



RFP NUMBER:	RFP/SASSETA/222311103
DESCRIPTION:	Appointment of a suitably qualified service provider to oversee the automation of SASSETAs projects.
PUBLISH DATE:	18 November 2022
CLOSING DATE:	12 December 2022
CLOSING TIME:	11h00 am
COMPULSORY BRIEFING SESSION DATE	N/A
VALIDITY PERIOD:	120 days from the closing date
PREFERENCE POINT SYSTEM	80/20
BID RESPONSES TO BE SUBMITTED ELECTRONICALLY OR HAND-DELIVERED/ COURIERED TO:	Proposals to be submitted electronically via email to automation@sasseta.org.za or be couriered, posted, or hand delivered to SASSETA Offices at Building 2 Waterfall Corporate Campus, 74 Waterfall Drive, Waterfall City, Midrand, 2090 for the attention of Ms. Lebo Hlombe, Quoting the reference (RFP/SASSETA/222311103)
ATTENTION:	Ms. Lebo Hlombe
<p>NB: Bidders to ensure that they sign the tender register at the reception when delivering their bids. Bidders who will use Courier companies are to ensure that the Courier company writes the name of the bidding company on the tender register. Submissions not registered on the tender register will be disqualified from further evaluation.</p> <p>The email address (automation@sasseta.org.za) is for the submission of tender proposals only and will only be accessed after the tender closing date and time.</p> <p>Queries related to this tender are to be sent to scm01@sasseta.org.za</p>	

NB: The SASSETA logo should not be displayed in any shape or form on proposals sent to SASSETA for consideration.

If you receive any suspicious calls asking for payment to secure an award of a bid or that the outcome of a tender can be influenced in your favour, please immediately inform the SASSETA Anti-Corruption Hotline at 0800 204 143 for further investigation.

DOCUMENTS IN THIS BID DOCUMENT PACK

Bidders are to ensure that they have received all pages of this document, which consist of the following documents:

SECTION A

1. RFP Submission Conditions and Instructions
2. Specifications
3. Selection Process

SECTION B

1. Special Conditions of Bid and Contract
2. Invitation to Quote (SBD 1)
3. Pricing Schedule (SBD 3.1)
4. Declaration of Interest (SBD 4)
5. Preference Points Claim form in terms of Preferential Procurement Regulations 2017 (SBD 6.1). Bidders are to submit a certified copy of a valid B-BBEE Certificate or Sworn Affidavit.
6. Submission Checklist
7. General Conditions of Contract (Annexure A)
8. Map to SASSETA offices (Annexure B)

NB.: Bidders are required to return the SASSETA attached Standard Bidding (SBD) forms and not submit SBD forms from other entities.

1. RFP SUBMISSION CONDITIONS AND INSTRUCTIONS

1.1 FRAUD AND CORRUPTION

- 1.1.1 All Service Providers are to take note of the implications of contravening the Prevention and Combating of Corrupt Activities Act, Act No 12 of 2004 and any other Act applicable.

1.2 COMPULSORY BRIEFING SESSION

- 1.2.1 There will be no **briefing session** for this Request for Proposal.

1.3 CLARIFICATIONS/QUERIES

- 1.3.1 Any clarification required by a bidder regarding the meaning or interpretation of the Terms of Reference, or any other aspect concerning the bid, is to be requested in writing (e-mail) from **Ms. Lebo Hlombe** at scm01@sasseta.org.za by **02 December 2022**. The bid **number** should be mentioned in all correspondence. **Telephonic requests for clarification will not be accepted.**

1.4 SUBMITTING BIDS

- 1.4.1 Proposals to be submitted electronically via email to automation@sasseta.org.za

OR

Hard-copy document to be couriered, posted hand-delivered to SASSETA Offices, building 2 Waterfall Corporate Campus, 74 Waterfall Drive, Waterfall City, Midrand, 2090 for the attention of Ms. Lebo Hlombe, Quoting the reference (RFP/SASSETA/222311103)

❖ Closing date and time: **12 December 2022 @ 11h00**

1.5 LATE BIDS

- 1.5.1 Bids received late shall not be considered. A bid will be considered late if it arrived only one second after 11h00 or any time thereafter. Bids arriving late will not be considered under any circumstances. Bidders are therefore strongly advised to ensure that bids be sent allowing enough time for any unforeseen events that may delay the delivery of the bid.
- 1.5.2 The official Telkom time (dial 1026) will be used to verify the exact closing time (11h00)

