



MICTSETA

Media, Information And
Communication Technologies
Sector Education And Training Authority

SHAPING SKILLS, PIONEERING INDUSTRIES, EMPOWERING FUTURES

MICT SETA Head Office

Supply Chain Management

19 Richards Drive, Gallagher Convention Centre,

Gallagher House, Level 3 West Wing

Tel +27 11 207 2600; E-mail: bidqueries@mict.org.za

**YOU ARE HEREBY INVITED TO BID FOR REQUIRMENTS OF THE MEDIA
INFORMATION AND COMMUNICATIONS TECHNOLOGIES SECTOR
EDUCATION AND TRAINING AUTHORITY**

REQUEST FOR BIDS REF: MICT/SETA/TEL/006/2021

REQUIREMENT DESCRIPTION:

**APPOINTMENT OF A SERVICE PROVIDER FOR PROVISION, SUPPLY
AND MAINTENANCE OF TELEPHONE SYSTEM RENTAL TO MICT SETA
FOR A PERIOD OF 3 YEARS.**

BID CLOSING DATE: 15 SEPTEMBER 2021 at 11:00 AM



REQUIREMENT DESCRIPTION:

PROVISION, SUPPLY AND MAINTENANCE OF TELEPHONE SYSTEM RENTAL TO MICT SETA FOR A PERIOD OF 3 YEARS.

Bid Reference Number	MICT /SETA/TEL/006/2021
Supplier Briefing Session	06 September 2021 @ 11:00 am South African Time Due to the covid-19 pandemic, we opt to have the compulsory briefing session virtually through Microsoft Teams. Service providers who wish to attend the compulsory briefing session must send an e-mail with the subject line " MICT/SETA/TEL/006/2021 " to bidqueries@mict.org.za before end of business day 02 September 2021 @ 16:00 . Bidders take note that <u>No late request will be attended to.</u>
Bid Closing date & time	15 September 2021 @ 11:00 am South African Time. <i>*Note: A bid will not be considered if it arrives a second after 11:00 am or any time thereafter. Bidders are therefore strongly advised to ensure that bids are dispatched allowing enough time for any unforeseen events that may delay the delivery of the bid.</i>
Instruction for submission of Bid	Bid must be received in a sealed envelope (1 hard copy and 1 USB) marked with this RFB reference number deposited in a tender box at the location indicated hereunder.
Location for Bid submissions	MICT SETA Head Office: Reception 19 Richards Drive, Gallagher Convention Centre West Wing, level 3 Midrand
Bid Validity Period	Bids received shall remain valid for acceptance for a period of 120 counted from the closing date of the bid.

CLARIFICATION AND COMMUNICATION

- All enquiries relating to this bid must be addressed in writing to bidqueries@mict.org.za three days **before the closing date and time**. Queries received after this period will not be entertained.
- The bid reference number must be mentioned in all correspondences.

Note: Bidders are advised that a response will be disqualified should any attempt be made by a bidder either directly or indirectly to canvass any officer(s) or employees of MICT- SETA in respect of the RFB, between the closing and award date of the business.

SUPPLIER REGISTRATION ON CSD

Prospective suppliers must register on the National Treasury Central Supplier database in terms of National Treasury circular no 4A of 2016/17. The bidder shall register prior submitting a proposal/bid.



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RETURNABLE DOCUMENTS CHECKLIST

Bid invitation document must be completed, signed and submitted as a whole by the authorised Company representative. All forms must be properly completed, list below serve as a checklist of your RFB submission.

(Tick in the relevant block below)

DESCRIPTION	YES	NO
CSD Central Supplier Database (CSD) Registration Report		
SBD 1 - Fully completed with required proof (Where applicable)		
Pricing Schedule		
Annexure A to Pricing Schedule		
Valid Tax Clearance Certificate (S) and or proof of application endorsed by SARS / and or SARS issued verification pin		
Designated Sectors: Local production and content (Where applicable)		
SBD 4 - Declaration of interest		
SBD 6.1 - Preferential Procurement Claim form and copy of the B-BBEE Verification Certificate(s) for a bidder and its subcontractor (s) issued by an authorised body or person, or a sworn affidavit prescribed by the B-BBEE Codes of Good Practice.		
Copy of joint venture/ consortium or sub-contracting agreement duly signed by all parties. (Where applicable)		
SBD 8: Declaration of Bidder's Past Supply Chain Practices		
SBD9: Certificate of Independent Bid Determination		

Note: This BID must be completed and signed by the authorised company representative



