

TENDER NUMBER: TIA004/2018

**TECHNOLOGY INNOVATION AGENCY ENTERPRISE CONTENT MANAGEMENT
SYSTEM**

83 LOIS AVENUE, MENLYN, PRETORIA

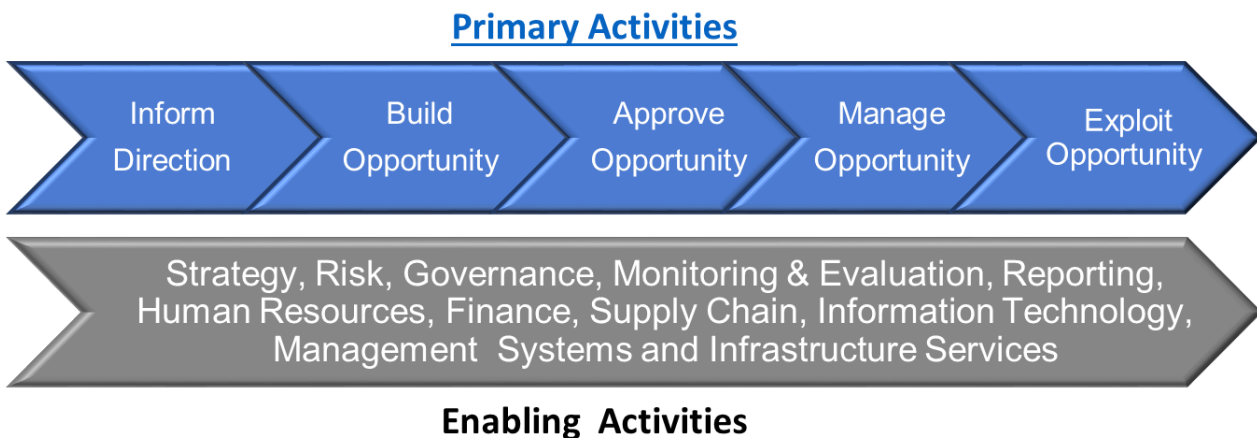
COMPANY REPRESENTATIVE AND CONTACT DETAILS: _____

Issue Date:	24 August 2018
<u>Mandatory Briefing Session:</u>	<u>05 September 2018 at 11:00</u>
Venue:	TIA House 83 Lois Avenue Menlyn Pretoria
Validity Period:	120 Days (after closing date)
<u>Response Deadline:</u>	<u>21 September 2018 at 11:00</u>
Contact Person:	mandisa.pitso@tia.org.za
<u>Period of the contract:</u>	<u>36 Months</u>

1. BACKGROUND

1.1. The National System of Innovation in South Africa is still very young and fragmented and the flow of technology and information amongst people, enterprises and institutions is limited. The inability of academic research to reach the market as products and services is limiting economic development especially about technology innovation.

1.2. Technology Innovation Agency (TIA, organisation) an entity of the Department of Science and Technology (DST) was established in terms of the TIA Act (Act No. 26 of 2008), with the objective to stimulate and intensify technological innovation in order to improve economic growth and the quality of life of all South Africans by developing and exploiting technological innovations, as the value chain depicted below.



2. PURPOSE

2.1 TIA seeks to:

- 2.1.1 procure and implement the Enterprise Content Management System and;
- 2.1.2 improve the organisation's compliance with legislation related to records keeping and records management.



3. SOLUTION DESCRIPTION

TIA seeks an Enterprise Content Management System (ECMS) that has the following capabilities:

- 3.1 To **capture** documents and/ or information, entering of content and transferring it into a centralised repository
- 3.2 To **manage**, involves management of content so it can be found and used by whomever it is intended for.
- 3.3 To **store**, involves organising and indexing documents in accordance with an approved file plan structure, business unit metadata set, naming convention, access to viewing and making edits on the documents, and version controls. It also involves finding the content or document an appropriate reliable storage space in the infrastructure.
- 3.4 To **retrieve**, which involves the ability to search and retrieve documents or records at any given point; and/ or putting the information into the right people's hands right when they need it to be there.
- 3.5 To **preserve**, which involves the ability or practice of protecting and preserving the records or documents in accordance with the set retrieval, disposal schedules, and the creation of retrieval and disposal schedule register.
- 3.6 To generate data for analytics and reporting purposes.

