



TENDER NUMBER: TIA001/2020

TECHNOLOGY INNOVATION AGENCY E-EVIDENCE MANAGEMENT SYSTEM

83 LOIS AVENUE, MENLYN, PRETORIA

COMPANY REPRESENTATIVE AND CONTACT DETAILS: _____

Issue Date: 24 January 2020

**Venue: TIA House
83 Lois Avenue
Menlyn
Pretoria**

Validity Period: 120 Days (after closing date)

Mandatory Briefing Session: 06 February 2020 at 11:00

Response Deadline: 28 February 2020 at 11:00

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1. BACKGROUND

The Technology Innovation Agency (TIA) is a schedule 3A public entity of the Department of Science and Technology that was established (in terms of Act 26 of 2008) for the purposes of enabling and supporting technological innovation across all sectors of the economy to deliver socio-economic benefits for South Africa and enhance its global competitiveness. These goals are achieved by supporting the development and commercialisation of research outputs from higher education institutions, science councils, public entities, private research institutions, and enterprises and bringing them to market. TIA's goal is to use South Africa's science and technology base to develop new industries, create sustainable jobs and help diversify the economy¹.

Having been in existence as a key contributor to South Africa's National System of Innovation (NSI) for seven years, it is essential that as an organisation with a mandate of delivering socio-economic benefits for South Africa, it regularly communicate the outcomes and impacts of its projects, programmes and business.

TIA is in the above process responsible to acquire performance related information, data and evidence that would corroborate any reported performance against the key performance Indicators as contained in the Annual Performance Plan.

TIA is therefore inviting vendors to bid for the e-evidence system requirements which will able assist transaction recording, performance evidence collection, validation, vetting and reporting in accordance with TIA's monitoring and evaluation process. TIA's monitoring and evaluation high level process is articulated in the diagram 1 below.

Diagram 1: High level monitoring and evaluation process



*External refers to TIA external partners capturing transactions for reporting. System external interface required for such.

¹ For background information about the Agency, prospective service providers must visit TIA website at: www.tia.org.za

2. PURPOSE STATEMENT

The Planning Risk Intelligence Monitoring and Evaluation (PRIME) Unit is responsible for the compilation of the Quarterly Report (QR) and the Annual Performance Plan (APP) Performance matrix. In this process, PRIME is dependent on evidence and information to be submitted across number of KPIs depending on TIA's planning cycle with output records across different combinations of Technical Indicator Descriptors (TIDs) dealing with supporting evidence required from TIA internal business units, Platforms and Technology Stations (TSs). The system should be scalable enough for additional Technology Stations, Technology Incubators, and Platforms planned for in the next 5 years.

The software system must have capabilities to handle huge numbers of documents during spike period to avoid system crashing. A total number of physical documents that need to be validated and vetted in the process amounts to between 15 000 to 25 000 over a full year. The system should be central repository and must provide capability for document management that is capturing, storing, maintaining, preserving and retrieval of records.

3. SOLUTION DESCRIPTION

TIA requires a software solution that provides the following capabilities:

- a) A solution that can be easily changed and modified to address additional/changing information needs;
- b) A solution that provides for the electronic capturing of data, information and the uploading of various forms of evidence as part of one record;
- c) A solution with case management and workflow capabilities;
- d) A solution that provides capabilities of automated validation checks of any person's identity and place of residence or the business registration number, Directors and place of a business, requiring TIA's support (Companies and Intellectual Property Commission verification), or any interface with Central Supplier Database (CSD) and Home Affairs (for personal identification verification);
- e) A solution must be accessible on mobile (Android and Apple apps) and web-based platforms;
- f) A solution that will provide capabilities to draw statistical analysis for a free report writer capability that would allow any combinations of fields to be identified for different types of reporting. Such reports must be 'exportable' to MS Office suite (Word, Excel and PowerPoint);

- g) A solution that provides for real time evidence management removing all needs for paper based reporting;
- h) The solution must provide capabilities for sending out notifications, alerts and escalations;
- i) The solution must provide capabilities for generating a unique reference number for each Client Capturing Form and/ or APP capturing evidence completed;
- j) The solution must provide search functionality capabilities either by date, period, SMME (company name or individual), Platform, Technology Station;
- k) The solution must provide electronic signatory capabilities;
- l) The solution must provide an auto save functionality.

4. SYSTEM FUNCTIONAL REQUIREMENTS

4.1 SECTION 1: EXTERNAL PARTNERS REPORTING (MANDATORY)

Technology Station Programme (TSP) Business Unit at TIA provides Project Management Unit (PMU) for the technology stations located at various Higher Education Institutions (HEIs). TSP funds technology stations to support SMMEs by providing technical capabilities to develop or test their product and services. Technology Station Programme business unit at TIA is required to report on SMMEs/ Clients assisted by the Technology Stations that obtained funding from TIA. Diagram 2 below illustrates technology station high level process flow.

Diagram 2: Technology Station high level process flow

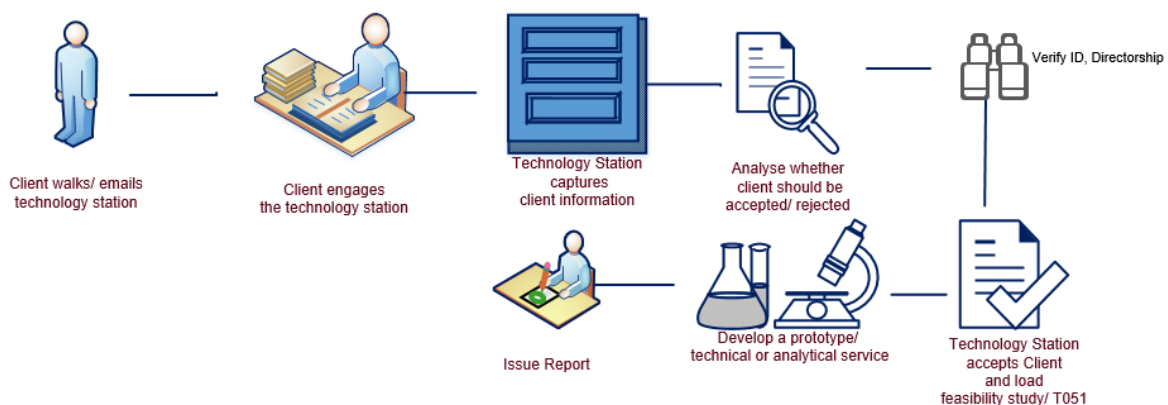
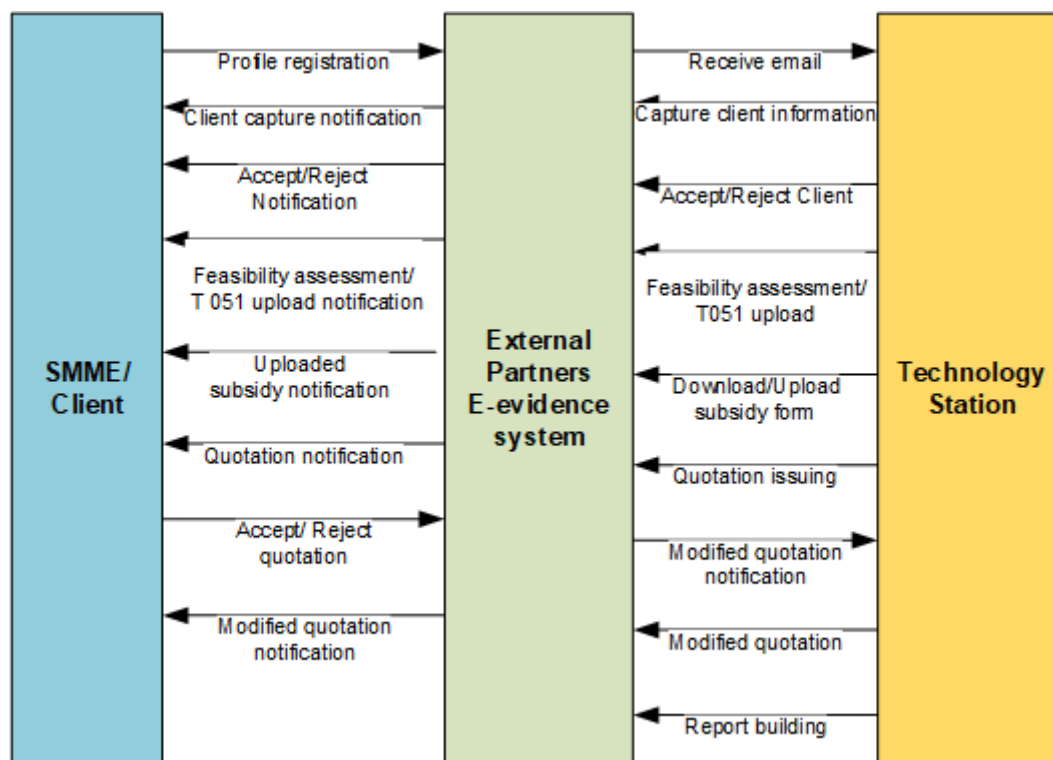


Diagram 3 below illustrates the context diagram in which external stakeholders will interact with the e-evidence solution.

Diagram 3: E-evidence external partner context diagram

The diagram below is developed to demonstrate and clarify overall process activity flow from client interaction, Technology station process and TIA process. The process is further explained thoroughly in the functional specifications for bidders indication of technical compliance/non-compliance.



4.1.1 Client Capturing Form

Prospective SMME/entrepreneur will approach a Tech Station/TIA Support Centre (via phone, email or walk in). A client capture form is completed and submitted with the assistance of the Technology Stations Manager. A meeting could be arranged to assist capture the client's information. The verification of the ID and company registration details are necessary for this stage to ensure that support is provided to south African citizens and/ or individuals holding permanent residents. System must provide ID and CIPC verification functionality.

Functionality	Specification	Demonstrate Compliance/ Non-compliance
Capture client details on the client capturing form		
1.1 Create login credentials	The system must enable user profile registration (username and password).	