SBD 1: PART A: INVITATION TO BID

SUPPLIER INFORMATION			
NAME OF BIDDER			
POSTAL ADDRESS			
STREET ADDRESS			
TELEPHONE NUMBER	CODE	NUMBER	
CELLPHONE NUMBER			
FACSIMILE NUMBER	CODE	NUMBER	
E-MAIL ADDRESS			
COMPANY REGISTRATION NUMBER			
DATE OF REGISTRATION			
VAT REGISTRATION NUMBER			
TCS PIN:		OR	CSD No:
<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?			
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX		<input type="checkbox"/> AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) <input type="checkbox"/> A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS) <input type="checkbox"/> A REGISTERED AUDITOR NAME:	
[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 BELOW]
SIGNATURE OF BIDDER	DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.			
TOTAL NUMBER OF ITEMS OFFERED	Refer to pricing schedule/costing	TOTAL BID PRICE (ALL INCLUSIVE)	Refer to pricing schedule/costing



PART B: TERMS AND CONDITIONS FOR BIDDING

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 ONLINE
- 1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
- 1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
- 1.5. 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 LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.

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 VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / 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.

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- 3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? YES NO
- 3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA? YES NO
- 3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? YES NO
- 3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? YES NO

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

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



BIDDING STRUCTURE

Bidding structure

Indicate the type of bidding structure by marking with an 'X':

Individual bidder	
Joint Venture	
Consortium	
Subcontractors	
Other	

If the bid is submitted as a Consortium or Joint Venture or Sub Contracting Arrangement list the members of such Consortium or Joint Venture and Sub Contractors below:

Bidder's Information (includes bids submitted Individual or as a Consortium or Joint Venture)

Supplier size type (Large or QSE or EME)	
First time business with MICT SETA (Yes/No)	
Number of existing running contracts and total value	
Total number of Employees	

Entity ownership

Ownership category	% of ownership
Black or historically disadvantage individual owned	
Black women owned	
Black youth owned	
People living with disability	
Military veteran	
Other ownership	
Total (100%)	



MICT SETA -BID CONDITIONS

1. BID CONDITIONS

NOTE: Bids for the supply of goods or services described in this document are invited in accordance with the provision of Government Procurement: General Conditions of Contract available for download from <http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/>

- a. **MICT SETA** does not bind itself to accept the lowest or any RFB, nor shall it be responsible for or pay any expenses or losses which may be incurred by the bidder in the preparation and delivery of the RFB.
- b. No RFB shall be deemed to have been accepted unless and until a formal contract / letter of intent is prepared and executed.

1.1 **MICT SETA** reserves the right to:

- a. Not evaluate and award RFB that do not comply strictly with the requirements of this RFB.
- b. Make a selection solely on the information received in the RFBs and Enter into negotiations with any one or more of preferred bidder(s) based on the criteria specified in the evaluation of this RFB.
- c. Contact any bidder during the evaluation process, in order to clarify any information, without informing any other bidders and no change in the content of the RFB shall be sought, offered or permitted.
- d. Award a contract to one or more bidder(s).
- e. Withdraw the RFB at any stage
- f. Accept a separate RFB or any RFB in part or full at its own discretion.
- g. Cancel this RFB or any part thereof at any stage as prescribed in the PPPFA regulation.
- h. Select the bidder(s) for further negotiations on the basis of the greatest benefit to MICT SETA and not necessarily on the basis of the lowest costs

2. COST OF BIDDING

The bidder shall bear all costs and expenses associated with preparation and submission of its RFB or RFB, and the MICT SETA shall under no circumstances be responsible or liable for any such costs, regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection process.



PRICING SCHEDULE

Name of bidder _____

Bid number: _____

Closing date _____

Bid shall remain valid for acceptance for a period of **120 days** counted from the closing date.

Item	Requirement Description	Number of years	Price per Year	Sub-Total
1	PROVISION, SUPPLY AND MAINTENANCE OF TELEPHONE SYSTEM RENTAL FOR A PERIOD OF 3 YEARS AS PER TERMS OF REFERENCE. Detailed price breakdown including escalations for applicable years shall be submitted as Annexure A to Pricing schedule.	3 YEARS	NB: Bidders must submit this pricing schedule and related Annexure on a Separate envelope	NB: Bidders must submit this pricing schedule and related Annexure on a Separate envelope
Sub-Total				
VAT@15%				
TOTAL PRICE (INCLUDING VAT)				

NB: Bidders must submit this pricing schedule and related Annexure in a Separate envelope

I/We, the undersigned, agree that this bidding price shall remain binding on me/us and open for acceptance for the period stipulated above;

Authorised Company Representative:

Capacity under which this bid is signed.....

Signature:

Date:



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TERMS OF REFERENCE

APPOINTMENT OF A SERVICE PROVIDER FOR PROVISION, SUPPLY, AND MAINTENANCE OF TELEPHONY SYSTEM RENTAL TO THE MICT SETA FOR A PERIOD OF 36 MONTHS.