1.6 DIRECTIONS TO SASSETA OFFICES FOR DELIVERY OF BIDS

- 1.6.1 Directions to SASSETA offices are attached as **Annexure B** to this document.
- 1.6.2 **Bidders should allow time to access the premise due to security arrangements that need to be observed.**

1.7 FORMAT OF BIDS

- 1.7.1 Bidders to complete all the necessary bid documents and undertakings required in this bid document. Bidders are advised that their bid should be concise, written in plain English and simply presented.

1.7.2 Bidders are to set out their bid in the following format:

Part 1: Invitation to Bid (SBD 1)

Bidders to complete and submit the Invitation to Bid document.

Part 2: Pricing (SBD 3.3)

Bidders to complete SBD 3.3 as attached to this request in full and to submit their own detailed quotation on their Company letterhead inclusive of VAT and any other costs as per the requirements of the Terms of Reference. **Bidders to attach their quotation on the company letterhead as part of SBD 3.3**

The value of this bid is estimated not to exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 system shall be applicable

Part 3: Declaration of Interest (SBD 4)

Each party to the bid to complete and submit the Declaration of Interest.

Part 4: Preference Points Claim Form in terms of the Preferential Procurement Regulations 2017 (SBD 6.1)

Bidders to complete and submit the Preference Points Claim Form.

A trust, consortium, or joint venture:

- ❖ will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate OR a Letter from a registered Accounting Officer/ Auditor OR a sworn affidavit in terms of the Amended B-BBEE Codes from Exempted Micro Enterprises (EMEs) of R10 000 000 annual turnover.
- ❖ will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.

Part 5: Broad Based Black Economic Empowerment Certificate

Bidders are to submit an Original/Certified copy of a valid BBEE Certificate.

A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid. or a letter from an Accounting Officer/ Auditor or a sworn affidavit in terms of the Amended B-BBEE Codes from Exempted Micro Enterprises (EMEs) of R10 000 000 annual turnover.

Part 6: General Conditions of Contract

Bidders to initial each page of the General Conditions of Contract and submit with their bid document.

Part 7: Bidders National Treasury CSD registration report

Bidders to submit their CSD report indicating the validity of the bidder's registration.

Part 8: Quotation on the Company letterhead of the Bidding Company

Bidders are to attach a quotation on the Company letterhead inclusive of VAT and any other applicable costs in line with SBD 3.3.

Part 9: Proposed technical approach and research / evaluation methodology.

The service provider to submit proposed technical approach and a high-level Project Implementation plan demonstrating key activity, milestones and the project resource plan to manage the project.

Part 10: Suitability of the bidding Company

The Bidding Company submitted four (4) or more signed reference letters on the client's letterhead for managing automation projects

Part 11: Suitability of the project team leader

Bidders to submit CV of the project manager/team leader demonstrating five (5) or more years of experience in managing automation projects using common methodologies such as PMBOK, Prince 2, Agile etc.

Part 12: Bidders to submit copies of qualifications of the proposed team leader.

Bidders to submit project manager/team leader's proof of qualifications in project management (certificate) and ICT (NQF level 7).

Part 13: Suitability of the proposed ICT project specialists

Bidders to submit CVs of three (3) ICT project specialists demonstrating three (3) or more years of experience in the following field collectively:

- A) ICT Infrastructure Management
- B) Network Management
- C) ICT Security Management

1.8 NEGOTIATION

- 1.8.1 SASSETA has the right to enter into negotiation with a prospective service provider regarding any terms and conditions, including price(s), of a proposed contract.
- 1.8.2 SASSETA shall not be obliged to accept the lowest of any quotation, offer or bid.
- 1.8.3 SASSETA issues this bid invitation in good faith; however, it reserves the right to:

- ❖ Cancel or delay the selection process at any time, without explanation,
- ❖ Not to select any of the respondents to this bid invitation, without explanation,
- ❖ Exclude certain services, without explanation.

1.8.4 A contract will only be deemed to be concluded when reduced to writing in a contract form signed by the designated responsible person of both parties.