Functionality	Specification	Demonstrate Compliance/ Non-compliance
1.2 Resend login credential	System must enable the user to reset username and password, create a new password and username if they have forgotten their password/ username.	
1.3 Send login notification	System must send login notification to the user, detailing the username and password.	
1.4 Capture Client details	The system must enable the user to capture client information on the client capturing form.	
1.5 Receive request from clients via email	The system must provide capabilities for clients to submit request via email that is interfaced/ embedded within the solution provided.	
1.6 Transfer client information into e-evidence system	The system must provide capabilities to automatically transfer mandatory field into the e-evidence system for users to action.	
1.7 Report on performance information	The system should provide capabilities of reporting based on various criteria, e.g. gender, youth, race, age, region, etc.	
1.8 Verify ID and company registration and tax compliance	The system must provide capabilities to interface with Home Affairs, SARS, CSD and CIPC for verification of identify documentation, company registration and tax compliance status.	
1.9 Create reference a unique number	The system must create an enquiry number and a reference number for every client that have accepted the quotations and other services rendered by TIA.	
1.10 Generate attendance register	The system must provide capability for creation of attendance register and	

Functionality	Specification	Demonstrate Compliance/ Non-compliance
	allocation of a reference number for each client assisted during capacity development at various areas.	
1.11 Send notification after client details are captured	System must provide capability to send out SMS and email notifications to clients who have been successfully captured.	
1.12 Auto save and recover information for completed sections	The system must provide capability to auto save and recover information for completed section.	
1.13 Print completed sections	The system must be able to download and print completed client capturing form.	
1.14 Conduct spell check	The system must be able to conduct a spell check on information captured.	
1.15 Submit client capturing form	The system must enable users to submit the completed client capturing form.	
1.16 Repeat clients	System must provide capability to indicate and report on repeat client served according to various jobs provided at any technology station.	
1.17 Transfer client from one technology station to other	System must provide capability to transfer client from one technology station to the other while retaining the same unique reference number.	
1.18 Capture joint/ collaborative projects	System must provide capability for technology stations who are collaborating on the same project, to capture activities that will be conducted by that particular station and the outputs thereof.	

Functionality	Specification	Demonstrate Compliance/ Non-compliance
1.19 Report on joint/ collaborative projects	The system must provide capability for users of a joint/ collaborative projects to report against activities that they needed to complete.	
1.20 Report on joint/ collaborative projects	The system must provide capability to issue a single report for joint/ collaborative projects.	
1.21 Change of records	The system should provide capability for change approval process, see <i>Annexure A</i> .	
1.22 Audit trail for all records	The system must provide capabilities for audit trail of all records submitted and changed according to access rights and delegation of authority.	

4.1.2 Activity Management Process

A meeting must be scheduled with potential client and station/platform personnel to unpack and agree on the scope of work. The scope of work must clearly define the anticipated outputs of the project, timelines, cost implications and team to be involved. The technical assessment also needs to be completed to determine the feasibility of the project and whether its suitable to be implemented.

Functionality	Specification	Demonstrate Compliance/ Non-compliance
1. Upload technical feasibility report	The system must allow for upload of the technical feasibility report (mandatory field on the system) – or a support report.	
2. Accept or reject the client	The system must provide capabilities to accept or reject the client based on the technical feasibility report.	

Functionality	Specification	Demonstrate Compliance/ Non-compliance
3. Send email and SMS communication	The system must issue a standard communication and/ or notification to rejected/ accepted client.	
4. Complete scope of work	If the client is accepted, the system must enable the technology station or support centre to complete the scope of work that needs to be signed by both parties.	
5. Upload T051 form	The system must provide capability to upload the T051, see below. Or similar forms that will be developed over time.	

4.1.3 Final Quotation

A revised quotation with detailed scope of work (T051, or similar) is issued and all the services to be provided are stated on the quotation. If the station's contribution exceeds operational allocations, the project is referred to the Management Committee for a final decision. These decisions are then communicated to the SMMEs and finally negotiated; additional project funding can be applied from TIA/TSP/Support Centre or other funding agencies.

Functionality	Specification	Demonstrate Compliance/ Non-compliance
1. Issue quotation	The system must enable the technology station to issue quotations through solution.	
2. Accept / reject quotation	The system must enable for the SMME client to accept or decline a quotation.	
3. Revise/ Reject quotation	If quotations are declined, then the system must enable technology stations to revise or reject the quotations should the SMME client not accept the initial quotations issued.	
4. Issue final quotations that	The system must provide capabilities to issue final quotations that are VAT inclusive.	

Functionality	Specification	Demonstrate Compliance/ Non-compliance
are VAT inclusive		

4.1.4 Subsidy Matrix

A subsidy scoring sheet is used to determine subsidy percentage that SMMEs qualifies for and whether the project will be subsidised at 100% or SMME will be required to contribute.

Functionality	Specification	Demonstrate Compliance/ Non-compliance
1. Download the subsidy matrix form	The system must provide capabilities for downloading of the subsidy matrix form, see below form.	
2. Capture subsidy percentage on the subsidy matrix form	The system must provide capability to capture the percentage of the subsidy issued. The tally should be conducted on the form and the final score must be captured on the system.	
3. Create summary notes for 100% subsidy	If the SMMEs is subsidised 100%, then the system must provide capability to capture notes/ summary for disclosure on the subsidy to the Technology Transfer Office (TTOs).	
4. Download and upload IP 7 form	The system must provide capability to download and upload the IP 7 Form, see <i>Annexure B</i> .	
5. Upload completed subsidy matrix	The system must provide capability to upload the signed subsidy matrix form.	
6. Report on clients that have been 100% subsidised	The system must enable the Technology Station to report on number of SMMEs that have been subsidised 100% and pull a report of the disclosures to TTOs.	
7. Approve 100% subsidy	Where the SMME has been subsidised 100%, the system must enable the technology station	

Functionality	Specification	Demonstrate Compliance/ Non-compliance
	to upload Management Committee Approval from the technology station.	
8. Flag previously subsidised clients	The system must provide capability to track the SMMEs with repeat project and flag number of times the SMMEs have subsidised.	

4.1.5 LIST OF TEMPLATES FOR SECTION 1

A. CLIENT CAPTURING FORM

Personal Details

Technology Station / Support Centre	
First name (s)	
Last Name (Surname)	
ID number	
Are you disabled?	Yes: No:

Mr	Mrs	Miss	Dr	Other
Gender	Male		Female	
Race	African	White	Coloured	Indian
Nationality				
Type of Disability (Voluntary disclosure)				

Contact details

Address line 1	
Address line 2	
Area Code	
Telephone	
Cell phone	
Work Tel	
Other	
Fax	
Email	

Business Details

Do you have a business	Yes	No			
Name of business					
Business Type	CC	Pty	Sole Prop	Co-op	NFP
Registration no.					
Tax No.					
VAT					
Tax Clearance	Yes	No			
No of employees	Males	Females			
Annual Turnover					

Website	
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Business Profile (BF)	SM E	Larg e	HEIs/ SC*	Start-up
(BF) if other				

* Science Councils

Service at Technology Station

Testing	
Analysis/Analytical Services	
Manufacturing	
Consultation/Technology Audit	
Product & Process Development	
Applied Engineering Design & Development	
Research and Development	
Technology Demonstration /Training	
3D Prototyping	

Expectation on product/process

SABS Approval	
Quality Standards	
Compliance	
Competitive	
Green Technology	
Ability to perform practical application after training	

Description of Business/Idea

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Information Provided

Drawin g	CAD Data	Sample	Other	
If other				

Envisaged socio-economic impact

Technological Innovation	
New Markets or Larger Markets	
Export Facilitated	
Jobs Created / Secured	
Productivity /Increase in turnover	

Client name: _____

Signature: _____ Date: _____

Technologist / Engineer Signature _____
Date: _____

This information provided below further describes the nature of fields, structure, flow and any configuration required for creation of the client capturing form as indicated above.

In the case of an **INDIVIDUAL** the following information needs to be captured – all the fields below are **MANDATORY** for completion:

The system must generate a unique reference number for each record captured for ease of tracking and referencing.

Section A – Registration of an INDIVIDUAL

Field 1: Surname of the person

Field 2: First name of the person

Field 3: Full initials of the person

Field 4: Title – drop down menu to select Mr/Ms/Dr/Prof/Adv – this information is to be used to distinguish gender

Field 5: Race – drop down menu African/Coloured/Indian/White

Field 6: Date of Birth (DoB) – drop down menus to select year/month/date (6 digits) – this information will be used for identifying YOUTH: meaning persons younger than 36 years of age (current system date minus DoB = <36)

Field 7: ID number – built in systems check that the first 6 digits of the ID number corresponds with the DoB. ID number must also be used to identify if the client is a first time or recurring customer (field 8) – instead of typing the ID number here a bar code scanner will be used to scan read the ID number into the record. This functionality should also provide a double check on the person's name and surname if that had been correctly captured.

Field 8: Using the outcome of Field 7 above, this Field must indicate: First time client? Yes/No

Field 9: Disability: Yes/No

Field 10: Physical address

Field 11: Town – drop down menu to select

Field 12: Province – drop down menu to select

Field 13: Mobile number – needed to make contact as well as for contact during the Customer/Stakeholder satisfactions survey done annually.

Field 14: Land line number (with dialling area code) – needed to make contact as well as for contact during the Economic Impact Assessments and Customer/Stakeholder satisfactions surveys done annually.

Field 15: Email address – needed to make contact as well as for contact during the Customer/Stakeholder satisfactions survey done annually.

Field 16: The INDIVIDUAL whose details had been capture must here indicate that his/her information and contact details may be used by TIA solely for the purposes of performing annual/periodical Economic Impact Assessments and Customer/Stakeholder Satisfaction Surveys, by answering YES or NO.