1. INTRODUCTION

The Media, Information and Communication Technologies Sector Education and Training Authority (MICT SETA) is a public entity established in terms of Section 9(1) of the Skills Development Act (Act No. 97 of 1998). The MICT SETA plays a pivotal role in achieving South Africa's skills development and economic growth within the 5 distinct sub-sectors it operates in; i.e. Advertising, Film and Electronic Media, Electronics, Information Technology, and Telecommunications.

2. PURPOSE AND OBJECTIVES

Background

The MICT SETA intends to modernise its value chain by introducing technology solutions that improve management and processing of its data and information in an efficient and effective manner, provide instant and accurate reporting and reduce manual processes in its value chain. The lack of adequate infrastructure has a negative effect on the organisation's ability to provide specific focused services in line with its Value on customer centricity.

In line with the vision of the MICT SETA of "*a global leader in the development and delivery of revolutionary ICT skills*", the MICT SETA seeks to modernise its telephone infrastructure to enable accessibility of the MICT SETA and improve communication with its stakeholders.

The MICT SETA is looking to appoint a suitably qualified, experienced, and accredited service provider for the provision, supply and maintenance of telephone system rental to the MICT SETA for a period of thirty-six (36) months. The project should address the above challenges and enable the organisation to achieve project objectives as detailed herein under.

Purpose

To invite service providers with the necessary expertise, experience, and accreditation to submit proposals for the provision, supply and maintenance telephony system rental to the MICT SETA for a period of 36 months.

Project Objectives

The following were identified as objectives of the project:

- a) Convergence of communication services and systems;
- b) Ensure high availability of corporate communication systems;
- c) Improve communication security and reliability;
- d) Reduce telecommunication costs;
- e) On demand scalability;
- f) Acceleration of service continuity.



3. PROJECT SCOPE AND REQUIREMENTS

3.1. Overview

i. MICT SETA Foot Print & Staff Compliment

Office	Description	Number of users	Address
Midrand	Head Office	101	Block 2, Level 3 West Gallagher Convention Centre Gallagher Estate 19 Richards Drive Halfway House Midrand, 1685
Durban	Regional Office	5	DBN Bay House 333 Anton Lembede (Smith Street) 4th Floor Durban, 4001
East London	Regional Office	6	Phase 2A Waverley Office Park Phillip Frame Road Chiselhurst East London, 5205
Cape Town	Regional Office	7	The Boulevard Office Park Block F Ground Floor Searle Street Woodstock, 7925
Bloemfontein	Regional Office	5	Motheo TVET College 61 Bastion Street Bloemfontein 9300
Klerksdorp	Satellite Office	1	Vuselela TVET College Jourberton Centre for Engineering Studies 11900 5th Street, Jourberton Township



3.2. Scope of the bid

As part of the scope of the bid, the bidders are required to propose the following:

- ii. design, configure and deploy a highly available cloud hosted telephony solution that integrates with Microsoft Teams;
- iii. supply, configure, and deploy IP Phones that are Microsoft certified;
- iv. supply and configure Switchboard Operator console;
- v. supply, deploy, and configure Telephone Management System;
- vi. porting of geographic telephone numbers;
- vii. supply, configure, and deploy network switches;

3.3. Responding to the bid

- viii. Any bids from service providers who did not attend the compulsory briefing session will be disqualified;
- ix. In responding to this bid, bidders are required to demonstrate ability, track record and compliance to the MICT SETA's requirements. Lack of Information on any of these aspects will disadvantage the bidder in terms of point scoring during the evaluation of the bid.
- x. All proposal should be well structured, accurate and unambiguous in their response to the requirements as stipulated in this bid document;
- xi. For ease of reference, the technical bid responses should be structured in the following manner:

SECTION A: design, configure and deploy a highly available cloud Hosted Telephony Solution;

SECTION B: supply, configure, and deploy rental IP Phones that are Microsoft certified;

SECTION C: supply and configure Switchboard Operator console;

SECTION D: supply, deploy, and configure Telephone Management System;

SECTION E: supply and configuration of Headsets;

SECTION F: Porting of geographic telephone numbers;

SECTION G: supply, configure, and deploy rental network switches.



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3.4. Technical Requirements

SECTION A: design, configure and deploy a highly available cloud Hosted Telephony Solution

xii. Background Information: Hosted Telephony Solution

MICT SETA is currently operating on an outdated on-premise PBX solution. This bid does not seek to require bidders to integrate with the obsolete PABX system.