4. BUSINESS PROBLEMS AND ISSUES

Business problems and issues associated with the lack of an Enterprise Content Management System to support the organisation's records and document management capabilities are as follows:

- 4.1 Inability to sufficiently perform document version control has resulted in the loss of older versions and mismanagement of new documents;
- 4.2 Inability to set review dates for documents, such as Standard Operating Procedures (SOPs), templates, and policies has resulted in the organisation working with documents

that are not updated and/or cause delays in time taken to make all necessary amendments;

- 4.3 Inability to track or trace usability and usage of documents, such as SOPs, templates, and policies has resulted in the creation of templates/forms/documents that are not useful or beneficial to the organisation's operations;
- 4.4 Inadequate mechanism for disposal of records has resulted in the organisation requiring more storage space for records;
- 4.5 Inability to electronically sign documents on the system, has resulted in:
 - 4.5.1 Increase in number of approved documents that are stored yet not signed;
 - 4.5.2 Inability to locate documents if not stored in SharePoint;
 - 4.5.3 Inability to track signed documents between Business Units and/ or Divisions; and
 - 4.5.4 Not being able to determine the official version of records and documents in the system.
- 4.6 Multiple storage of templates, policies, reports, approvals and performance evidence in SharePoint, and the inability to determine the latest version in use or applicable;
- 4.7 Inability to utilise SharePoint properly to escalate documents requiring review and/ or approval, has resulted in:
 - 4.7.1 Delays in obtaining comments on the reviews and approval of documents and performance evidence; and
 - 4.7.2 Inability to trace delays in the review and approval of documents, and performance evidence.
- 4.8 Lack of audit trails detailing creation and completion of records, and performance evidence;
- 4.9 Inadequate and seamless records and document management workflow support;
- 4.10 Inadequate records and document quality control management has resulted in the poor adoption of the approved file plan structure;
- 4.11 Inability to automatically generate naming conventions has resulted in users creating their own perceived naming convention;
- 4.12 Inability to track user events or activities related to the use of SOPs, templates, policies, forms and reports;

- 4.13 Increase in the lack of standardisation in the way the organisation effectively executes its operations will have an impact on the retention and maintenance of the ISO 9001:2015 certification and the effectiveness of the quality management system;
- 4.14 Inability to track and trace records and documents created using various systems and stored in individual laptops and share drive, could result in loss of records and documents; and
- 4.15 Insufficiency of finding the right information at the right time.

5. OBJECTIVES

The following strategic benefits will be delivered from the procurement and implementation of the Enterprise Content Management System:

- 5.1 To improve the organisation's document quality control management;
 - To improve efficiencies with regards various reporting requirements;
- 5.2 To increase collaboration with other teams and within teams;
- 5.3 To improve the organisation's document and records security measures;
- 5.4 To eliminate the loss of records and information;
- 5.5 To enhance employee's understanding of naming convention and the approved file plan structure;
- 5.6 To enhance traceability of records and information;
- 5.7 To ensure that individuals can find the right information at the right time;
- 5.8 To enforce standardisation of records and document management across the organisation;
- 5.9 To automate document workflow within the organisation and increase flow of information;
- 5.10 To improve the organisation's compliance with legislation related to records keeping and records management;
- 5.11 To remove multiplication of records being filed at various point of use; and
- 5.12 To ensure the retention of organisational information, know-how and knowledge for business continuity purposes.

6. SCOPE OF WORK

- 6.1 TIA has already defined the solution functional requirements. A successful, bidder is expected to:
- 6.1.1 use the defined functional requirements as basis for solution implementation. to cater for the full implementation life cycle which involves capturing, managing, storage, retrieval and preservation;
 - 6.1.2 Design and deliver the solution as per TIA's functional requirements;
 - 6.1.3 Migrate historical data and content to the ECMS;
 - 6.1.4 Develop and implement documentation and record workflow;
 - 6.1.5 Design and implement form management, with specific file plan and naming convention;
 - 6.1.6 Conduct training to users, knowledge transfer and handover support;
 - 6.1.7 Provide weekly feedback on the project progress status; and

7 FUNCTIONAL REQUIREMENTS

The functional requirements defined below:

7.1 Records capturing

Identity	Description
UR 7.1.1	Must allow users to capture, register, and store manual and digital records, documents.
UR 7.1.2	Must not limit the number of records that can be allocated to a folder or captured within the entire system.
UR 7.1.3	Must ensure that each registered record is associated with a specific file plan and metadata.
UR 7.1.4	Must be able to amend the name of the registered record or document.
UR 7.1.5	Must allow storage of digital records irrespective of format.
UR 7.1.6	Must allow the re-assignment of records from one folder to another.
UR 7.1.7	Must generate records or document audit trail or log register.