1.9 REASONS FOR REJECTION

1.9.1 SASSETA shall reject a bid for the award of a contract if the recommended bidder has committed a proven corrupt or fraudulent act in competing for the particular contract.

1.9.2 SASSETA may disregard the bid of any bidder if that bidder, or any of its directors:

1.9.2.1 have abused the Supply Chain Management systems of SASSETA.

1.9.2.2 have committed proven fraud or any other improper conduct in relation to such systems.

1.9.2.3 have failed to perform on any previous contract and the proof exists.

1.9.3 Such actions shall be communicated to the National Treasury.

2. TERMS OF REFERENCE

2.1 INTRODUCTION AND BACKGROUND

2.1.1 The Safety and Security Sector Education and Training Authority (SASSETA) was established on 1 July 2005. It is one of the twenty-one (21) Sector Education and Training Authorities (SETAs) established in terms of the Skills Development Act (Act 97 of 1998) as amended. SASSETA's licence has been renewed until 31st March 2030. SASSETA is classified as a schedule 3A Public Entity in terms of the Public Finance Management Act, (Act 1 of 1999, as amended). SASSETA reports to the Department of Higher Education and Training (DHET).

2.1.2 SASSETA utilises Information and Communication Technology (ICT) as the platform for business operations and communications as well as to manage and provide access to its systems and communicate with its stakeholders.

2.2 BACKGROUND, PROBLEM STATEMENT AND PURPOSE OF THIS RFP

2.2.1 In the financial year 2019/20, SASSETA conducted a business process review, analysis, design and automation opportunity identification exercise.

2.2.2 A report that set out the following in respect of each department within the SETA was compiled:

- a gap analysis report;
- business process report;
- risk report;
- flow chart and automation recommendations.

2.2.3 The automation recommendations were converted into an action plan and the ICT systems to be procured were placed on to the procurement plan. ICT reports quarterly to the ICT Steering Committee on the ICT projects currently being implemented.

2.2.4 Those automation projects that are part of the current ICT projects are mostly at the project planning/consolidation of specification phase. There are different 'project teams' that are working on these 'projects.' The deliverable and output of these projects are systems that must be seamlessly integrated.

2.2.5 Within the same financial year (2019/20), SASSETA developed the ICT Digital Transformation Strategy and performed the review on the ICT Master System Plans (Strategy).

2.3 PROBLEM STATEMENT

2.3.1 The implementation of the ICT Strategy at the SASSETA followed the traditional life cycle of strategy formulation, implementation of the strategy through the identification of the organisation's initiatives

(projects), developing the road maps, budget and incorporating the newly developed ICT Digital Transformation strategy.

2.3.2 SASSETA is striving for a mechanism to optimise and continuously improve overall efficiencies and effectiveness. The organisation wishes to improve some of the business challenges which are but not limited to:

- Overreliance on manual processes and slow implementation of digitisation
- Limited integration and compatibility of systems/ applications
- Low user adoption, caused by the discomfort and exposure to technology.
- Limited ICT Staff capacity to support organisational needs.
- Geographic distribution of stakeholders and users leads to limited/ delayed access to SASSETA

2.4 PURPOSE

2.4.1 The purpose of this tender is to appoint a suitably qualified Service Provider to oversee (i.e. provide technical support and professional advisory services for the ICT systems development and implementation of Digital Transformation System) the automation of organisation's projects

2.5 SCOPE OF WORK, SERVICES AND DELIVERABLES REQUIRED

2.5.1 The service provider is expected to provide the following services and products:

2.5.1.1 Provide technical support and professional advisory services for the organisation's ICT systems development and implementation of digital transformation at the SETA for a period of five (5) years.

2.5.1.2 Propose a comprehensive methodology or framework for the advisory on the digitisation strategy formulation and implementation process.

2.5.1.3 Review of the ICT Strategy, Digital Transformation Strategy, systems architecture, flow chart and automation recommendations and identify misalignment with business strategy and develop a digital transformation road map, The Misalignment should cover human factors (i.e. skills, interaction and training) and Operational factors (i.e business model, innovation, project management).

2.5.1.4 Review the extent to which the current automation SLA meet the organisational requirements as recommended in the business process project.

2.5.1.5 Produce a gap analysis report and engage business units on the best solutions to automate.

2.5.1.6 Develop a project charter including cost management plan and budget in consultation with the various business units.