A1. In the case of a SMME registered business the following needs to be captured – all the fields are MANDATORY for completion:

Section B – Registration of a SMME

Field 17: Name of the SMME Business/Company

Field 18: First name of person representing the SMME

Field 19: Surname of person representing the SMME

Field 20: ID number of person representing the SMME

Field 21: Nature of the SMME's business:

Field 22: Category of SMME – drop down menu to distinguish between SMMEs as defined in the KPI 2.3 TID

Field 23: CIPC registration Number – mark as Exempted if an EME. CIPC number must be used to determine whether it is a first-time client or a recurring customer. (System check on validity of number).

Field 24: This field must reflect the outcome of Field 22, by indication “First time client: Yes/No’.

Field 25: Table of Name/s of owners up to ten (independently validated by the systems against National Treasury's CSD and or CIPC)

Surname	First name	ID number	Gender	Race	Disability	Youth

Field 26: Physical address of the business (background validation done)

Field 27: Town – drop down menu to select

Field 28: – Province – drop down menu to select

Field 29: – Mobile number – needed to make contact as well as for contact during the Customer/Stakeholder satisfactions survey done annually.

Field 30: – Land line number (with dialling area code) – needed to make contact as well as for contact during the Customer/Stakeholder satisfactions survey done annually.

Field 31: – Email address – needed to make contact as well as for contact during the Economic Impact Assessments and Customer/Stakeholder satisfactions survey done annually.

Field 32: The SMME whose details had been capture must here indicate that the entity's information and contact details may be used by TIA solely for the purposes of performing annual/periodical Economic Impact Assessments and Customer/Stakeholder Satisfaction Surveys, by answering YES or NO.

A2. As soon as Section A or Section B is completed the system **must PROMPT** the Primary User to **upload**, through the scanner or mobile photo app (or any other photographic/scanning type of device) or from a file records directory, the following documents as part of this record with a pop-up box against each record requiring the Primary User to confirm that each record scanned had been checked for quality of legibility:

- a. **ID Document** – mandatory for all Fields 1 to 14 – by physical scanning of an ID document through the use of a bar code reader to scan read (all forms, new ID card,

old green bar ID, drivers licence and passports – background validation check done for authenticity of record)

- b. **Proof of residence** (Municipal property account or SAPS affidavit or copy of lease agreement, or any other form of legal document that could indicate such information – background validation check done for authenticity of record)) – mandatory for all Fields 1 to 32
- c. **CIPC document** (Actual CIPC documentation or Customer Supplier Database (CSD) extracted from the National Treasury (NT) documentation or Lexis Nexis documentation/print out – background validation check done for authenticity of record)) – mandatory for all Fields 17 - 33
- d. **B-BBEE Certificate or EME SAPS Sworn affidavit** – mandatory for all Fields 17 – 33 (background validation check done for authenticity of record)

Note: TIA wants to remove the present cumbersome and laborious validations through certification by a Commissioner of Oaths or SAPS.

- A3. Once the above documents have been uploaded, the system must request the Primary User to confirm the he/she had verified the relevance, the validity and the quality of the uploaded information by pressing Yes. If No is pressed, the system must reject the record as “*Not able to process record*” by indicating to the user which fields are incomplete.
- A4. The following needs to be captured in terms of the type of technological support services rendered to the SMME (individual or business).

A “**Quotation for technological support services**” will be a system generated print-out to be given to the individual or business stating as the minimum (more than one quotation must be generated for clients returning for additional services at a later stage):

Field 33: System generated date

Field 34: Place generating/issuing it

Field 35: Contains the details of the client and contact number – as selected from the populated fields above

Field 36: Identify the type of service(s) that will be render – a **drop-down menu** from which a selection can be made such as anyone or a combination of the following:

- a. Testing and Analytical Services (Materials Testing, Quality Tests, Formulations, Material Behaviour Analysis. It can be Research and Development (R&D) or be routine jobs according to existing standards or client’s specifications, using readily available high-end software and equipment.)
- b. Rapid Prototyping and Manufacturing (Prototypes – are a representative model that can perform the required functions of the intended product. Rapid Prototyping and Manufacturing is a quick way of producing a working model to indicate the functional aspects of a product. The Manufacturing is not limited to batch/pilot manufacturing of models, but can include either contract machining or manufacturing, based on client’s drawings or specifications.)
- c. Consultation (Consultation includes Search and technology brokerage, finding the know-how as a diagnostic service, assessment or consultancy.
- d. Technology Audit and Feasibility Study (The technology audits and feasibility study is usually a first part of any project to identify the potential for improvement and the required interventions. The output results in searching and sourcing of technology from inside and outside HEI, generally from firms, engineering consultants and brokering as well as possibly managing transfer to SMMEs)

- e. Process or Product Improvement (Productivity, workflow, quality, improving production facilities and products by applying standard procedures and methods. In many cases, this would also involve testing and analytical services to make products conform to required specifications on new market demands and regulations.)
- f. Applied Development, Engineering and Design (Application of engineering processes to development a concept using technological innovation such as CAD/CAM now CAE to make a scaled production based on the know-how from the TS, needing professional engineering and design skills as well as identification and sourcing of technology/equipment. These services lead to demand driven projects that can be funded by various funding agencies)
- g. Research and Development (R&D on behalf of SMMEs to investigate a new product or process beyond the existing state of the art; applying scientific methods to improve competitiveness and compliance to prescribed standards. Some of the categories of R&D is initiated from within the University of Technology (UoT) with the intention to market it at a later stage. Academic findings from DST-internship (e.g. B.Tech, M.Tech, D.Tech.) reports from the house R&D.
- h. Technology demonstration is technology focused to introduce SMME in a new technology or improve existing technology related to their respective project, which should lead to a Technology Demonstrator that is a Model that demonstrates the functional capability of a specific technology. It is at lower level of technological maturity than a prototype as it is aimed at demonstrating only the technology functionality.)
- i. Technology Transfer Package - is a set of documents, software and/ training that will allow a third party to use a new technology in its simplest form it is a data pack and operational instructions to support the transfer of a technology.
- j. **Training** – basic/advanced | ... (must be typed in) name of training ... (must be typed in) and duration of training ... (must be typed in) [Taylor-made Training and Demonstration can be to a number of SMMEs/ Individuals, also aligned to formal accredited University Training activities].
- k. **Other** - ... provide a brief summary must be typed in here to provide an explanation of what the 'other' exactly entails.

Field 37: The category of technological type of service/support must be indicated by selecting from the drop-down menu on of the following:

- **Category 0** – all training – once this category is selected the system must duplicate the same information under the Training TID as a separate but linked record – format as per Annexure G2 – format copied lower down in this document.
- **Category 1** – TRL 3-7 level C = routine services to comply to local / international standards and specification
- **Category 2** – TRL 3-7 level D = technological intervention and know-how – trade secrets in TS transferred to enterprise to enable recipient to improve their products / process competitiveness.
- **Category 3** – TRL 8: Pre Commercialisation – Level A = innovative support provided in the TS to access new markets.
- **Category 4** – TRL 8: Pre Commercialisation - Level B = supply of knowledge based new products as a result of designs, copyrights and application of R&D publications from Higher Educational Institution (HEI) (In-depth interventions - to enable enterprises, SMMEs in particular, to benefit from the specialised knowledge and innovative technology of the Universities).

Field 38: Cost of the above support

Field 39: Monetary value of subsidy or services rendered in kind.

Field 40: The document must contain a standard legal disclaimer (stating: “*The issuer of this quotation for technological support to the recipient/client/beneficiary thereof does not accept any liabilities for any losses or damages or injuries whatsoever and howsoever incurred or suffered nor the success of the technological support as a result of rendering same to the recipient/client/beneficiary thereof*”) at the bottom just before the place the client must attach his/her e-signature accepting the quotation.

Field 41: e-signature accepting the quotation

Field 42: As and when the technological services/support/product(s) had been **rendered/finalised**, the recipient/client/beneficiary must physically sign-off by attaching his/her e-signature confirming that the services had been rendered and the transaction can be closed off.

A5. Very important if all the Fields of either Section A or Section B are NOT completed, the system must NOT allow the Primary User to press “SUBMIT”, by indicating to the Primary User which Fields are incomplete.

Only when all the Fields for either Section A or Section B, are completed and documents uploaded must the system accept the “SUBMIT” command and only then will Secondary Users be able to see and use the record.

Once the “SUBMIT” button is pressed by the Primary User, the record is frozen and cannot be changed. Before the “SUBMIT” command is pressed the record will be open for editing.

The system is required to notify the PM or the Unit Head, responsible for a specific Technology Platform or Technology Station or the Primary User whom had captured the record, the moment a record is submitted.

B. SUBSIDY MATRIX FORM

Client Name		Project Number:	
SCORE CRITERIA		POINTS	SCORE
TURNOVER PER ANNUM	Below R 200,000.	25	
	R 250,000 - 350,000	20	
	R 350,000 to R 550,000	15	
	R550,000 to R 1,000,000	10	
	R 1,000,000 to R 2,000,000	5	
	Above R2,000,000	0	
PROJECT VALUE	Below R50,000	25	
	R50,000 to R 150,000	20	
	R150,000 to R200,000	15	
	R200,000 to R300,000	10	
	R300,000 to R 500,000	5	
	Below R2500	0	
PDI SHAREHOLDING	100%	25	
	81 to 99%	20	
	61 to 80%	15	
	41 to 60%	10	
	21 to 40%	5	
	0 to 20%	0	
REPEAT PROJECTS	1st Project	25	
	2nd Project	20	
	3rd Project	15	
	4th Project	10	
	5th Project	5	
	6th Project and more	0	
TOTAL OUT OF 100			
SCALE OF SUBSIDY			
Below and up to 45		65%	
46 to 55		70%	
56 to 65		75%	
66 to 75		80%	
76 to 85		85%	
86 and above		90%	
Recommended by Station Engineer _____		Date: _____	
Authorized by Station Manager _____		Date: _____	

C. QUOTATION


Quotation /Cost Estimate			Form 002
Company		Quote/Project no	
Contact Person		Date	
Postal Address			
Tel			
Cell			
Email			
Description of work to be done	Unit Cost	Quantity	Total
NOTE: This quote/estimate is valid for 15 days Delivery will be discussed on receipt of order		Total excl VAT	
		less subsidy	
		15% VAT	
		Total incl VAT	
Acceptance			
I hereby accept the quote, subject to the stipulations as specified and I guarantee that I am property authorized in terms of the Resolution:			
Signature		Capacity	
Print name		Date	
Order number (compulsory)		VAT registration number (compulsory)	
Purchase order to be made out to xxxxxxxx University of Technology Work will only commence on receipt of order number and company VAT registration number Please complete and return via fax to xxx xxx xxxx			

D. T051 FORM

Technology Station						
Request for approval of / additional funds for Major Projects						
1. Company details						
Name of business						
Type of business						
Location (City and Province)						
Physical address						
Telephone and fax						
Email address						
Contact person						
Annual Turnover						
Number of Employees						
Ownership and management	HDI/BEE		YES		NO	
Gender	Male		Female			
Project	Start Date		End Date			
2. Project details (please give detailed information on the items listed below)						
Brief Description of Project, including both its start date and end date						
Motivation (why is it important; which company will benefit; expected outcomes)						
What are the main new ideas driving this innovation, in comparison with existing technologies/techniques/process?						
Has confidentiality agreements and IP issues been addressed?						
How will the project address the competitiveness of the SME(s) involved?						