Through its Cloud Solution Provider, MICT SETA has invested on Microsoft O365 E1 licensing. It should be noted that the organisation is in the process of acquiring O365 A5 licenses which will be integrated with the proposed telephony system.



xiii. Hosted Telephony Solution Requirement

1. It is expected that bidders must possess the necessary skills, competencies and accreditation to comply with and be able to perform the services as listed below:
 - a) Bidders are required to propose and provide a detailed high availability architecture;
 - b) The proposed solution must be certified by Microsoft to Integrate with Microsoft Teams. Bidders must produce proof of certification by Microsoft.
 - c) Bidders must be accredited by the Original Equipment Manufacturer (OEM) of the solution that is being proposed. Bidders must attach valid proof of such accreditation;
 - d) The proposed solution must have paging capability from one point to various destination over the LAN;
 - e) The successful bidder will work with the WAN service provider to implement and fine tune Quality of Service (QoS) where necessary to ensure the proposed solutions performs optimally;
 - f) The proposed solution must be able to integrate with MICT SETA's Microsoft O365 services;
 - g) The bidders must propose a solution that supports a minimum of 40 concurrent calls;
 - h) The proposed solution must be able to have mechanism to mitigate security risks related to access from devices from the Internet;
 - i) The successful bidder will be required to do all necessary configurations end-to-end to ensure that system is fully operational. This will include configuration on O365.
 - j) The proposed solution must be scalable to accommodate for growth.



2. The phone system must be able to perform the following functionalities:
- a) PIN code functionality;
 - b) Hunt groups;
 - c) Interactive Voice Recording (IVR) / auto attendant;
 - d) Welcome message and voicemail on phones;
 - e) Group pickup;
 - f) Paging;
 - g) Caller Line Identity (CLI) enabling and restrictions;
 - h) Direct Inward Dialling (DID);
 - i) User codes for outside to enforce accountability and reduce abuse;
 - j) Call forwarding (voicemail, another extension or cell phone);
 - k) Conference calling;
 - l) Internal Calls (from one MICT SETA office to another) are zero rated;
 - m) Redialling functionality;
 - n) Call logs on handsets (inbound / outbound);
 - o) Telephone directory on handsets;
 - p) Follow me must be enabled.

SECTION B: supply, configure, and deploy IP Phones that are Microsoft certified

xiv. IP Phones Requirement

- a) It should be noted that MICT SETA does not plan to own any handsets. Therefore, bidders are to propose rented handsets.
- b) As part of this bid, the successful bidder must supply and deliver rental Microsoft Teams enabled handsets in specified quantities directly to the Head Office and Regional Offices.
- c) Bidders must provide a solution that will ensure efficient and automated deployment of endpoint devices, including firmware and software update.
- d) The successful bidder will be required to replace faulty phones within 72 hours after a call is logged.



- xv. Rental IP Phones must be delivered according to the following quantities: (Number of users) as per section

#	Site Name	Quantities
1	Midrand	101
2	Durban	5
3	East London	6
4	Cape Town	7
5	Bloemfontein	5
6	Klerksdorp	1

Below are the specifications of the required IP Phones:

Phone Specifications
Android 9.0 OS
LCD = 7"1024 x 600-pixel capacitive touch screen
Modern Teams UI
HD Voice (Handset and Speaker)
Noise Proof Technology
Dedicated Microsoft Teams button
Teams Contacts
P2P call / Cloud PSTN call
Synchronized Call logs
Visual Voicemail
Corporate Directory Access
Exchange Calendar
One-Click join for meetings
Schedule Teams meeting
Hot Desking
Accessibility
Phone Lock
Screensaver
Power Saving
Teams&SIP Hybrid Mode
Auto provision by TFTP/FTP/HTTP/HTTPS
Yealink Redirection and Provisioning Services (RPS)
Dual-port Gigabit Ethernet
Power over Ethernet (IEEE 802.3af), class 3
2 x USB Port
Built-in Bluetooth
WI-FI
Wall-mountable
Support Bluetooth Handset



SECTION C: supply and configure Switch Board Operator Console

xvi. Switchboard Operator console requirements

1. Bidders are required to propose a license for a Switch Board Operator Console that meet the following specifications:
 - a) Digital consoles / Softphones for the reception lines;
 - b) Extension dialling;
 - c) Music in queue;
 - d) Support up to 100 phone users;
 - e) Integration with Microsoft Teams;
 - f) Search Options;
 - g) Operator handset ringing;
 - h) Transfer reversion (call recall);
 - i) Call park, Call park recall, Call toggle;
 - j) Reports on Call Volumes, Call queues and Abandoned Calls;
 - k) 3-year warranty.
2. All the licenses to be supplied should be registered in MICT SETA's name.
3. The successful bidder should ensure that the Switchboard Operator console is configured to seamlessly integrate with Microsoft Teams.