- 2.5.1.7 Develop a business case for the digital transformation and integration of the ICT Systems in consultation with the relevant business units.
- 2.5.1.8 Provide technical advisory expertise during the procurement process (review digitisation specifications and terms of reference) for enhancement, develop and integration of ICT Systems in consultation with the relevant business units
- 2.5.1.9 Map end-to-end processes and workflow in consultation with the relevant business units.
- 2.5.1.10 Provide inputs into the SLAs developed by SASSETA for the various ICT projects identified.
- 2.5.1.11 Manage all projects in line with approved project management methodologies and submit the necessary documentation
- 2.5.1.12 Develop the digitisation Risk Management Plan (strategic risks, mitigation, exclusions, assumptions and critical factors for the successful implementation of the digital transformation).
- 2.5.1.13 Review and provide inputs on the approved ICT progress reports and recommend payments where required in consultation with the relevant business units.
- 2.5.1.14 Provide timely, clear and concise project status and management reports to the relevant Stakeholders.
- 2.5.1.15 Conduct an in-depth analysis and review of the program implementation including insights, handover of incomplete and continuing tasks, recommendations for a fit for purpose ICT structure and infrastructure capacity requirements to the ICT department.
- 2.5.1.16 Maintain and manage client relationships and expectations.

2.6 TIMEFRAMES FOR DELIVERY OF THE WORK

- 2.6.1. This assignment will be for a period of five (5) years from the date of appointment.

2.7 SUBMISSION REQUIREMENTS

- 2.7.1. Submission of a technical approach and a high-level Project Implementation Plan demonstrating key activity, milestones and the project resource plan to manage the project.
- 2.7.2. The Bidding Company to submit four (4) or more written reference letters from clients (existing or previous) for managing automation and/or digitisation projects. Reference letters must be on the client's letterhead, signed and clearly detailing the scope of work, duration and impression the client has with the service provider.

- 2.7.3. CV of the project manager/team leader demonstrating five (5) or more years of experience in managing automation projects using common methodologies such as PMBOK, Prince 2, Agile etc to be submitted.
- 2.7.4. Proof of qualifications of the project manager/team leader in project management (certificate) and ICT (NQF level 7) to be submitted. International qualifications must be verified by SAQA and a copy of letters confirming verification.
- 2.7.5. CVs of three (3) ICT project specialists to be submitted demonstrating three (3) or more years of experience in the following fields collectively:
- ICT Infrastructure Management
 - Network Management
 - ICT Security Management

2.8 PRICING

- 2.8.1 The service provider will be required to provide all-inclusive costs of this project on the SDB 3.3 document, all inclusive of VAT.

2.9 ACCOUNTABILITY AND REPORTING

- 2.9.1 The service provider will report directly to the ICT Manager for the duration of the contract.

2.10 INTELLECTUAL PROPERTY

- 2.10.1 The service provider will be contracting with SASSETA. All products and data of this project, in whatever format raw or analysed, will be the confidential information for utilisation by SASSETA. All information and documents received from SASSETA is to be kept confidential and may not be used or distributed in any format without the written approval of SASSETA. To this end, the service provider will be required to sign a confidentiality agreement within the SLA

3. PROPOSED SELECTION CRITERIA

3.1 Compliance with minimum requirements

3.1.1 All bids duly lodged will be examined to determine compliance with bidding requirements and conditions. Bids who have not adhered or deviated to the requirements/conditions, will be eliminated from further evaluation.

3.1.2 Conditions for selection/short listing

3.1.2.1 All submissions will be evaluated as follows:

3.1.2.1.1 Phase 1 – Service Providers to:

- Submit their proposal by the closing date and time. **Proposals submitted after the closing date and time will be disqualified from further evaluation.**
- Register the proposals in the tender register at SASSETA reception. **Proposals not recorded on the tender submission register at SASSETA reception will be disqualified from further evaluation.**
- Complete and submit all Standard Bidding Documents (SBD) forms mentioned above on page 2 of this document, namely: SBD1, SBD3.3, SBD4, SBD 6.1.
- Be registered on the National Treasury Central Supplier Database (CSD) by the closing date and time of this request for quotation. Bidders are to provide SASSETA with a copy of their CSD registration report downloaded from the National Treasury CSD Website.
- Initial each page of the General Condition of Contract (Annexure A) and submit with the proposal

3.1.2.1.2 Phase 2 – Functionality evaluation

- Bidders who meet the mandatory items requirements above will be evaluated on functionality requirements as per the table below:

0: Required document/item not submitted

1: Satisfactory should be adequate for stated element

2: Exceptional mastery of the requirement should ensure extremely effective performance.

