submitted e.g. company resolution)

DATE: .....

**BIDDER’S DISCLOSURE**

**1. PURPOSE OF THE FORM**

Any person (natural or juristic) may make an offer or offer in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s is listed in the Register for Tender Defaulters and/or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

**2. Bidder’s declaration**

2.1 Is the bidder or any of its directors/trustees/shareholders/members/partners, or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietors/directors/trustees/shareholders/members/ partners or any person having a controlling interest in the enterprise, in the table below.

Full Name	Identity Number	Name of State institution

---

**1 The power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.**

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....  
.....

2.3 Does the bidder or any of its directors/trustees/shareholders/members/partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....  
.....

### 3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

3.1 I have read and understand the contents of this disclosure;

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

3.3 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>2</sup> will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements, or arrangements with any competitor regarding the quality, quantity, specifications, and prices, including methods, factors, or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, before the date and time of the official bid opening or of the awarding of the contract.

3.5 There have been no consultations, communications, agreements, or arrangements made by the bidder with any official of the procuring institution about this procurement process before and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.6 I am aware that, in addition, and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, suspicious bids 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 and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2, and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature Date

.....  
Position Name of bidder



**AUTHORITY TO SIGN A BID**

**COMPANIES**

If a Bidder is a company, a certified copy of the resolution by the board of directors, personally signed by the chairperson of the board, authorizing the person who signs this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the company must be submitted with this bid, that is before the closing time and date of the bid

**AUTHORITY BY BOARD OF DIRECTORS**

By resolution passed by the Board of Directors on .....20.....,

Mr./Mrs./Ms..... (whose

signature appears below) has been duly authorized to sign all documents in connection with this bid on

behalf of (Name of Company) .....

**IN HIS/HER CAPACITY AS:** .....

**SIGNED ON BEHALF OF COMPANY:** .....

(PRINT NAME) SIGNATURE OF SIGNATORY: ..... DATE: .....

WITNESSES: 1..... 2.....



**SOLE PROPRIETOR (ONE - PERSON BUSINESS)**

I, the undersigned..... hereby confirm that I am the sole owner of the business trading as.....

.....

SIGNATURE..... DATE.....



**CLOSE CORPORATION**

In the case of a close corporation submitting a bid, a certified copy of the Founding Statement of such corporation shall be included with the bid, together with the resolution by its members authorizing a member or other official of the corporation to sign the documents on their behalf. By resolution of members at a meeting on ..... 20..... at .....

Mr/Mrs/Ms....., whose signature appears below, has been authorised to sign all documents in connection with this bid on behalf of (Name of Close Corporation)  
.....

SIGNED ON BEHALF OF CLOSE CORPORATION : .....

(PRINT NAME) IN HIS/HER CAPACITY AS .....DATE: .....

SIGNATURE OF SIGNATORY: .....

WITNESSES: 1..... 2.....



**CO-OPERATIVE**

A certified copy of the Constitution of the co-operative must be included with the bid, together with the resolution by its members authoring a member or other official of the co-operative to sign the bid

documents on their behalf. By resolution of members at a meeting on ..... 20.....

at.....

Mr/Mrs/Ms....., whose signature appears below, has been authorised to sign all documents in connection with this bid on behalf of (Name of cooperative)

.....

SIGNATURE OF AUTHORISED REPRESENTATIVE/SIGNATORY: .....

IN HIS/HER CAPACITY AS: .....



## DECLARATION WITH REGARD TO COMPANY/FIRM

3.1. Name of company/firm.....

3.2. Company registration number: .....

3.3. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

3.4. I, the undersigned, who is duly authorized to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualify the company/firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct.
- ii) The preference points claimed are by the General Conditions as indicated in paragraph 1 of this form.
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct.
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process.
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct.
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favorable arrangements due to such cancellation.

**Part T2: Returnable documents**

**BID REF NO: IDTCDP2024/25/TNDR-**

- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

WITNESSES

1. ....