SECTION D: supply, deploy, and configure Telephone Management System

xvii. Telephone Management System (TMS) Requirement

As part of this section of the bid, bidders are required to propose a TMS that meets the following functionalities:

- a) Extension Reporting;
- b) Limit Notification Emailing;
- c) Emailing Reports to users;
- d) Cost summaries by user, or Department;
- e) Monitor abusive calls by Cost; Duration and Incoming Ring Time;
- f) Call line Identity;
- g) No limits on user logins and no individual licensing;
- h) Scalable system to accommodate organisational growth;



- i) Permission levels to restrict access according to company policy, and unique logins to ensure user security;
- j) Integrate with the proposed telephone system.

SECTION E: supply and configuration of Headsets;

xviii. Headsets Requirements

The following are the specifications of the headsets that will be required for the receptionists at the Midrand office:

Headset Specifications	Quantity
Wireless Engage 75 mono	2

SECTION F: Porting of geographic telephone numbers

xix. Geographic Number Porting requirements

- a) The current telephone lines are numbers under Telkom SA. These numbers must be ported with their respective DDI ranges to the successful bidder’s environment, and thereafter configured to the proposed solution. Below is a list of existing main telephone numbers to be ported:

Office	Description	Phone number range
Midrand	Head Office	+27 11 207 2600
Durban	Regional Office	+27 31 307 7248
East London	Regional Office	+27 43 726 0763
Cape Town	Regional Office	+27 21 461 3926
Bloemfontein	Regional Office	New office. New lines required
Klerksdorp	Satellite Office	010 003 5506

- b) The Bloemfontein Office does not have any phone numbers. Bidders are required to propose a new geographic number.
- c) MICT SETA might expand its footprint to other provinces, therefore successful bidder will be expected assign telephone lines with respective DDI ranges when the need arises.

SECTION G: supply, configure, and deploy rental network switches

Background Information: Hosted Telephony Solution

MICT SETA offices, with the exception of Bloemfontein Regional Office are equipped with old network switches. These network switches are regarded as uneconomical to repair; therefore, they must be replaced.



xx. Network Switches Requirement

- a) The successful bidder will be required to provide rental switches to MICT SETA offices.
- b) The successful will be required to decommission existing switches, and replaced them with the proposed rental ones.
- c) The bidder will be required to backup configuration of the existing switches, and subsequently configure to the proposed and stacked switches.
- d) The bidder must ensure that the change of switches is done in such that there won't be any disruption to business operations.
- e) All necessary and required cabling as part of this part of the bid must be provided by the bidder.
- f) The proposed switches will remain the property of the successful bidder for the duration of the agreement.
- g) The successful bidder will ensure that they keep stock of the switches to ensure replacement of faulty ones with 24 hours after a call is logged. Switch configuration will be required as part of replacement.
- h) Upon completion of configurations and project sign-off, the successful bidder will be required to hand over the management and maintenance of the switches to MICT SETA. Handover document will be provided.
- i) The proposed switches will be delivered and configured at their respective location.
- j) Below is a list of required switches and their respective locations:

Office	Description	Description of rental switches	Quantity
Midrand	Head Office – 2nd floor	6200F 24G Class4 PoE 4SFP+ 370W Switch (JL725A)	3
Midrand	Head Office – 3rd floor	6200F 24G Class4 PoE 4SFP+ 370W Switch (JL725A)	3
Cape Town	Regional Office	6200F 24G Class4 PoE 4SFP+ 370W Switch (JL725A)	1
East London	Regional Office	6200F 24G Class4 PoE 4SFP+ 370W Switch (JL725A)	1
Durban	Regional Office	6200F 24G Class4 PoE 4SFP+ 370W Switch (JL725A)	1
Klerksdorp	Satellite Office	6200F 24G Class4 PoE 4SFP+ 370W Switch (JL725A)	1



3.5. Handover, Training and Support

In order to maximise adoption and usage of the system, the appointed service provider will be required to provide, amongst others the following:

- a) Setup, installation, all programming and handover.
- b) Technical and user training.
- c) A dedicated Account Manager and a support desk operating according to business requirements of the MICT SETA to maximise service availability and improve user experience. The MICT SETA business hours from Monday to Friday at 08:00 to 16:30.
- d) A service level agreement to guarantee and measure service performance will be signed, with penalties for poor performance.
- e) SLA review meetings will be conducted.

3.6. Maintenance and Support

Software licensing and maintenance

- a) All software version updates from the OEM for all components of the telephone system must be included as part of the total solution i.e. no annual software license fees during the contract period.
- b) The implementation of the OEM software version updates must be included as part of the hardware costs for the lifespan of the hardware and the bidder must ensure that at a minimum, the software in operation is latest available version from the OEM where hardware is required.

