

**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/MIS/009/2021**

---

**REQUIREMENT DESCRIPTION:**

**APPOINTMENT OF A SERVICE PROVIDER FOR LICENCING, IMPLEMENTATION, SUPPORT AND MAINTENANCE OF THE MANAGEMENT INFORMATION SYSTEM (MIS) AND DECISION SUPPORT SYSTEM (DSS) OF THE MICT SETA FOR A PERIOD OF 5 YEARS**

**BID CLOSING DATE: 05 OCTOBER 2021 at 11:00 AM**

**REQUIREMENT DESCRIPTION:**

**APPOINTMENT OF A SERVICE PROVIDER FOR LICENCING, IMPLEMENTATION, SUPPORT AND MAINTENANCE OF THE MANAGEMENT INFORMATION SYSTEM (MIS) AND DECISION SUPPORT SYSTEM (DSS) OF THE MICT SETA FOR A PERIOD OF 5 YEARS.**

<b>Bid Reference Number</b>	<b>MICT /SETA/MIS/009/2021</b>
<b>Supplier Briefing Session</b>	<p><b>Compulsory Supplier Briefing Session 23 September 2021 @ 11:00 am South African Time</b></p> <p>Due to the covid-19 pandemic, we opt to have the <u>compulsory briefing session</u> virtually through Microsoft Teams. Service providers who wish to attend the compulsory briefing session must send an e-mail with the subject line "<b>MICT/SETA/MIS/009/2021</b>" to <a href="mailto:bidqueries@mict.org.za">bidqueries@mict.org.za</a> before end of business day <b>20 September 2021 @ 16:00</b>. Bidders take note that <u>No late request will be attended to.</u></p> <p><b>NB: Non –attendance of the compulsory bidders conference by the bidder will lead to the disqualification of bidder's proposal.</b></p>
<b>Bid Closing date &amp; time</b>	<p><b>05 October 2021 @ 11:00 am South African Time.</b></p> <p><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></p>
<b>Instruction for submission of Bid</b>	<b>Bid must be received in a sealed envelope (1 hard copy and USB) marked with this RFB reference number deposited in a tender box at the location indicated hereunder.</b>
<b>Location for Bid submissions</b>	<p><b>MICT SETA Head Office: Reception</b>  <b>19 Richards Drive, Gallagher Convention Centre</b>  <b>West Wing, level 3</b>  <b>Midrand</b></p>
<b>Bid Validity Period</b>	<b>Bids received shall remain valid for acceptance for a period of 120 counted from the closing date of the bid.</b>

**CLARIFICATION AND COMMUNICATION**

- All enquiries relating to this bid must be addressed in writing to [bidqueries@mict.org.za](mailto: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.

Description	Number of pages
<b>CONTENTS</b>	
Returnable Documents checklist	1
<b>SBD 1: Part A: invitation to bid</b>	1
<b>SBD 1: Part A: Terms and Conditions for bidding</b>	1
<b>MICT SETA -bid conditions</b>	1
<b>Bidding structure</b>	1
Bid Conditions	1
Pricing Schedule	1
<b>Terms of Reference</b>	1
Introduction	1
Scope of the Project/ Services	1
Site inspection	1
<b>Evaluation Criteria</b>	1
Pre-Qualification	1
Mandatory Criteria	1
Evaluation Criteria weight	1
<b>SBD 6.1: Preference points claim</b>	4
<b>SBD 4: Declaration of interest</b>	3
<b>SBD: 8 Declaration of Bidder's Past Supply Chain Management Practices</b>	1
<b>SBD 9: Declaration of interest</b>	3
<b>Sworn Affidavit B-BBEE Qualifying Small Enterprise</b>	2
<b>Sworn Affidavit B-BBEE Qualifying Exempted Micro Enterprise</b>	2

## 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
<b>CSD</b> Central Supplier Database (CSD) Registration Report		
<b>SBD 1</b> - 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 <b>SARS</b> / and or <b>SARS</b> issued verification pin		
<b>Designated Sectors:</b> Local production and content <b>(Where applicable)</b>		
<b>SBD 4 - Declaration of interest</b>		
<b>SBD 6.1</b> - 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>B-BBEE</b> Codes of Good Practice.		
Copy of joint venture/ consortium or sub-contracting agreement duly signed by all parties. <b>(Where applicable)</b>		
<b>SBD 8:</b> Declaration of Bidder's Past Supply Chain Practices		
<b>SBD9:</b> 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:		<b>OR</b> CSD No:
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]		<input type="checkbox"/> Yes		B-BBEE STATUS LEVEL SWORN AFFIDAVIT
		<input type="checkbox"/> No		<input type="checkbox"/> Yes
				<input type="checkbox"/> No
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?				
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)		<input type="checkbox"/>	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)	
AND NAME THE APPLICABLE IN THE TICK BOX		<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)	
		<input type="checkbox"/>	A REGISTERED AUDITOR	
		NAME:		
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT (FOR EMEs&amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>				
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<b>[IF YES ENCLOSE PROOF]</b>		<b>[IF YES ANSWER PART B:3 BELOW]</b>	
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)