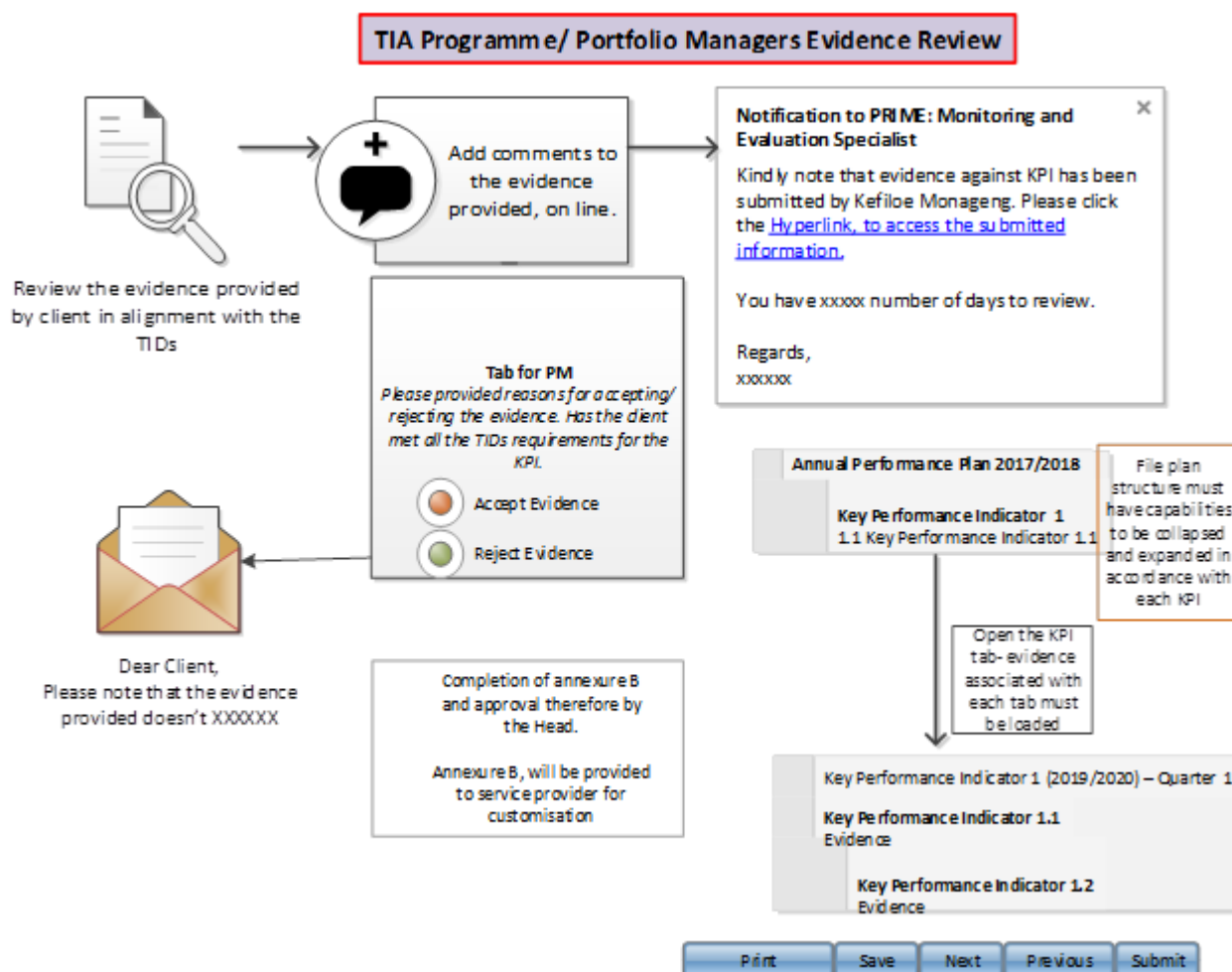
Note: Similar types of Forms may in time be implemented as TIA's portfolio of innovation support changes.

E. SCOPE OF WORK FORM (FOR INTERNAL USE)

 <p>technology innovation A G E N C Y</p>		<p>Document No.: Project No_Initiation_XXX###</p>	
<h3>PROJECT INITIATION</h3>			
Project Description			
Project No.		Start Date	
Description			
Customer			Contact
			Tel
			Fax
			E-Mail
This project is by authorised by			
Name	Role and Company	Signature	Date
<p><i>Confidential</i></p>			
Revisions History			
Version	Date	Changes Made	
Version 1	Date	Created	

4.2 SECTION 2: INTERNAL REPORTING (MANDATORY)

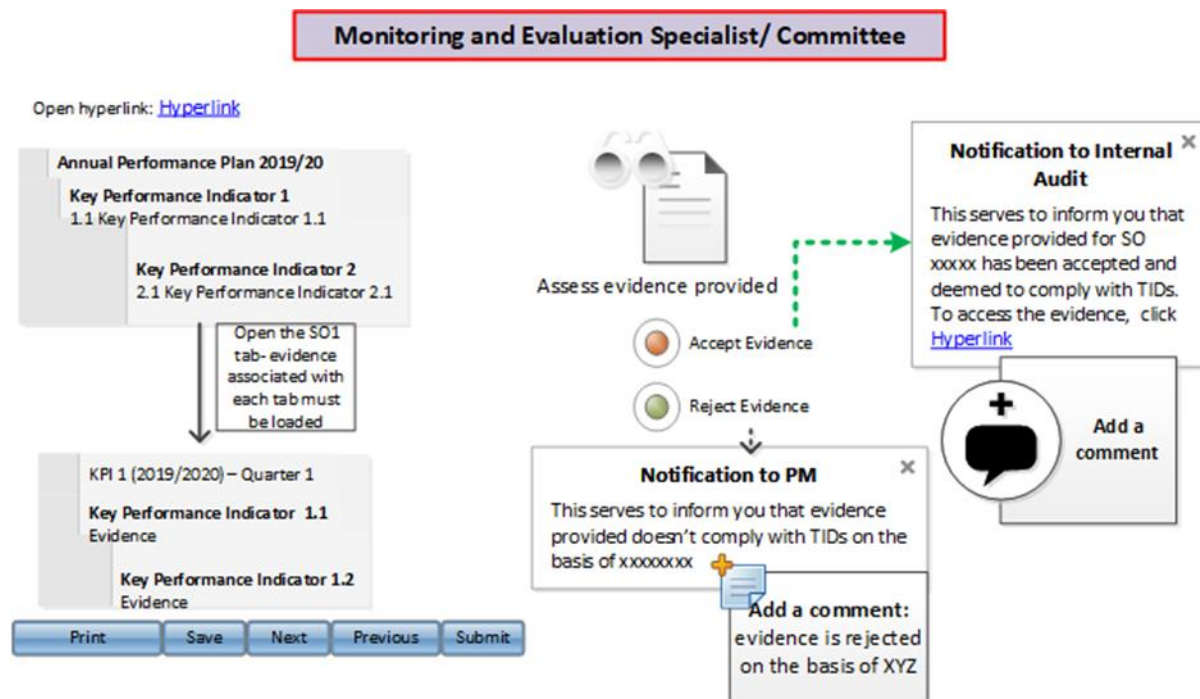
4.2.1 Programme/ Portfolio Managers Evidence Review



Functionality	Specification	Demonstrate Compliance/ Non-compliance
1. Open performance evidence submission period	The system must enable M&E Specialist to open period for submission of performance evidence.	
2. Close performance evidence submission period	The system must enable the M&E Specialist to close the period for submission of performance evidence.	
3. Extension of performance	The system must enable the M&E Specialist to request permission to extend the deadline dates from the Executive: PRIME	

Functionality	Specification	Demonstrate Compliance/ Non-compliance
evidence submission period	The system must enable approval/ declining of the extension.	
4. Capture performance evidence	The system must allow the PMs to capture, performance evidence in accordance with the prescribed TIDs.	
5. Dropdown list with specific TIDs output	The system must provide for a dropdown list of TIDs output that PMs can upload and comment against.	
6. Capture and retrieve evidence	The system must provide capabilities of capturing and retrieving evidence submitted.	
7. Send accepted evidence to the Head	The system must provide capabilities for sending evidence to the Head for approval/ rejection.	
8. Accept or reject Evidence	The system must enable the Head to review and make decision to accept or reject evidence submitted.	
9. Submit accepted evidence to Monitoring and Evaluation Specialist	The system must provide capabilities for the Head to submit accepted evidence to the M&E Specialist.	
10. Send notification to M&E Specialist	The system must also send a notification to M&E specialist of all accepted evidence.	
11. Resubmission of evidence	The system must enable for resubmission of evidence.	