PROPOSED SELECTION CRITERIA

ELEMENT	FUNCTIONALITY EVALUATION		FUNCTIONALITY WEIGHT	TOTAL SCORE
Proposed Technical approach and methodology of the bidder	Rating out of	Evaluation criteria		
<p>Bidder to submit a technical approach and a high-level Project Implementation plan demonstrating key activity, milestones and the project resource plan to manage the project.</p> <p>Bidder to talk to tasks, activities, milestones, contingency plan, resources, timeframes and risk management) 40 points</p>	0	Bidder did not submit or submitted an inadequate technical approach/project implementation plan	40%	
	1	Bidder submitted a technical approach addressing all deliverables mentioned in section 3 of the specification document. Bidder submitted high-level project implementation plan covering all the elements (tasks and activities, milestones and contingency plan, resources, timeframes and risk management)		
Suitability of the bidder:				
<p>The Bidding Company to submit four (4) or more written reference letters from clients (existing or previous) for managing automation projects. Reference letters must be on the client’s letterhead, signed and clearly detailing the scope of work, duration and impression the client has with the service provider. (30 points)</p>	0	Bidder did not submit reference letters. Bidder submitted less than 3 reference letters.	30%	
	1	Bidder submitted three (3) reference letters from clients (existing or previous) for managing automation projects. Reference letters must be on the client’s letterhead, signed and clearly detailing the scope of work, duration and impression the client has with the service provider.		
	2	Bidder submitted more four (4) or more reference letters from clients (existing or previous) for managing automation projects. Reference letters must be on the client’s letterhead, signed and clearly detailing the scope of work, duration and impression the client has with the service provider.		
Suitability of the proposed team leader:				
<p>The Bidding company to submit a CV of the project manager/team leader demonstrating five (5) or more years of experience in managing automation projects using common methodologies such as PMBOK, Prince 2, Agile etc. (10 points)</p>	0	Bidding company did not submit the CV of the team leader/CV of the project leader has less than four (4) years of experience in managing automation projects using common methodologies such as PMBOK, Prince 2, Agile etc.	10%	

	1	CV of the project leader demonstrates four (4) years of experience in managing automation projects using common methodologies such as PMBOK, Prince 2, Agile etc.		
	2	CV of the project manager/team leader demonstrates five (5) or more years of experience in managing automation projects using common methodologies such as PMBOK, Prince 2, Agile etc.		
Bidding company to submit the project manager/team leader's proof of qualifications in project management (certificate) and ICT (NQF level 7). International qualifications must be verified by SAQA and a copy of letters confirming verification. (10 points)	0	Bidding company did not submit one or both project manager/team leader's proof of qualifications in project management (certificate) and ICT (NQF level 7).	10%	
	1	Bidding company submitted the project manager/team leader's proof of qualifications in project management (certificate) and ICT (NQF level 7).		
The Bidding company submitted CVs, of three (3) ICT project specialists demonstrating three (3) or more years of experience in the following field collectively: A) ICT Infrastructure Management B) Network Management C) ICT Security Management (10 points)	0	The bidding company did not submit CVs/submitted less than three (3) CVs of ICT project specialists demonstrating less than three (3) years of experience collectively in the following fields A) ICT Infrastructure Management B) Network Management C) ICT Security Management		
	1	The bidding company submitted <u>CVs</u> , of three (3) ICT project specialists demonstrating <u>three (3) or more years of experience</u> in one of the following fields: A) ICT Infrastructure Management B) Network Management C) ICT Security Management	10%	
TOTAL			100	

N/B: Bidders need to obtain a minimum of 70% for functionality for them to be evaluated further on the 80/20 preference point system. Bidders who obtain less than 70% for functionality will be eliminated from further evaluation.