3.7. Professional Services

3.7.1. This bid will be run as a project as such, the successful bidder must provide project management services such as Project Management, and all other relevant project team members/specialists.

3.7.2. The successful bidder will also be expected to lead and facilitate technical discussions during the planning, design and implementation process.

3.7.3. The bidder will be expected to ensure that the following requirements are fulfilled:

- a) Establish a master project plan with project timelines.
- b) The project manager should have experience in managing similar projects.
- c) Transfer skills to the MICT SETA resources on how to manage IP phones using the deployed solution.
- d) Provide Standard Operating Procedures for the deployed solution.
- e) Provide a high level and detailed architecture of the proposed solution.



3.8. Costing Model

- a) The solution objectives together with scope of work should be considered when compiling the pricing for the delivery of the services.
- b) All costing (support and maintenance, hardware, software & licensing, professional services, and any other cost related to this bid) must be projected inclusive of any applicable taxes. These costs should consider unit costs.
- c) Costing must be done inclusive of any applicable travel or allowances of any kind, and should therefore be inclusive of all foreseeable costs to achieve the project objectives.
- d) Bidders must adopt a costing model that projects all rental equipment for each of MICT SETA office separated.
- e) Support and maintenance cost must be inclusive of call-out fees on hardware delivery and replacement of network switches (inclusive of configurations) for the duration of the contract.
- f) A rate card for all calls must be submitted.

BID EVALUATION CRITERIA

4. EVALUATION CRITERIA

Bids received will be evaluated against the following set evaluation criteria.

4.1. PRE-QUALIFICATION CRITERIA (Regulation 4)-PPPFA

- a) Bidder shall have a minimum BBBEE status of level 2 or better.

Proof of compliance

Bidder must submit a valid proof of BBBEE status (BBBEE verification certificate issued by a SANAS accredited agency verification agency or CIPC B-BBEE certificate or B-BBEE affidavit duly sworn and commissioned).

Bidders please take note:

The duly sworn and commissioned BBBEE affidavits must be based on the Audited Financial Statements/Financial Statements and other information available on the latest financial year-end DD/MM/YYYY. Kindly contact the DTI / BBBEE commission for more information with regards to latest financial year end.e.g 28 February 2021

Note: Bidders that do not meet the requirements of set pre-qualification criteria will be eliminated from further evaluation process.

4.2. MANDATORY CRITERIA

- a) Bidders must be accredited by the OEM of the solution that is being proposed.

Evidence required:

Bidders must attach valid proof of OEM Certificate or letter endorsed by the solution OEM

- b) The proposed solution must be certified by Microsoft to Integrate with Microsoft Teams.

Evidence required:

Bidders must submit Valid Microsoft Certificate or Letter endorsed by Microsoft.

- c) Bidders must be certified by ICASA to provide electronic communications services.

Evidence required:

Bidder must provide a valid ICASA Electronic Communications Network Services (ECNS) certificate or license.

- d) The bidder must fully comply to all elements as listed in the Functionality Compliance Form (Annexure B)

Evidence required:

Bidders **MUST** complete and **sign** the Functionality Compliance Form(Annexure B).

Note: Bidders that do not meet the requirements of mandatory criteria will be eliminated from further evaluation process.

4.3. FUNCTIONAL CRITERIA

4.3.1. Technical Evaluation

Only bidders that have met the set pre-qualification and mandatory criteria will be considered for functionality evaluation. The bids submitted will be technically evaluated out of a maximum of **100 points**. A threshold of **70** out of the **100 points** has been set.

Only bidders that have met or exceeded the minimum threshold on technical functionality of **70** points will qualify for further evaluation on Price and B-BBEE according to the 80/20 preference point system in terms of the PPPFA Regulations 2017, **where 80 points will be for Price and 20 points will be for B-BBEE status level of contribution.**

Note: All bidders achieving less than the set threshold of **70** out of the 100 points will be declared non-responsive.

Assessment of evaluation of the functional/ technical criteria will be based on the table below.