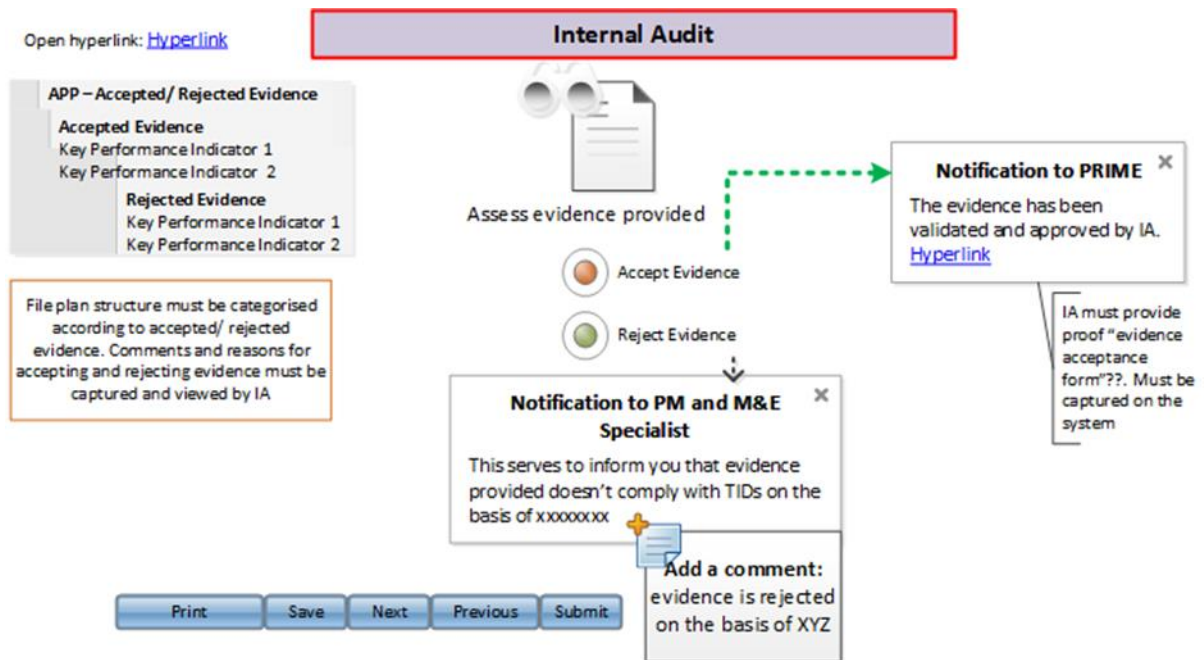
4.2.2 Evidence validation by Monitoring and Evaluation Specialist



Functionality	Specification	Demonstrate Compliance/ Non-compliance
12. Review, validate evidence	The system must provide capabilities for the M&E Specialist to accept/ query evidence.	
13. Capture reasons for querying evidence	The system must provide capabilities for the M&E Specialist to capture reasons for querying evidence.	
14. Send notification to Head and PM	The system must send dual communication to Head and PM and bookmark reasons for querying evidence.	
15. Submit accepted evidence to Internal Audit	The system must provide capabilities for M&E Specialist to submit accepted evidence to Internal Audit.	
16. Send notification to Internal Audit	The system must send a notification to Internal Audit of all accepted evidence and collate a report of rejected evidence.	
17. Report on performance matrix	The system must provide capabilities to report on organisation performance using matrix.	

Functionality	Specification	Demonstrate Compliance/ Non-compliance
18. Audit trail of performance evidence	The system must provide capabilities for sourcing the audit trail related to performance evidence submitted, accepted, resubmitted and querying.	
19. Lodge a complaints/ an appeal	<p>The system must enable line of business to appeal on decision to query evidence to Executive Manager: PRIME.</p> <p>The system must provide capability for Internal Audit to view reasons provided by Executive Manager: PRIME on appeals on query evidence.</p>	

4.2.3 Evidence vetting by Internal Audit



Functionality	Specification	Demonstrate Compliance/ Non-compliance
20. Review and vet evidence	The system must allow Internal Audit to review and vet evidence against TIDs.	

Functionality	Specification	Demonstrate Compliance/ Non-compliance
21. Accept or Reject evidence	The system must provide capabilities for Internal Audit to accept or reject evidence from the M&E Specialist.	
22. Send notification on accepted/ rejected evidence	The system must provide capabilities to issue notification to PMs, Head and M&E Specialist on accepted/ rejected evidence.	
23. Summary note of accepted/ rejected evidence	The system must allow Internal Audit to comment on accepted/ rejected evidence.	
24. Lodge an appeal against rejected evidence	The system must provide capabilities for Heads of Business Units to lodge an appeal to Head of Internal Audit against rejected evidence (escalation process).	

4.3 Additional PROCESS functionalities post submission of SMME record

- 4.3.1** The PM or the Unit Head responsible for a specific Platform or TS or the Primary User whom had captured the record with scanned documents must have the right to review the record and to accept or refer it back on-line.
- 4.3.2** The PM or Unit Head has **two working days** to process a submitted record after having received the system notification that a record had been uploaded for approval and submission. If NOT, the system must escalate the lack of action as a system generated report to be sent to the M&E Specialist indicating which record from which Primary User had not been processed by the identified PM or Unit Head. The M&E Specialist will make an on-line inquiry to the PM or Unit Head to provide the M&E Specialist reasons as to why there was a delay. If a response is NOT received in the next **two working days** the system must escalate this non-compliance to the respective Executive for action and resolving in the next **two working days**. If it is still NOT resolved the system will generate an escalation to the CEO and the ACT Unit by means of a “*deviation from standard report*” as per ISO9001:2015 requirement.
- 4.3.4** The details of the person (Secondary User) accepting the record and the date of approval must be system captured through a logon and password process – registered Secondary Users.
- 4.3.5** This person (Secondary User) will not have any rights to change or delete any record or parts thereof.
- 4.3.6** In the event the record is referred back, with reasons, to the Primary User, the Primary User must be notified by the system that the record had been referred back. The Primary User has **two working days** to resolve the query and resubmit same. If NOT, the system will start generating the same type of escalation process as described above in par7.2.
- 4.3.7** Once the record is ‘APPROVED’ the system needs to notify the M&E Specialist and the IA Manager that the record is ready for processing (validation and then vetting).

- 4.3.8** On receipt of the notification that a record had been 'ACCEPTED', the M&E Specialist will perform a validation needed for acceptability for reporting purposes. If NOT, acceptable reasons will be provided and the PM or Unit Head will receive a notification. **The same process of referrals and turnaround times will apply as described above (par 5.8.2).**
- 4.3.9** Once the corrected and updated record is received by the M&E Specialist and validated for acceptance, then the record will be closed and a notification will be sent to the IA Manager. On receipt of the notification that a record had been 'ACCEPTED' the IA manager will perform vetting needed for acceptability for reporting purposes. If NOT, acceptable reasons will be provided and the M&E Specialist, PM or Unit Head will receive a notification. **The same process of referrals and turnaround times will apply as described above, if time allows and depending on the reason for not vetting. The system will need to be adjustable for IA manager to add timelines for resolving findings regarding certain records and for which User needs to resolve the finding.**
- 4.3.10** When IA is finished with vetting the record, IA will have to indicate completion by pressing "RECORD COMPLETE".
- 4.3.11** Once the "RECORD COMPLETE" button is pushed the record will be a read only record and NO changes or more comments can be added to it.

4.4 Phase 2:

Functionality statement as related to the capturing of all other evidence except SMME records:

- 4.4.1** This module is to be named "**APP EVIDENCE CAPTURING INFORMATION**"
- 4.4.2** The place where this information is captured, as well as the name of the person (Primary or Secondary User) capturing, is automatically registered/identified by the system software. The system must request a formal logon by a registered Primary or Secondary User with password protection.
- 4.4.3** As soon as the Primary or Secondary User logged on to the system, the system must prompt him/her to select which KPI the evidence is being submitted for. The system must generate a unique reference number for each set of evidence records for ease of tracking and referencing.
- 4.4.5** All the Fields required as applicable per the template Annexure B1 of the Reporting Practice Note (RPN). Format as per the following Annexure B1.
- 4.4.6** The format of this template must be changeable by the system administrator.
- 4.4.7** The procedure to follow is primarily as described in the Reporting Practice Note (RPN), with due adaptation of the system programming to follow such a process electronically with system processed information.
- 4.4.8** All the KPI names as per the APP must be provided as a drop-down menu. KPI names and descriptions may change from year to year.

4.4.9 All the evidence as listed for each KPI's Technical Indicator Descriptors (TIDs) must be uploaded as a drop-down menu when uploading evidence.

APP EVIDENCE CAPTURING REPORT FORM (EXCEPT SMMEs)			ANNEXURE B1	
*Can this information be made public and shared with other parties (other than DST)? Yes or No				
1. PROJECT TRACKING NUMBER - GMS:				
2. *KPI Number:	3. *DST SO PI No.	4.1 *Start date:	4.2 *End date:	
5.* Business Unit submitting				
6. *Name of Coordinator				
7. *Is the evidence now submitted valid for this month of reporting – yes or no? (Y/N)		8. If <u>NO</u>, provide legitimate valid reasons why not	9.	
10. *Portfolio/Programme name:				
11. *Project name:				
12. *Project Manager name:				
13. *Brief project description (what is the project about?):				
14. *Geographic location / physical address (where):				
15. *Project Owner / beneficiary (name and contact details = who):				
16. *Type of owner / beneficiary: (e.g. SMME, PDI, University, Private, Entrepreneur, International, etc.)				
17. *Type of agreement in place (signed when and expiring when):				
18. *Project / purpose statement (why is the project undertaken, what is its purpose?)				
19. *In which sector does this project fall (energy, ICT, etc.)				
20. *What is the dti's Standard Industrial Classification (SIC) sub-group number for this project:				

21. *Funder / Investor detail and amount (how is the project funded and by who?)					
TIA funded	DST ring-fenced funded	NGO funded	Other Gov. Dept. funded	Private nationally funded	Internationally funded

22. *Total programme / project budget tracking		
Total project budget	Spend to date	Balance of budget
R	R	R

23. . *Programme / Project budget/spent tracking for FY		
Budget for the year	Spend YTD	Variance %
R	R	%
24. Reason for variance:		

25. *Programme / Project budget / spent tracking per quarter				
Target for FY	Achieved YTD	Target for Q	Actual for Q	Variance %
R	R	R	R	%
26. Reason for variance:				

27. *Trademark, Patent. IP Registration details (also registration numbers, date and in whose name)				
Name of registration/title/No.	Type	Date of registration	Place of registration	In whose name

28. *TIA data sheets for all people interventions - two tables are required: one for JOBS and one for TRAINING (see TID for type of information required)				
29. *System must now prompt the User to upload the series of evidence as applicable for this Record of evidence – the evidence for each KPI differs as described in the TIDs. Each KPI's TID selection of evidence table must be accessible through a drop-down menu selection. This section must allow the user to Register the details of the uploaded evidence, for example 29.1 Invoice 12345 from UCT to xyz dd 22/2/18 to the value of R20,000 29.2 TRL report from.... 29.3 Amount of claim for KPI 1.3 is R.....m Etc.				