7.2 Records Form

Identity	Description
UR 7.2.1	Must be able to build documents and reports utilising pre-defined templates and forms, aligned to defined naming convention and file plan structure. Using pre-defined templates this will enforce users to utilise the same template and avoid creating the same document from start. This includes uploading supporting documents such as submission, agreements, etc..
UR 7.2.2	Must allow users to populate the templates and forms within the system.
UR 7.2.3	Must be able to retain multiple versions of the same document and manage version control easily. The version control must be in accordance with policy.
UR 7.2.4	Should retain the original document version whenever changes to the original document are made, in accordance with the policy.
UR 7.2.5	Must be able to send forth notification and alerts to the person responsible for approval, review, and amendments of a document.
UR 7.2.6	Must allow for escalation should review, approval, and amendments not occur within a prescribed turnaround time.
UR 7.2.7	Must support process for development and amendments of templates and SOPs, as set out in the "Template Development and Approval, and SOP Management Manual".
UR 7.2.8	Must be able to provide a schedule for all templates and SOPs due for review.
UR 7.2.9	Must be able to send out reminders, notification, and alerts to the SOP and Template owner that a template or SOP is due for review and when the final review date is.
UR 7.2.10	Must allow the system administrator to make amendments on templates or forms following a request by line of business.
UR 7.2.11	Must support traceability of documents.
UR 7.2.12	Must allow for approvals, amendments and re-approval of documents.
UR 7.2.13	Must allow for electronic signature approval of the document.
UR 7.2.14	Must support the process for development and amendments of policies, procedure and practice.

Identity	Description
UR 7.2.15	Must be able to provide a schedule for all policies, Standard Operating Procedures, Non-disclosure Agreements, Service Level Agreement and Agreement due for review. Provide date expiring control.
UR 7.2.16	Must be able to send out reminders, notification, and alerts to the policy/procedure/practise/ contracts owner that such is due for review and when the final review date is.
UR 7.2.17	Must provide contract management capabilities alerts for termination date.

7.3 Records retrieval

Identity	Description
UR 7.3.1	Must be able to transfer and export records or documents to another system within the organisation, such as records from SharePoint 2013.
UR7.3.2	Must enable user to search any records within limitations (word or voice activate), such as inability to search within folder structures.
UR7.3.3	Must be able to search all file plan and metadata elements.
UR 7.3.4	Must have search options by category, e.g. Search by business unit, record name, etc. Key words and key phrases, file name strings as per file naming conventions
UR 7.3.5	Must retrieve records, folders and sub-folders (3 layer).
UR 7.3.6	Must support simultaneous retrieval of records and folders.
UR 7.3.7	Must allow printing of all records or documents.
UR 7.38	Must be able to display content of the record or document, irrespective of the type.
UR 7.3.9	Must allow users to edit the content of the documents.
UR 7.3.10	Must allow for the automation of processes in workflow and to amend to workflow with ease

7.4 Records preservation

Identity	Description
UR7.4.1	Must support TIA record retention schedule as defined in its Records Management Policy, varying from 5 years until 20 years.

Identity	Description
UR 7.4.2	Must track the retention schedules.
UR7.4.3	Must define records disposal classification (Offsite storage, permanent destruction).
UR7.4.4	Must be able to maintain historical changes made on the records retention schedule and disposal classification including date of change and reasons for such change.
UR 7.4.5	Must send out notification, alerts, and reminders of records due for disposal to Line of Business and Business Analysis and Knowledge Management.
UR 7.4.6	Must allow for amendments of the disposal classification and retention schedule as and when the policy is amended.
UR7.4.7	Must record all disposal plans and actions in a register or audit trail.
UR7.4.8	Must prevent disposal of any records prior to the record retention expiry date or confirmation has been received from Line of Business.
UR7.4.9	Must draw a report of all disposed record and the nature of the disposal undertaken.
UR 7.4.10	Must record events detailing activities where the user accesses the record retention or disposal.

7.5 Communication

Identity	Description
UR7.5.1	Must be able to capture incoming and outgoing emails along with related documents to ensure that related documents and emails come together during a search.

8 NON-FUNCTIONAL REQUIREMENTS (TECHNICAL SYSTEM REQUIREMENTS)

Identity	Description
UR 8.1.1	Must provide an authentication mechanism which controls access to the system by validating each user (e.g. Username/password login).
UR 8.1.2	Must allow a System Administrator to set security parameters for failed login attempts.
UR 8.1.3	Must allow a System Administrator to define and identify new users and delete or make inactive existing users.