FUNCTIONAL CRITERIA WEIGHING

Category	Description	Maximum points
1.The description of the telephone solution	<p>The bidder must provide detailed description of the telephone solution, and elaborate on how the following will be achieved:</p> <ul style="list-style-type: none">1.1. The detailed solution description and design = 20 points1.2. Detailed description on how high availability will be achieved = 15 points1.3. Provide a training plan and approach for the MICT SETA staff and ICT administrators. = 5 points1.4. The bidder must elaborate how contingencies such as system failure will be managed. = 10 points <p><i>Non-compliance with the minimum requirement = 0 points</i></p>	50

<p>2.Reference letters</p>	<p>Reference letters required with contactable references for similar completed projects (Hosted Telephony Solution). Reference letters must be for bidder's clients within RSA. Reference letters must be within RSA on the supply, delivery and telephony infrastructure. Reference letters must be on company letterhead signed by a senior official of the bidder's client [20]</p> <ul style="list-style-type: none"> • Four or above signed reference letters from different clients submitted = 20 points • Three signed reference letters from different clients submitted = 15 points • Two (2) signed reference letters from different clients submitted = 10 points • One (1) signed reference letters from different clients submitted = 5 points • No reference letters submitted = 0 points <p>Contactable references must include name of company, contact details, project description, and project period. Important: In the event of sub-contracting, the bidder must furnish the above reference letters of the main contractor and the main contractor's certificate confirming the bidder's involvement in each project.</p> <p>MICT SETA reserves the right to contact references prior to award.</p>	<p>20</p>
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3.Experience of team members	<p>(Profiles or CVs of key project team members and service manager to be attached).</p> <p>3.1. Relevant experience of Project Manager in managing similar projects. Profile or CV should clearly indicate the completed projects, project duration, names of clients.</p> <ul style="list-style-type: none"> • 3 years and above = 5 points • Below 3 years = 0 points <p>3.2. Relevant experience of Project Technical Lead. Profile or CV should clearly indicate the projects, project duration, names of clients.</p> <ul style="list-style-type: none"> • 3 years and above = 5 points • Below 3 years = 0 points <p>3.3. Relevant experience of Service Manager. Profile or CV should clearly indicate account (client name) and duration.</p> <ul style="list-style-type: none"> • 3 years and above = 5 points • Below 3 years = 0 points <p>Note: the projects in this factor refer to those delivered by the project team in any past company, not limited to the bidding company, i.e. linked to the individual.</p> <p><i>Non-compliance with the minimum requirement = 0 points</i></p>	15
4.Project implementation	<p>The bidder/s must provide a detailed project plan indicating the capacity to execute the project.</p> <p>Project Implementation/ Project Plan</p> <p>Bidders are requested to submit a Project Plan which clearly articulates how the project will be delivered. This Project Plan should detail project deliverables and timelines.</p> <ul style="list-style-type: none"> • Detailed activity based project plan with clear deliverables (design, supply, and installation of rental telephony system) = 15 points • High level project plan (no indication of design, supply, and installation of rental telephony system of rental telephony system) = 10 points • No project plan = 0 points 	15
TOTAL		100

4.4. PREFERENCE POINT SYSTEM

- a. The bidder obtaining the highest number of total points will be awarded the contract unless objective criteria justify the award to another bidder.
- b. In the event that two or more tenderers have scored equal total points, the successful tenderer must be the one that scored the highest points for B-BBEE.
- c. If two or more tenderers have equal points, including equal preference points for B-BBEE, the successful tenderer must be the one scoring the highest score for functionality, if functionality is part of the evaluation process.
- d. In the event that two or more tenderers are equal in all respects, the award must be decided by the drawing of lots

4.4.1 POINTS AWARDED FOR PRICE

Maximum 80 points for price will be allocated as per paragraph 3.1 of Preferential Procurement Regulations 2011, refer to Preferential Procurement Claim form on **SBD 6.1**.

4.4.2 POINTS AWARDED FOR B-BBEE

Maximum 20 points for B-BBEE will be allocated as per paragraph 4.1 of Preferential Procurement Regulations 2011, refer to Preferential Procurement Claim form on **SBD 6.1**.

- a. Bidders who qualify as EME's and QSE's in terms of the B-BBEE Act must submit a Sworn affidavit. Misrepresentation of information, constitutes a criminal offence.
- b. Bidders other than EME's or QSE's must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by SANAS.
- c. 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.
- d. 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.
- e. Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- f. A Bidder will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended Sub-contractor is an EME that has the capacity and the ability to execute the sub-contract.
- g. A Bidder awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capacity and the ability to execute the sub-contract.

PREFERENTIAL PROCUREMENT CLAIM FORM SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2011

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 bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable.

1.2 Points for this bid shall be awarded for:

Price; and 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 Bid, 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 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 10 or 20 points)
 (Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.)

7 SUB-CONTRACTING

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

(Tick applicable box)

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

7.1.1 If yes, indicate:

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

(Tick applicable box)

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

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

Designated Group: An EME or QSE which is at last 51% owned by:	EME	QSE
	√	√
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8 DECLARATION WITH REGARD TO COMPANY/FIRM

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

8.2 VAT registration number.....

8.3 Company registration number.....

8.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- Close corporation
- (Pty) Limited
- One person business/sole propriety
- Company

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

8.6 COMPANY CLASSIFICATION

- Manufacturer
- Professional service provider
- Supplier
- 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) 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 forward the matter for criminal prosecution.