4.4.10 General functionality notes for the above template:

- a. The selection of data required to fill out the respective fields in this template needs be achieved primarily through the use of drop-down menus accessing other TIA sources of information, e.g. Sage 300; Shoretel; GMS; Pastel or any other system in use or planned to be used in the future.
- b. From Field 29 up to 45 of the above template all actions as related to the processing of the record is system driven. System generated alerts for actions to be taken by the respective entities as marked.
- c. A report writer function must allow any combinations of fields to be printed in a report format. The report results must be exportable to MS Word or Excel or PowerPoint.
- d. The report writer function is only for use by the M&E section of PRIME.

10. *Name of person who had compiled this evidence report		11. *Name of BU Head approving this evidence report	
12. *Compilation date:		13. *Signature and date:	
PRESS SUBMIT #1		PRESS SUBMIT #2	
14. . M&E (Validation Team) Initial Feedback		15. BU Amendment Feedback and resubmission	
16. . Feedback date: PRESS NOT ACCEPTED #1 PRESS ACCEPTED #1 PRESS ACCEPTED #2		17. . Feedback date: PRESS RE-SUBMIT #1 PRESS RE-SUBMIT #2	
18. M&E (Validation Team or M&E) Amendment Feedback		19. IA Feedback	
20. Amendment Feedback date: PRESS NOT ACCEPTED #2 PRESS ACCEPTED #2		21. . Feedback date: PRESS NOT-VETTED #1 PRESS VETTED #1	
22. Final outcome - reason PRESS NOT ACCEPTED #2 PRESS ACCEPTED #2		23. Can the evidence be resubmitted after having corrected it (Yes / No)	
24. The following output of this record can be counted		Here the output is indicated – it will be either a number of a Rand Value	
25. RECORD CLOSED: PRESS YES OR NO			

5. REPORTING REQUIREMENTS

The system must be able to provide PRIME with high-level information or intelligence to inform future decision making on evidence submission, review and validation.

Type of Report	Description of Report	Frequency	Demonstrate Compliance/Non-compliance
Number of evidence received and not received	The report should provide evidence received and not received statistics covering the following areas: 1. Sector/ programme 2. Period (e.g. monthly, quarter, annual)	Monthly and quarterly	
Number of queried evidence	The report should provide evidence in terms of queried evidence and should be structured as follows:	Quarterly and monthly	

Type of Report	Description of Report	Frequency	Demonstrate Compliance/Non-compliance
	<ul style="list-style-type: none"> • queried evidence per sector/ programme – the reasons for the query must be clear. • queried evidence per PMs. • Number of queried issued per sector/ programme. • Evidence rejected by Internal Audit – the reasons for the query must be clear. • Evidence queried by PRIME – the reasons for the query must be clear. 		
Number of accepted evidence	<p>The report should provide evidence in terms of queried evidence and should be structured as follows:</p> <ul style="list-style-type: none"> • Accepted evidence per sector/ programme. • Rejected evidence per PMs. • Number of accepted issued per sector/ programme. • Evidence accepted by Internal Audit. • Evidence accepted by PRIME. 	Quarterly and monthly	
Turnaround time of evidence validation	<p>The report should cover:</p> <ul style="list-style-type: none"> • Units that met evidence submission deadlines. • Units that did not meet evidence submission deadlines. • Time taken to receive and validate evidence, from time submitted by PM, validation by M&E to vetting by Internal Audit. 	Quarterly and Monthly	

	(iii)	R5,001 - R10,000pm																
	(iv)	R10,001 - R15,000pm																
	(v)	>R15,001pm																

A = AFRICAN

W = White

I = Indian

C = Coloured

5.2 Format for reporting training

TIA data sheet for all people interventions - for TRAINING																		
Month		A. Men				B. Women				C. Youth				D. People with Disability				
		A	W	I	C	A	W	I	C	A	W	I	C	A	W	I	C	
APRIL	Total																	
	Planned	0																
	Actual	0																
MAY																		
	Planned	0																
	Actual	0																
JUNE, etc.																		
TOTAL																		
	Planned	0																
	Actual	0																
	Sub-cat total																	
Grand total Categories 1 and 2																		

6. USER SPECIFICATIONS GUIDELINES

6.1 The functional requirements outlined must be designed in accordance with the following specification guidelines:

Systems owner: IT Unit in TIA

Process Owner: PRIME Unit in TIA

Primary Users:

- All TIA Business Unit Coordinators and PMs
- All TIA Platforms and Technology Stations
- All TIA Support Centres

All of the above will be active user's system to process information and to upload evidence.

6.2 Secondary Users

- Programme Managers and/ or Portfolio Managers
- PRIME – Business Monitoring & Evaluation Specialist
- Internal Audit (IA) Manager
- Executives, Unit Heads and HR for performance verification of individual staff.

The above users will be using the uploaded information and evidence to process APP performance information as well as validating the information and evidence against the TIDs for each of the KPIs, as well as for staff performance reviews

7. USER ACCESS RIGHTS

Users	Upload	Capture	Edit	View	Review	Approve	Delete	Time Management
External Users								
Technology Stations and Platform Managers	X	X	X	X	X			
Internal Users								
Business Coordinators	X	X	X	X	X			
Portfolio/ Programme Managers	X	X	X	X	X			
Heads		X	X	X	X	X		
Executives			X	X	X	X		
Internal Audit Manager				X	X	X		
PRIME: Monitoring and Evaluation Specialist			X	X	X	X	X	X
Executive Manager: PRIME				X	X	X	X	X
Superusers	X	X	X	X	X	X	X	X
System Administrators	X	X	X	X	X	X	X	X

8. SECTION 3 - SOFTWARE REQUIREMENTS (MANDATORY)

Vendors are requested to propose the E-evidence System suitable for TIA to cater for the functionality as demonstrated in the design above and explain the following:

- System or Solution proposed for 200 users (internal and external),
- Software license model (excluding hardware), suite with modules or all-in-one platform with various functionalities,
- User based (per seat)/ Perpetual licensing model or enterprise license,
- Annual license renewal terms and conditions,
- Interfaces/integrations with the TIA systems, i.e. Qlik Sense (Business Intelligence), Active Directory, and Grant Management System.

- Suppliers to indicate whether their software comply with the required design and functionalities indicated.

Comment:

9. SECTION 4 - HARDWARE REQUIREMENTS (MANDATORY)

Suppliers are not required to quote or provide any server / computer hardware as TIA will provide such. However, suppliers are required to list the hardware specifications to run the proposed E-evidence system on.

Furthermore, suppliers are requested to note that TIA uses Microsoft SQL Server as the primary Database hosting platform. It is therefore prudent for suppliers to indicate any compatibility or incompatibility issues if any for TIA to note.

Comment:

10. SECTION 5 - IMPLEMENTATION REQUIREMENTS (MANDATORY)

Project Implementation

A. Suppliers are requested to outline the following implementation requirements:

- i. Project plan with milestones and implementation period
 - **Phase 1 – rollout of system for TIA (internal) and 18 Technology stations (refer to Annexure C attached).**
 - **Phase 2- rollout to 8-10 Technology Platforms.**
 - ***Phase 3 – Up to 8 Support centres (to be developed over the next 5 years) not to be included in the quotation.***
- ii. Provide a list of Project team members to be used with role, qualifications, skills, competencies and relevant experience pertaining to the project.

B. Change Management – End user Training

Suppliers are required to provide system training for the following users according to system access rights for proficiency:

- Super Users x 6 (3 x PRIME, 1x TSP, 1x TPP, 1x IA)
- System Administrator x 1 (Business Analyst)
- Technical administrator x 1

- 36 x Technology stations personnel (end users)
- 18 x Technology Platforms
- 15 x Portfolio and Programme managers
- 34 x HOD's and Executives

C. Post implementation maintenance and support

Suppliers are requested to provide responses on the following:

- i. Helpdesk Support (**provide sample escalation process**)
- ii. System technical maintenance and support (**sample SLA to be submitted**)

Comment:

PART B

1 GENERAL TERMS AND CONDITIONS

- 1.1 The Respondent is responsible for all costs incurred in the preparation and submission of the proposal.
- 1.2 A copy/s of any affiliations, memberships and/or accreditations that support your submission must be included in the proposal.
- 1.3 Kindly note that TIA is entitled to:
 - 1.3.1 Amend any RFP conditions, validity period, specifications, or extend the closing date and/or time of RFP's before the closing date. All Respondents, to whom the RFP documents have been issued, will be advised in writing of such amendments in good time;
 - 1.3.2 Verify any information contained in a proposal;
 - 1.3.3 Not appoint any bidder;
 - 1.3.4 Vary, alter, and/or amend the terms of this RFP, at any time prior to the finalisation of its adjudication hereof;
 - 1.3.5 Disqualify proposals that contain an omission of disclosure of material information, that is factual inaccurate, and/or contains a misrepresentation of facts. This could also lead to the cancellation of any subsequent contracts;
 - 1.3.6 Not accept the lowest proposal or any proposal in part or in whole. TIA normally awards the contract to the Bidder who proves to be fully capable of handling the contract and whose proposal is technically acceptable and/or financially advantageous to TIA. Appointment as a successful contractor shall be subject to the parties agreeing to mutually acceptable contractual terms and conditions. In the event of the parties failing to reach such agreement within 30 (thirty) days from the appointment date, TIA shall be entitled to appoint the contractor who was rated 2nd (second), and so on;
 - 1.3.7 Award this RFP as a whole or in part without furnishing reasons;
 - 1.3.8 Cancel or withdraw from this RFP as a whole or in part without furnishing reasons and without attracting any liability;
 - 1.3.9 The Bidder hereby offers to render all of the services described in the attached documents (if any) to TIA on the terms and conditions and in accordance with the specifications stipulated in this RFP documents (and which shall be taken as part of, and incorporated into, this proposal at the prices inserted therein);
 - 1.3.10 This proposal and its acceptance shall be subject to the terms and conditions contained in this RFP document; and
 - 1.3.11 The Respondent shall prepare for a possible presentation should TIA require such and the Respondent shall be notified thereof no later than 4 (four) days before the actual presentation date.