3.1.2.1.3. Phase 3 – Price and B-BBEE

The value of this bid is estimated not to exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 system shall be applicable where 80 points will be allocated to price and 20 points for Broad-Based Black Economic Empowerment (B-BBEE) as follows:

Evaluation Criterion on Price and BBEE	
Relative competitiveness of proposed price	80
B-BBEE Status Level of Contribution	20
TOTAL FOR PRICE AND PREFERENCE	100

3.2 ADJUDICATION OF BID

3.2.1. The Bid Adjudication Committee will consider the recommendations of the Bid Evaluation Committee (BEC) and make a recommendation to the Award Authority to make the final award. The successful bidder will usually be the service provider scoring the highest number of points or it may be a lower scoring bid based on firm, verifiable and justifiable grounds, or no award at all.

PART A - INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR THE REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	RFP/SASSETA/222311103	CLOSING DATE:	12 December 2022	CLOSING TIME:	11h00
DESCRIPTION	Appointment of a suitably qualified service provider to oversee the automation of SASSETAs projects.				
PROPOSALS TO BE EMAILED:					
Proposals to be submitted electronically via email to automation@sasseta.org.za OR be couriered, posted or hand delivered to SASSETA Offices, Building 2 Waterfall Corporate Campus, 74 Waterfall Drive, Waterfall City, Midrand, 2090 for the attention of Ms. Lebo Hlombe.					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Ms. Lebo Hlombe		CONTACT PERSON	Ms. Lebo Hlombe	
E-MAIL ADDRESS	SCM01@sasseta.org.za		E-MAIL ADDRESS	SCM01@sasseta.org.za	
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 PART B:3]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
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?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			<input type="checkbox"/> YES <input type="checkbox"/> 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 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.

NAME OF SIGNATORY

SIGNATURE OF BIDDER:

N/B.: If a Company has one director as listed on CSD, the one Director to sign these documents on behalf of the Company. Any other member of the Company will require a Company Resolution to be attached to this submission signed by the duly Authorised Director.

N/B.: If the Company has more than one Director as listed on CSD, a signed Company Resolution to be attached to confirm that the one Director can sign on behalf of the Company. Any other member of the Company will require a Company Resolution to be attached to this submission signed by the duly Authorised Directors.

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

DATE:

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER:.....	BID NO.: RFP/SASSETA/222311103
CLOSING TIME:11h00	CLOSING DATE: 12 November 2022

OFFER TO BE VALID FOR **90** DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY
	**(ALL APPLICABLE TAXES INCLUDED)	

- The accompanying information must be used for the formulation of proposals.
- Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project.**

A. ONCE-OFF COSTS

NO.	ITEM DESCRIPTION	Total Costs
IMPLEMENTATION AND INITIAL SETUP COSTS		
1.	Review of the ICT Strategy, Digital Transformation Strategy, systems architecture, flow chart, and automation recommendations	R
2.	Delivery of the comprehensive five (5) year digitisation strategy framework	R
3.	Delivery of the Gap analysis report	R
4.	Delivery of the Business case and the Project Implementation plan	R
5.	Delivery of the Project Charter	R
6.	Mapping end-to-end processes and workflow in consultation with the relevant business units.	R

7.	Close-out report – comprising an in-depth analysis and the review of the program implementation (insights, incomplete projects, etc.)	R
8.	TOTAL COSTS	R

B. AD HOC COST

No.	ITEM DESCRIPTION	HOURLY RATES (incl. VAT) (Y1)	HOURLY RATES (incl. VAT) (Y2)	HOURLY RATES (incl. VAT) (Y3)	HOURLY RATES (incl. VAT) (Y4)	HOURLY RATES (incl. VAT) (Y5)
1.	Technical support and professional advisory services, including review of SLAs, project management, and review the approved ICT progress reports for a period of five (5) years					
2.	Provide input into the SLA developed by SASSETA for various ICT Projects					
3.	Provide technical advisory expertise during the procurement process					
4.	Submission of the reports as and when required					

Bidders are to complete the names and surnames of the proposed team on this assignment and ensure that comprehensive CVs of this members are attached to the proposal as follows:

NO.	ROLE IN THE TEAM	NAME AND SURNAME (Bidders to indicate <u>one</u> (1) name per role below)	IS THE CV ATTACHED (Circle the response below)
1.	1 X Team Leader/Project Manager		Yes/No
2.	1 X ICT Project Specialist		Yes/No
3.	1 X ICT Project Specialist		Yes/No
4.	1 X ICT Project Specialist		Yes/No

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

(To be signed by a duly Authorised Delegate. A signed Company Resolution to be submitted).