Identity	Description
UR 8.1.4	Must be able to define permissions to individual documents and document libraries based on roles and users. Ability to control who can view, modify, and print documents in the document library.
UR 8.1.5	Must be easy to learn and user friendly, without reliance on the System Administrator.
UR 8.1.6	Must allow users to access the system anywhere and at any given time, using any device e.g. The system must have web access.
UR 8.1.7	Must support easy workflow and records management. Workflow associated with creation of a document, review, approval, and distribution thereof. Must provide workflow dashboard information and custom workflow creation.
UR 8.1.8	Must support accessibility of the right information at the right time without delay.
UR 8.1.9	Must easily adapt to technology changes and improvements.
UR 8.1.10	Must be able to accommodate a minimum of 200 users to access the system simultaneously or at a time.
UR 8.1.11	Must provide prompt responses.
UR 8.1.12	Must provide capabilities to remote login.



9 GENERAL TERMS AND CONDITIONS

- 9.1 The Respondent is responsible for all costs incurred in the preparation and submission of the proposal.
- 9.2 A copy/s of any affiliations, memberships and/or accreditations that support your submission must be included in the proposal.
- 9.3 Kindly note that TIA is entitled to:
 - 9.3.1 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;
 - 9.3.2 Verify any information contained in a proposal;
 - 9.3.3 Not appoint any bidder;
 - 9.3.4 Vary, alter, and/or amend the terms of this RFP, at any time prior to the finalisation of its adjudication hereof;
 - 9.3.5 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;
 - 9.3.6 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;
 - 9.3.7 Award this RFP as a whole or in part without furnishing reasons;
 - 9.3.8 Cancel or withdraw from this RFP as a whole or in part without furnishing reasons and without attracting any liability;
 - 9.3.9 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);

9.3.10 This proposal and its acceptance shall be subject to the terms and conditions contained in this RFP document; and

9.3.11 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.

10 EVALUATION CRITERIA

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

First Phase:

EVALUATION CRITERIA	WEIGHT	SCORE
<p>1. Number of years in developing and implementing Enterprise Content Management System, by the bidder</p> <p>The bidder must provide company profile indicating number of years of experience in developing and implementing Enterprise Content Management System.</p> <p>(5) = 10 years' experience and more (3) = More than 5 and less than 10 years' experience (1) = Less than 5 years' experience</p>	0.2	5
<p>The bidder must clearly demonstrate an understanding of the functional requirements and the ability to implement the requirements for the Enterprise Content Management System (ECMS) by submitting a comprehensive report indicating the understanding and how the requirements will be implemented. Based on the evaluators discretionary assessment of how well the requirements had been articulated by the bidder will a score as follows be awarded:</p> <p>(5) = 100% demonstration understanding and ability to implement</p>	0.45	5

EVALUATION CRITERIA	WEIGHT	SCORE
<p>(0) = does not demonstrate understanding and ability to implement</p>		
<p>2. Demonstrate relevant experience in developing and implementing Enterprise Content Management System.</p> <p>The bidder must provide contactable written references letter not older than two years from the date of issue of the tender (official letter head of the issuing entity) of Enterprise Content Management System project done elsewhere in South Africa. The reference letters must clearly contain the following rating of between 1 to 5 (5 the highest) by the user of the bidder's implemented solution as follows:</p> <ul style="list-style-type: none"> a. The Enterprise Content Management System was for :.....(what purpose?) b. The Bidder delivered the right solution the first time c. The User's experience in working with the Bidder d. The Bidder's ability to deliver on time e. The Bidder's technical know-how and capabilities f. The Bidder's responsiveness to attending to technical glitches and solving functionality problems g. The User's satisfaction with the end result h. What is the average score of questions b to g above <p>(5) = Reference letters from 5 companies each contains an average score of 5</p> <p>(4) = Reference letters from 4 companies each contains an average score of 4</p> <p>(3) = Reference letters from 3 companies each contains an average score of 3</p>	<p>0.25</p>	<p>5</p>

EVALUATION CRITERIA	WEIGHT	SCORE
(0) = Reference letters from 1 or 2 companies with an average score of less than 3, or where no reference letters provided or irrelevant reference letters		
3. A bidder must provide a detailed work plan with activities and timelines (5) = Proposed work plan methodology on how the work study will be executed with timelines (3) = Only key deliverables are captured in a high-level plan (0) = No proposed work plan on how the ECMS will be executed or a work plan that is absent of any assessable deliverables	0.10	5
Total weighted score/Maximum possible score	100	
Minimum qualifying score (expressed as percentage)		70%