2 EVALUATION CRITERIA

2.1 Tender will be evaluated based on the tender response fit with the criteria requirements listed below.

EVALUATION CRITERIA	WEIGHT	MAXIMUM SCORE
<p>1. Number of years in developing and implementing solutions with case management and workflow capabilities by the bidder</p> <p>The bidder must provide company profile indicating number of years in developing and implementing solutions with case management and workflow capabilities evidence management as per the functional requirements.</p> <p>(5) = 10 years' experience and above (3) = More than 5 and less than 10 years' experience (1) = Less than 5 years' experience</p>	0.2	5
<p>2. The bidder must clearly demonstrate compliance to the functional and technical specifications as outlined in sections 1, 2 3, 4 and 5.</p> <p>The bidders are required to provide a comprehensive document demonstrating compliance for various sections as indicated above reassuring the solution proposed will meet TIA requirements.</p> <p>(5) = 100% demonstration of compliance of functional and technical specification narrated for various section as per the requirement. (0) = does not demonstrate compliance with functional and technical specification narrated for various section as per the requirement.</p>	0.45	5
<p>3. Demonstrate relevant experience in developing and implementing a solution with case management and workflow capabilities.</p> <p>The bidder must provide references letter with a score out of 5 (1 lowest 5 highest) of case management and workflow projects. Bidders that do not demonstrate experience in developing and implementing</p>	0.25	5

EVALUATION CRITERIA	WEIGHT	MAXIMUM SCORE
<p>Evidence reporting requirements will be scored (0). Project implemented should not be older than 5 years.</p> <p>(5) = Reference letters from 5 companies (4) = Reference letters from 4 companies (3) = Reference letters from 3 companies (2) = Reference letters from 2 companies (1) = Reference letters from 1 company (0) = No reference letters provided or irrelevant reference letters</p>		
<p>4. Bidders must provide a project plan with a list of implementation team members with demonstrated relevant qualifications and experience in executing case management and workflow systems and roles defined according to the implementation plan.</p> <p>(5) = Proposed project work plan and relevant team defining qualifications, skills, role and experience in case management and workflow system implementation. (3) = Proposed work plan with team credentials not relevant to case management and workflow system implementation. (0) = No workplan or team credentials not relevant to case management and workflow system implementation.</p>	0.10	5
<p>Total weighted score/Maximum possible score</p>	100	
<p>Minimum qualifying score (expressed as percentage)</p>		65%

B-BBEE status level Contributor		20
Points for Price		80
Maximum Points		100

Bidders that achieved the minimum score of 65%, will be invited to TIA to make a presentation on its E-evidence system that provides capabilities of case management and workflow pertaining to capture, report, validate and vet evidence submitted in accordance with TIA

reporting requirements and technical indicator descriptor. The presentation should further cover the ID and CIPC verification process.

The assessors will score such a presentation as follows:

- a. Understanding of the functional and technical specifications requirements (Section 1-5) with a proposed solution that will provide case management and workflow for e-evidence management cycle as defined with both internal and external interfaces - **score 20 points**
- b. Demonstration of ID and CIPC verification and report issuing – **score 10 points**
- c. Capabilities of allowing reporting in accordance to *Section 2 (in its entirety) requirements* – **score 10 points.**
- d. System escalations, alerts, task setting and audit trail – **score 10 points.**

TOTAL of 50 points is required for the Bidder to proceed to the next round.

3 PRICING

Pricing must be submitted in a separate envelope and the following sections must be quoted for accordingly:

Section 3

Section 4

Section 5

4 MANDATORY REQUIREMENTS

4.1 Proposals will be disqualified or excluded under the following conditions:

4.1.1 Submission after the deadline;

4.1.2 Proposals submitted at incorrect location

4.1.3 Proposals submitted via email or fax

4.1.4 Service Providers not registered on Central Supplier Database (www.csd.gov.za)

4.1.5 Service Providers whose tax matters are not in order when TIA appoints

4.1.6 Failure to submit 1 x original and 4 copies which should be a maximum of 5 copies

4.1.7 Project implementation period over a period of 6 months

4.1.8 Not attending the mandatory briefing session

4.1.9 Service providers will be disqualified if they fail to respond to **ALL SECTIONS** of the TOR as stipulated.

5 DEADLINE FOR SUBMISSION

- 5.1 Proposals that contains the Request for Proposal reference number must be submitted at Technology Innovation Agency Tender Box in sealed envelopes at 83 Lois Avenue, Atterbury Road, Menlyn.
- 5.2 Proposals should be submitted at the address mentioned above no later than **28 February 2020 at 11:00.**
- 5.3 Where proposals are not received by the TIA by the due date and time, it will not be considered.

6 PERIOD OF APPOINTMENT

- 6.1 A successful bidder with be subject to the signing of an SLA with TIA for a period of 12 months (1-2 years), subject to performance measures.

PART A

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)

BID NUMBER:		CLOSING DATE:		CLOSING TIME:	
-------------	--	---------------	--	---------------	--

DESCRIPTION

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO	TECHNICAL ENQUIRIES MAY BE DIRECTED TO:
---	--

CONTACT PERSON		CONTACT PERSON	
----------------	--	----------------	--

TELEPHONE NUMBER		TELEPHONE NUMBER	
------------------	--	------------------	--

FACSIMILE NUMBER		FACSIMILE NUMBER	
------------------	--	------------------	--

E-MAIL ADDRESS		E-MAIL ADDRESS	
----------------	--	----------------	--

--	--	--	--

SUPPLIER INFORMATION

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:		OR	CENTRAL SUPPLIER DATABASE No: MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]				
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
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:

.....

SBD 4

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, 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 state, 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 bidder is employed by the state; and/or
- 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. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

2.1 Full Name of bidder or his or her representative:
.....

2.2 Identity Number:
.....

2.3 Position occupied in the Company (director, trustee, shareholder²):
.....

2.4 Company Registration Number:

2.5 Tax Reference Number :

2.6

2.7 VAT Registration Number:

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹“State” means –

(a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);

(b) any municipality or municipal entity;

(c) provincial legislature;

(d) national Assembly or the national Council of provinces; or

(e) Parliament.

²“Shareholder” means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder **YES / NO**
presently employed by the state?

2.7.1 If so, furnish the following particulars:

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

Name of state institution at which you or the person connected to the bidder is employed :
.....

Position occupied in the state institution:.....

Any other particulars:
.....

.....
.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector?

YES / NO

2.7.2.1 If yes, did you attach proof of such authority to the bid document?

YES / NO

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

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

2.8 Did you or your spouse, or any of the company's directors / trustees /shareholder/ members or their spouses conduct business with the state in the previous twelve months?

YES / NO

2.8.1 If so, furnish particulars:

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

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid?

YES / NO

2.9.1 If so, furnish particulars.

.....
.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?

YES/NO

2.10.1 If so, furnish particulars.

.....
.....

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any Interest in any other related companies whether or not they are bidding for this contract?

YES/NO

2.11.1 If so, furnish particulars:

.....
.....

3 Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Tax Reference Number	State Employee Number / Personnel Number

4 DECLARATION

I, THE UNDERSIGNED

(NAME).....

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

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

Date

.....

.....

Position

Name of Bidder

SBD 6.1

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL
PROCUREMENT REGULATIONS 2017**

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2

- a) The value of this bid is estimated to **exceed/not exceed** R50 000 000 (all applicable taxes included) and therefore the preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	100
B-BBEE STATUS LEVEL OF CONTRIBUTOR	100
Total points for Price and B-BBEE must not exceed	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

- 1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
- 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20	or	90/10
$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$	or	$P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

Pmin = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5. BID DECLARATION

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor: . =(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE
(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME	QSE
	√	√

Black people

Black people who are youth

Black people who are women

Black people with disabilities

Black people living in rural or underdeveloped areas or townships

Cooperative owned by black people

Black people who are military veterans

OR

Any EME

Any QSE

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One person business/sole propriety

- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

8.6 COMPANY CLASSIFICATION

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding 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 favourable arrangements due to such cancellation;

- (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

WITNESSES

1.

2.

.....

SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

2 DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.

- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.

- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.

- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p>The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		

4.3	Was the bidder 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"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME).....

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

.....

Position

.....

Date

.....

Name of Bidder

SBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.

2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.

3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:

a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.

b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.

4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.

5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through

- (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 consortium³ will not be construed as collusive bidding.
7. In particular, 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.
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.

³ 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.

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 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.