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

### 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	
<b>Total (100%)</b>	

## 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.
- c. 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	Description	Qty	Costing (VAT Excl.)	
			Unit	Total
<b>1</b>	<b>YEAR 1</b>			
	Licence / subscription			
	Installation / configuration			
	Data Migration			
	Professional services (Project Management, maintenance and support. Give detail			
<b>2</b>	<b>YEAR 2</b>			
	Licence / subscription			
	Professional services (maintenance and support. Give detail			
<b>3</b>	<b>YEAR 3</b>			
	Licence / subscription			
	Professional services (maintenance and support. Give detail			
<b>4</b>	<b>YEAR 4</b>			
	Licence / subscription			
	Professional services (maintenance and support. Give detail			
<b>5</b>	<b>YEAR 5</b>			
	Licence / subscription			
	Professional services (maintenance and support. Give detail			
<b>TOTAL COSTS (VAT Excl.)</b>				
<b>VAT</b>				
<b>TOTAL COSTS (VAT Incl.)</b>				

**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: .....

## **TERMS OF REFERENCE**

**APPOINTMENT OF A SERVICE PROVIDER FOR LICENCING,  
IMPLEMENTATION, SUPPORT AND MAINTENANCE OF THE MANAGEMENT  
INFORMATION SYSTEM (MIS) AND DECISION SUPPORT SYSTEM (DSS) OF THE  
MICT SETA FOR A PERIOD OF 5 YEARS**

## 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

The primary purpose of the bid is to appoint a service provider to licence, implement, support and maintain a hosted Managed Information System (MIS) and Decision Support System (DSS) for a period of 5 years.

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 rollout an MIS / DSS system for strategy, Annual Performance Plan (APP), DHET SLA, enterprise risk management, and Board Action tracker automation. The system must be able to automate organisational scorecard; strategy maps, objectives, KPIs, projects, data drill-down, assessment and benchmarking, heat maps, action tracker and reports.

The project and system should enable the organisation to achieve project objectives as detailed herein under.

### Project Objectives

The following are the specific objectives:

- a) Established framework for standardised processes of monitoring and accountability;
- b) Improved turnaround times;
- c) Increased SMART and reliable reporting processes;
- d) Improved consistencies and eliminated duplication in processes and information throughout the organisation;
- e) Increased transparency to the MICT SETA stakeholders; and
- f) Increased digitisation in business processes.

## 3. PROJECT SCOPE AND REQUIREMENTS

### 3.1. Overview

#### Organisational Functional Structure

The MICT SETA functional structure is comprised of the programmes listed below. Programme 1 is the Administration functions while Programmes 2 – 4 are core functions.

Programme	Business Unit
1	Administration <ul style="list-style-type: none"><li>• Office of the CEO<ul style="list-style-type: none"><li>○ Risk and Compliance</li><li>○ Internal Audit</li></ul></li></ul>

	<ul style="list-style-type: none"> <li>○ Monitoring &amp; Evaluation (M&amp;E)</li> <li>● Board Office</li> <li>● Finance <ul style="list-style-type: none"> <li>○ Financial Management</li> <li>○ Supply Chain Management (SCM)</li> </ul> </li> <li>● Information and Communication Technology (ICT)</li> <li>● Corporate Services <ul style="list-style-type: none"> <li>○ Human Resource Management (HR)</li> <li>○ Marketing &amp; Communication</li> </ul> </li> </ul>
2	Sector Skills Planning (SSP) Fourth Industrial Revolution (4IR)
3	Learning Programmes Division (LPD)
4	Education and Training Quality Assurance (ETQA)

According to the approved structure, the MICT SETA staff compliments is around 120 employees. In addition, there will be +/- 20 members of the Accounting Authority and its committees.

### **3.2. Technical Requirements**

The key deliverables of the project are detailed on the sections below. Consultations with the business to understand the sector and the operating model of the MICT SETA will be necessary.

#### **3.2.1. Solution Design**

- The required solution must be off-the-shelf product.
- The solution must be highly configurable with no further coding required.
- Skills transfer for internal ICT support to be augmented by the service provider and OEM must be provided.
- The solution must have predefined libraries / templates to be used.
- KPIs must be defined according to business units.
- The solution must serve as a comprehensive management portal and gather all performance management information centrally with dashboards, heat maps, navigation solutions.
- The solution must be scalable to accommodate additional buckets and objects.
- The solution must include dynamic traffic lights for reflection of performance according to the action.