Bidders that achieved the minimum score of 70%, will be invited to TIA for the Second Phase to make a presentation on its Enterprise Content Management System that provides capabilities to capture, store, retrieve and dispose of records, documents and content, by providing a live demonstration of actual solution developed. The assessors will score such a presentation as flows:

- a. Management of the entire records and document management cycle which include, capturing, creation, management, retaining, retrieval and disposal of records, document and content – 15 points
- b. Capabilities of business unit metadata, organising and indexing according to file plan, naming convention, editing documents and version control – 10 points
- c. Demonstration of records and/ or document workflow capabilities – 10 points
- d. Form and template development and management – 5 points
- e. Demonstrated ease of use – 5 points
- f. System escalations, alerts and task setting – 5 points

TOTAL of 50 points is the maximum of which the minimum of 35 (70%) should be scored for the Bidder to proceed to the next phase.



Third Phase:

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

11 MANDATORY REQUIREMENTS

- 11.1 Proposals will be disqualified or excluded under the following conditions:
- 11.1.1 Submission after the deadline;
 - 11.1.2 Proposals submitted at incorrect location
 - 11.1.3 Proposals submitted via email or fax
 - 11.1.4 Service Providers not registered on Central Supplier Database (www.csd.gov.za)
 - 11.1.5 Service Providers whose tax matters are not in order when TIA appoints
 - 11.1.6 Failure to submit 5 x copies including the original
 - 11.1.7 Compulsory briefing session to be attended by a representative of a company that will be responding to the tender.

12 DEADLINE FOR SUBMISSION

- 12.1 Proposals that contains the Request for Proposal reference number (**TIA004/2018**) must be submitted at **Technology Innovation Agency Tender Box** in sealed envelopes at **83 Lois Avenue, Atterbury Road, Menlyn**
- 12.2 Proposals should be submitted at the address mentioned above no later than **21 September 2018 at 11:00**

13 COSTING

Bidder to provide detail cost breakdown for the following in a separate envelope marked with **TIA004/2018- QUOTATION:**

- 13.1 Cost for Enterprise Content Management System solution.



- 13.2 Number of hours and rates required for system implementation.
- 13.3 Cost for training of 2 System Administrators and 3 Superusers.
- 13.4 Cost for licence per user based on approximately 200 users
- 13.5 Technical and/or maintenance support per hour – attending to technical glitches in the operating software and attending to streamlining flow process needs as required by TIA.
- 13.6 Programming hours for the form and template development and management. Please provide here just the cost of per man hour programming/developing hours, as well as training.
- 13.7 Any ad hoc travel cost to any of TIA's regional sites, being Durban, Cape Town and Pretoria, will be considered in alignment to TIA travel policy. User system support should preferably be provided on-line off-site remotely.

14 PERIOD OF APPOINTMENT

- 14.1.1 A successful bidder will be subject to the signing of an agreement with TIA for a period of 36 months (3 years) in which the following key milestones are to be delivered upon
 - 14.1.2 Procurement and contracting should be completed by October 2018;
 - 14.1.3 Planning and installation of the system should be completed by end of October 2018.
 - 14.1.4 Phase 1 which covers functional requirement 7.1 (records capturing) to 7.2 (record forms), is expected to be rolled out within 6 months subject to supplier's confirmation;
 - 14.1.5 Phase 2 which covers functional requirement 7.3 (record retrieval), 7.4 (records preservation) and 7.5 (communication), is expected to be rolled out within 12 months period subject to supplier's confirmation; and
- Maintenance and support service is an ongoing activity and expected to complete within the last 12 months of the 36 months period.



SBD1

**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)? <input type="checkbox"/> NO			<input type="checkbox"/> YES
DOES THE ENTITY HAVE A BRANCH IN THE RSA? <input type="checkbox"/> NO			<input type="checkbox"/> YES
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO			
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? YES <input type="checkbox"/> NO			<input type="checkbox"/>
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? <input type="checkbox"/> NO			<input type="checkbox"/> YES
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:
<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>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.</p> <p>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.</p> <p>1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</p>
2. TAX COMPLIANCE REQUIREMENTS
<p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>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.</p> <p>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>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.</p> <p>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."</p>

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	
B-BBEE STATUS LEVEL OF CONTRIBUTOR	
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

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{\min} = 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 least 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

.....

.....



SBD 8

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:		

SBD 8

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

.....
Date

.....
Position

.....
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 bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

SBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

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

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

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;



5. For the purposes of this Certificate and the accompanying bid, I understand that the word “competitor” shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:

- (a) has been requested to submit a bid in response to this bid invitation;
- (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
- (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

SBD 9

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.

SBD 9

- 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