.....
Signature

.....
Date

.....
Position

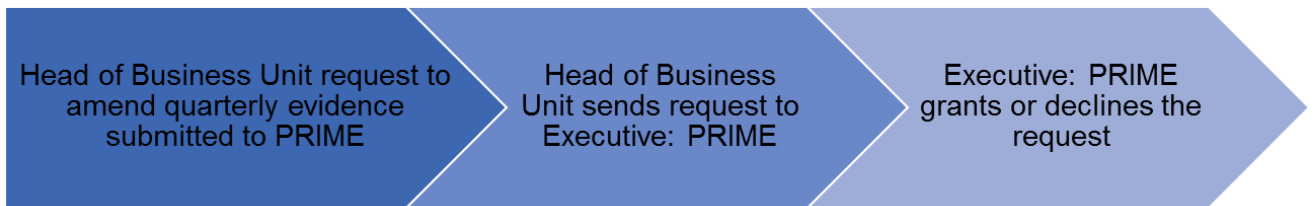
.....
Name of Bidder

ANNEXURE A: CHANGE APPROVAL PROCESS

Change Request by the Technology Station



Change Request by the TIA Personnel



ANNEXURE B: IP7 FORM



science
& technology

Department:
Science and Technology
REPUBLIC OF SOUTH AFRICA

Private Bag X894, PRETORIA, 0001, RSA. DST Building 53, CSIR Scientia Campus, Meiring Naude Road, Brummeria, PRETORIA, 0184. Tel: +27 12 843 6300, Fax: +27 12 349 1030

FORM IP7

Intellectual Property Status and Commercialisation Report

(Section 5(1)(h) of Act 51 of 2008; Reg. 14(1)(a))

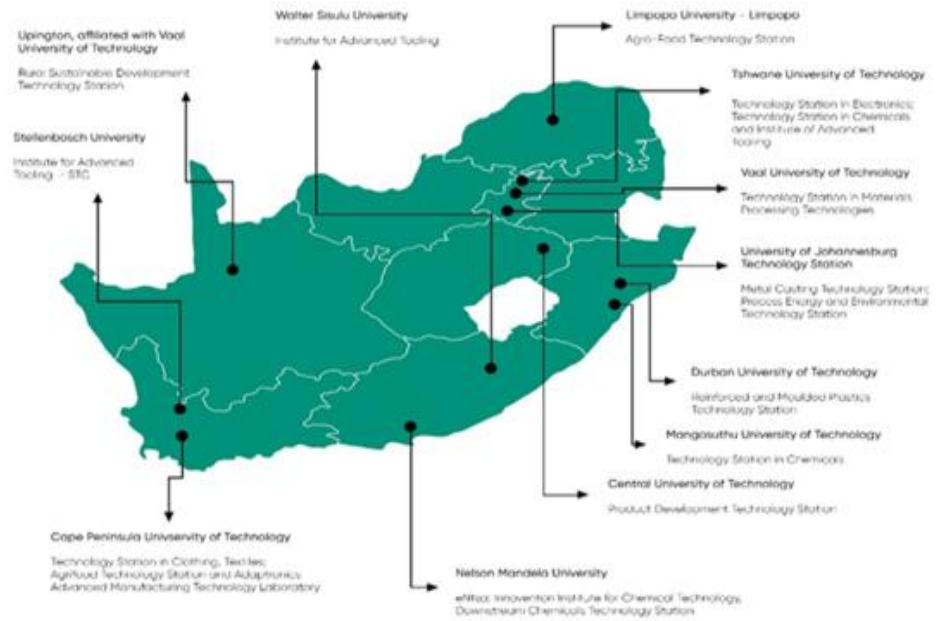
RECIPIENT			
Contact Details			
Intellectual Property Title			
TYPE OF INTELLECTUAL PROPERTY			
<i>(Please Select one or more)</i>	<i>Undisclosed Information/Trade Secret</i>	<i>Invention/Patent</i>	<i>Design/Registration</i>
	<i>Copyrighted Work</i>	<i>Software/Computer Programs</i>	<i>New Plant Variety/Registration</i>
Summary of Description of the Intellectual Property			
Date of Disclosure of Intellectual Property			

creator(s) to OTT				
INTELLECTUAL PROPERTY CREATOR(S)				
<i>First Name</i>	<i>Middle Name(s)</i>		<i>Family Name</i>	
Intellectual Property Title				
PATENT APPLICATIONS/PATENTS <i>(where applicable)</i>				
	<i>Provisional Patent Application</i>	<i>PCT Patent Application</i>	<i>Convention Application</i>	<i>Non Convention Application</i>
Application Number				
Publication/Registration Number				
Date of Filing				
Country/Territory				
Date of Grant				
OTHER FORMS OF APPLICATIONS/REGISTRATIONS <i>(where applicable)</i>				
Number				
Date of Filing				
Country/Territory				
Date of Grant				
Month and Year of first reporting of Intellectual Property to NIPMO (please attach copy)				
Funding Agency (i.e. the funding agency that funded the conception)				

or development of the intellectual Property)			
PLEASE INDICATE THE LATEST STAGE OF DEVELOPMENT OF ANY PRODUCT ARISING FROM THIS INTELLECTUAL PROPERTY ACCORDING TO THE FOLLOWING CATEGORIES			
Under Evaluation (i.e. no protection, pending intellectual Property and market assessment)	Disclosed and Protected (i.e. no decision and agreement made to commercialise)	Licensed (i.e. license agreement signed with a third party to commercialise but pre-revenue)	Commercialised (i.e. revenue generation stage)
In the designated reporting period, what was the total income received as a result of license or option agreements?			
If any product arising from this invention has reached the market, what was the calendar year of the first commercial sale?			
Please provide the commercial name of any products utilising the intellectual property, that have first reached the market during the designated reporting period			
In the designated reporting period, how many exclusive licenses and/or options have been awarded? (Please provide details)			
In the designated reporting period, how many non- exclusive licenses and/or options have been awarded? (Please provide details)			
In the designated reporting period, how many licenses and/or rights were granted to small businesses or BBBEE entities (Please provide details)			

ANNEXURE C: TECHNOLOGY STATION LOCATIONS

Spread of Technology Stations Across South Africa



ANNEXURE D: EVIDENCE APPEAL PROCESS

Appeal of evidence rejected by the Validation Team



Appeal of evidence rejected by the Internal Audit



ANNEXURE E: TECHNOLOGY PLATFORM LOCATIONS

	Name	Description	Location	Physical addresses
1	Centre for Proteomic & Genomic Research (CPGR)	Provision of services in the fields of high-throughput genomic & proteomic research; capacity development via joint projects to empower researchers to use cutting-edge technologies ultimately for the development of market-driven products and services.	Western Cape	Upper Level, St Peter's Mall, Cnr Anzio and Main Road, Observatory, 7925
2	Bioprospecting	This is a university-based research programme that focuses on the screening plant-derived bioactivities for anti-HIV properties as well as using indigenous knowledge to develop nutraceutical products.	University of Venda	Room FF172, 1st floor, Life Sciences Building, University of Venda, Thohoyandou, 0950
3	Drug Discovery and Development Platform (H3D)	Provision of services in the field of drug discovery through access to resources and expertise in the area of "hits to lead" development. Provision of support in chemical synthesis and purification for Drug Metabolism and Pharmacokinetic (DMPK).	University of Cape Town	Chemistry Department & IDM, UCT, Private Bag X3, Rondebosch, 7701, Cape Town
4	National Metabolomics Platform (NMP)	The Metabolomics platform focuses on the identification of biomarkers based on metabolic profiling to improve the disease identification, prognosis, monitoring and treatments by providing insight into drug metabolism and toxicity.	North West University	North West University, School of Physical and Chemical Sciences, Potchefstroom
5	Screening Applications & Exploring Novelty in Speciality Environments (SAENSE)	SAENSE provides services in the discovery and exploitation of novel industrial (such as water and soil bioremediation) applications that emanate from unique environments. It	University of Free State	Metagenomics Platform, Department of Biotechnology, University of Free State, PO Box 339, Bloemfontein 9300

		further provides complementary services in water and soil testing.		
6	Bioprocessing Platform (TIA internal)	The platform offers four dedicated bioprocessing suites designed for fermentation process development and downstream processing. The facility also offers general laboratory space supporting industrial microbiology, process biochemistry, analytical chemistry, product development and formulations.	TIA, KZN	1 Dickens Road, 28 Wharhirst street, Umbogintwini Industrial Complex, Umbogintwini 4120
7	Institute for Diagnostic Research (IDR)	The facility forms part of the Bioprocessing Platform. It provides access to capabilities that are critical in the rapid diagnostics value chain: hybridoma technology, in vitro mAb production, immuno-biochemistry, lateral flow technology.	TIA, KZN	1 Dickens Road, 28 Wharhirst street, Umbogintwini Industrial Complex, Umbogintwini 4120
8	Biosafety South Africa (BSA) – TIA internal	Provides guidance and assistance to all stakeholders in the GMO product value chain to ensure compliance with the regulatory and biosafety requirements across all the stages of GMO research and development, e.g. contained use, field tails and commercial release.	TIA, WC	105 Wentworth, Somerset Links Office Park, DE Beers Avenue, Somerset West, 7130
9	Kwazulu-Natal Research and Innovation Sequencing Platform (KRISP)	KRISP is a new platform that will provide access to technical expertise and infrastructure in genomics and bioinformatics in an accredited facility with dedicated, professional technical staff.	UKZN, KZN	Nelson Mandela Medical School, K-Rith Building, Level one, 719 Umbilo Road, Durban, 4000

10	Cape Universities Body Imaging Centre (CUBIC)	The platform provides access to a high resolution, 3 Tesla Magnetic Resonance Imaging (MRI) and related expertise to support research, development and innovation that will lead to useful biomedical applications. The facility also provides training on the use of MRI technologies.	University of Cape Town	Unit 10 (J Block), Groote Schuur Hosiptal, Anzio Road, Observatory, 7925
11	Microalgal Technology Development and Demonstration Centre (MTDC)	A facility that provides for post-proof of concept technology development and the commercial scale-up of the production and processing of microalgal biomass. The target industries include the food, feed, beverages, bio-ingredients (biochemicals, enzymes, microorganisms, colourants, nutraceuticals (vitamins), bio-pharmaceuticals (enzymes, bio-active compounds), diagnostics, cosmeceuticals and biofuels (biodiesel, bioethanol).	Northern Cape	Corner airport and Namibia road, Upington