WITNESSES

- 1.
- 2.

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

.....

.....

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 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 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 presently employed by the state? **YES / NO**

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 attached 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 / shareholders / 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 / Persal 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

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.

Item	Question	Yes	No
4.1	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 Companies or person 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. 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.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	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)? 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.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

CERTIFICATION

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

certify that the information furnished on this declaration form is true and correct. I accept that, in addition to cancellation of a contract, action may be taken against me should this declaration prove to be false.

.....

Signature

.....

Date

.....

Position

.....

Name of bidder

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. disregards 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 Bid, 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.

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: **MICT SETA**

(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
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.

7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid;
- or
- (f) bidding with the intention not to win the bid.

8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.

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

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....

Signature

.....

Date

.....

Position

.....

Name of Bidder

Sworn Affidavit – B-BBEE Exempted Micro Enterprise

I, the undersigned,

Full name and Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a member / director / owner of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name:	
Trading Name	
Registration Number:	
Enterprise Address:	
Entity Type (CC, (Pty) Ltd, etc.):	
Nature of Business:	
Definition of "Black People"	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians – (a) who are citizens of the Republic of South Africa by birth or descent; or (b) who became citizens of the Republic of South Africa by naturalisation- i. before 27 April 1994; or ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;"
Definition of "Black Designated Groups"	"Black Designated Groups means: (a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution; (b) Black people who are youth as defined in the National Youth Commission Act of 1996; (c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act; (d) Black people living in rural and under developed areas; (e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;"

3. I hereby declare under Oath that:

- The Enterprise is ___% Black Owned using the flow-through principle as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is ___% Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is ___% Black Designated Group Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- Black Designated Group Owned % Breakdown as per the definition stated above:
 - Black Youth % = %
 - Black Disabled % = _____%
 - Black Unemployed % = ___%
 - Black People living in Rural areas % = _____%
 - Black Military Veterans % = _____%

- Based on the Audited Financial Statements/Financial Statements and other information available on the latest financial year-end of _____ DD/MM/YYYY the annual Total revenue did not exceed R10,000,000.00 (Ten Million Rends)
- Please Confirm on the below table the B-BBEE Level Contributor, **by ticking the applicable box.**

100% Black Owned	Level One (135% B-BBEE procurement recognition level)	
At least 51% Black Owned	Level Two (125% B-BBEE procurement recognition level)	
Less than 51% Black Owned	Level Four (100% B-BBEE procurement recognition level)	

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter
5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature:

Deponent Designation:

Date:

.....

Commissioner of Oaths

Signature & stamp

Date:.....

Sworn Affidavit – B-BBEE Qualifying Small Enterprise

I, the undersigned,

Full name and Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a member / director / owner of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name:	
Trading Name	
Registration Number:	
Enterprise Address:	
Entity Type (CC, (Pty) Ltd, etc.):	
Nature of Business:	
Definition of "Black People"	<p>As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians –</p> <p>(c) who are citizens of the Republic of South Africa by birth or descent; or</p> <p>(d) who became citizens of the Republic of South Africa by naturalisation-</p> <p style="margin-left: 20px;">i. before 27 April 1994; or</p> <p style="margin-left: 20px;">ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;"</p>
Definition of "Black Designated Groups"	<p>"Black Designated Groups means:</p> <p>(f) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution;</p> <p>(g) Black people who are youth as defined in the National Youth Commission Act of 1996;</p> <p>(h) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act;</p> <p>(i) Black people living in rural and under developed areas;</p> <p>(j) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;"</p>

3. I hereby declare under Oath that:

- The Enterprise is ___% Black Owned using the flow-through principle as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is ___% Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is ___% Black Designated Group Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- Black Designated Group Owned % Breakdown as per the definition stated above:
 - Black Youth % = %
 - Black Disabled % = _____%
 - Black Unemployed % = ___%
 - Black People living in Rural areas % = _____%
 - Black Military Veterans % = _____%

- Based on the Audited Financial Statements/ Financial Statements and other information available on the latest financial year-end of _____ DD/MM/YYYY, the annual Total Revenue did not exceed R50,000,000.00 (Fifty Million Rands).
- Please confirm on the table below the B-BBEE level contributor, **by ticking the applicable box.**

100% Black Owned	Level One (135% B-BBEE procurement recognition level)	
At Least 51% black owned	Level Two (125% B-BBEE procurement recognition level)	

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter
5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature:

Deponent Designation:

Date:

.....

Commissioner of Oaths
Signature & stamp

Date:.....