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

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

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

Full Name	Identity Number	Name of State institution

N/B. If more space required, Service providers are to copy this table onto their letterhead and provide information as per the table above

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

2.2.1 If so, furnish particulars:

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

2.3.1 If so, furnish particulars:

3. DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium¹ will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5 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.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.7 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.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

.....

¹ 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.

**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).

a) The value of this RFP is estimated **not to exceed R50 000 000, therefore the 80/20 reference point system shall be applicable.**

1.2 Points for this bid shall be awarded for:

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

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

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

1.4 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.

1.5 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);
“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;

- (e) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (f) **“prices”** includes all applicable taxes less all unconditional discounts;
- (g) **“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;
- (h) **“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;
- (i) **“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 PREFERENCE POINT SYSTEMS**

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

80/20

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

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 (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	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 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; recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
 - (b) 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;
 - (c) 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
 - (d) forward the matter for criminal prosecution.

WITNESSES
1.
2.
(Both witnesses are required to sign this document. SBD 6.1 submitted without signatures will be disqualified from evaluation)

.....
SIGNATURE(S) OF BIDDERS(S)
DATE:
ADDRESS
.....
.....

(To be signed by a duly Authorised Delegate.)

If you receive any suspicious calls asking for payment to secure an award of a bid or that the outcome of a tender can be influenced in your favour, please immediately inform the SASSETA Anti-Corruption Hotline at 0800 204 143 for further investigation.

BIDDERS ARE ENCOURAGED TO USE THE FOLLOWING CHECKLIST WHEN SUBMITTING THEIR BIDS:

NO.	DETAILS	TICK BY BIDDER
1.	Part 1: Completed and signed the invitation to bid document (SBD 1) <ul style="list-style-type: none"> • To be signed by a duly Authorised Delegate. 	
2.	Part 2: Completed and signed pricing schedule (SBD 3.3) <ul style="list-style-type: none"> • To be signed by a duly Authorised Delegate. 	
3.	Part 3: Completed and signed the bidder's declaration (SBD 4). <i>(In case of a consortium/ joint venture, or where sub-Service providers are utilised, each party to the bid to complete and sign the declaration of interest document)</i> <ul style="list-style-type: none"> • To be signed by a duly Authorised Delegate 	
4.	Part 4: Completed and signed the Preference Points Claim form in terms of the Preferential Procurement Regulations 2017 (SBD 6.1) <ul style="list-style-type: none"> • To be signed by a duly Authorised Delegate. • Not claiming points as per bullet 6.1 and 6.2 on SBD 6.1 will lead to B-BBEE points not awarded 	
5.	Part 5: Submitted an original/ certified copy of a valid BBEE Certificate/Sworn Affidavit signed by a Commissioner of Oath. <i>(In case of a trust, consortium or joint venture, bidders will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.</i> <ul style="list-style-type: none"> • Non submission of a valid B-BBEE Certificate/sworn affidavit will lead to zero points awarded 	
6.	Part 6: Submitted the General Conditions of Contract (initialled each page)	
7.	Part 7: Bidders National Treasury Central Supplier Database (CSD) forms indicating the validity of the bidder's registration	
8.	Part 8: Bidder's attached quotation on the Company letterhead inclusive of VAT and any other applicable costs in line with the SBD 3.3.	
9.	Part 9: Proposed technical approach and a high-level Project Implementation plan demonstrating key activity, milestones and the project resource plan to manage the project.	
10.	Part 10: The Bidding Company submitted four (4) or more signed reference letters on the client's letterhead for managing automation projects.	
11.	Part 11: Bidders to submit CV of the project manager/team leader demonstrating five (5) or more years of experience in managing automation projects using common methodologies such as PMBOK, Prince 2, Agile etc.	
12.	Part 12: Bidders to submit project manager/team leader's proof of qualifications in project management (certificate) and ICT (NQF level 7).	
13.	Part 13: Bidders to submit CVs of three (3) ICT project specialists demonstrating three (3) or more years of experience in the following field collectively: A) ICT Infrastructure Management B) Network Management C) ICT Security Management	