2. ....

.....

SIGNATURE(S) OF BIDDERS(S)

DATE: .....

ADDRESS .....

.....



**A COMPLETED AFFIDAVIT (TEMPLATE PROVIDED) FOR THE TWO  
NOMINATED MEMBERS OF THE ENTITY WHO UNDERTAKE FULL  
COMMITMENT TO THE IDT CDP PROGRAMME**

**NOMINATION FORM 1**

I Mr/Ms ..... the Director of the company,  
..... Nominate Mr/Ms .....to  
serve and represent our company in the IDT Contractor Development Programme for the  
period of three (3) years of the panel.

The nominated candidate undertakes to take full commitment to the CDP and possess the  
required qualifications as specified in the tender document.

I Mr/Ms ..... ID No: ..... accept/reject  
(delete that which does not apply) the nomination to serve and represent the company in the  
CDP programme for a period of three (3) years.

Name .....

Signature ..... Date.....

Company Director



**A COMPLETED AFFIDAVIT (TEMPLATE PROVIDED) FOR THE TWO  
NOMINATED MEMBERS OF THE ENTITY WHO UNDERTAKE FULL  
COMMITMENT TO THE IDT CDP PROGRAMME**

**NOMINATION FORM 2**

I Mr/Ms ..... the Director of the company,  
..... Nominate Mr/Ms .....to  
serve and represent our company in the IDT Contractor Development Programme for the  
period of three (3) years of the panel.

The nominated candidate undertakes to take full commitment to the CDP and possess the  
required qualifications as specified in the tender document.

I Mr/Ms ..... ID No: ..... accept/reject  
(delete that which does not apply) the nomination to serve and represent the company in the  
CDP programme for a period of three (3) years.

Name .....

Signature .....

Date.....

Company Director



## **PROOF OF VALID CIDB REGISTRATION**

**Part T2: Returnable documents**

***BID REF NO: IDTCDP2024/25/TNDR-***



## **VALID COIDA/FEM CERTIFICATE**

**Part T2: Returnable documents**

***BID REF NO: IDTCDP2024/25/TNDR-***



## **CENTRAL SUPPLIER DATABASE FULL REPORT**

**Part T2: Returnable documents**

***BID REF NO: IDTCDP2024/25/TNDR-***



**PROOF OF RESIDENCE (MUNICIPAL BILL OR LEASE AGREEMENT  
ACCOMPANIED BY LAND LORD'S BILL AND PROOF OF PAYMENT  
NOT OLDER THAN 3 MONTHS)**

**Part T2: Returnable documents**

***BID REF NO: IDTCDP2024/25/TNDR-***



## **RETURNABLE DOCUMENTS**

### **A. CERTIFIED COPIES OF QUALIFICATIONS OF DIRECTORS**

**Part T2: Returnable documents**

***BID REF NO: IDTCDP2024/25/TNDR-***



## **B. CVS OF DIRECTORS**

**Part T2: Returnable documents**

**BID REF NO: IDTCDP2024/25/TNDR-**



## **C. COMPANY PROFILE**

**Part T2: Returnable documents**

**BID REF NO: IDTCDP2024/25/TNDR-**



## **D. REFERENCE LETTER/S**

**Part T2: Returnable documents**

***BID REF NO: IDTCDP2024/25/TNDR-***



## **E. COMPANY FINANCIAL DOCUMENTS**

**Part T2: Returnable documents**

***BID REF NO: IDTCDP2024/25/TNDR-***



**F. FOR MILITARY VETERANS MUST HAVE A  
CERTIFICATE OR LETTER WITH FORCE NUMBER  
FROM THE DEPARTMENT OF MILITARY VETERANS;  
AND**



**G. FOR PERSONS WITH DISABILITY MUST SUBMIT AN AUTHENTIC ORIGINALLY SIGNED AND STAMPED LETTER FROM PROFESSIONALLY REGISTERED MEDICAL DOCTOR INDICATING PRACTICE NUMBER.**