### **3.2.2. Balanced Scorecard**

- The solution must support preparation of the balanced scorecard model, with structures for scorecards, perspectives, strategic objectives, and KPIs.
- The solution must support management models where indicators and deliverables are involved, and creation of contracts.
- The solution must create rule-based management processes and cascading of organisational performance to the individual level, where roles and responsibilities, contributions and performance are defined.
- The solution must accommodate both qualitative and quantitative scorecards, with drill down, time frequencies, and trends analysis.
- The solution must display strategy maps and allow for analysis of the underlying data; with options for comments to allow for analysis.

### **3.2.3. Strategy Automation**

- The system must provide for management of strategic objectives and cascade them down into the Annual Performance Plans and Operational Plans.

### **3.2.4. Annual Performance Plan (APP) automation**

- The APP automation must link with strategic objectives
- All APP targets must be automated.
- The MANCO, the AA, and its sub-committees must be able to have access into the dashboard.
- MANCO remains responsible for using the system as a reporting tool.
- The system shall in turn project the performance information on the dashboard, with heat maps.

### **3.2.5. DHET SLA automation**

- Monitoring performance against annual SLA between the MICT SETA and the Department of Higher Education and Training (DHET) on learning and development interventions, which are reported monthly via the Sector Education and Training Management Information System (SETMIS) system.

### **3.2.6. Project and Portfolio Management automation**

- The system must allow for designing of project initiatives, activities, milestones and the necessary portfolios, including reporting thereof with portfolio of evidence (PoE). Activities must be assigned to one or more resources.
- Initiatives must issue warnings to the relevant resources.
- The solution must link comments and documents as PoE.
- Must link with the ERP system on financial performance on each project.
- Project must link with strategic objectives, APPs, and operational plan targets.
- The status of achievement / non-achievement of project milestones must directly and seamlessly affect the status of the said strategic, APP, and operational targets
- The solution must link to third-party solutions such as project server, learner management system, and the ERP system.

### **3.2.7. Enterprise Risk Management (ERM) / Governance Risk and Compliance (GRC)**

- Risk management is important for management performance.
- The system must follow a risk management methodology in public sector and support ISO 9001 end-to-end in the automation all levels of risks; i.e. strategic, APP, operational, project, etc. with mitigation / action plans as MICT SETA risk policies and practices.
- The solution must link risk assessment to objects, i.e. strategy, etc.
- Risk factors must be visualised in a risk chart, allow for creation of measure for risk factor, define budget resources for a risk reducing measure reporting on the actual consumption.
- Seamless integration between risk and performance plans.
- Ability to manually place a risk factor in the risk chart, escalation of risk mitigation plans.
- Ability to automate audit plans.
- Seamless integration between risk registers and audit.

### **3.2.8. Action Tracker**

- The system should enable a functionality to assign strategic / operational tasks and allow for tracking of such actions.
- The solution must allow for business process management and allow for ability to define management rules / principles.
- The solution must describe processes for identifying deviations and taking corrective measures, escalation of incomplete activities, and validation of results; e.g. lack of PoE, and violation of rules.

### **3.2.9. Integration**

- Seamless integration between the system and the ERP system for projection and linking of financial performance for related projects according to the defined commitments and contract costing, human resources performance and SCM performance according to the APP and operational plans.
- Seamless integration with Learner Management Solutions (LMS) for monitoring of Skills Development Interventions and SETMIS performance reporting, and PoE.
- Seamless integration with the Electronic Document Management System (EDMS) for project PoE.
- Seamless integration with any other systems that MICT SETA might on-board.
- The solution must integrate with MICT SETA's Active Directory (AD).

### **3.2.10. Dashboard and Reporting**

- The system must project a dashboard or organisational performance as defined in these terms of reference. The dashboard must provide a heat map with drill down functionality to the lowest possible functionality as defined during requirements gathering phase.
- The system must provide high intuitive dashboards depending on defined users' roles and responsibilities.
- The dashboards must be available on mobile devices across all platforms; i.e. Android and IOS.
- The system must provide various forms of reports required by various stakeholders with minimal intervention by users.
- The system must have built-in security, e.g. Segregation of Duties, on capturing and verification to ensure information accuracy, and enforcement of PoE.
- Reporting must be extracted to word, PDF, and PowerPoint.
- The solution must send reports to specific individuals via e-mail, allow for creation and customisation of reports, and print reports or extract to Word, Excel, or PowerPoint, or other third-party reporting tools, and support data from OLAP cubes.

### **3.2.11. Data Migration**

- The system must allow for the building and reporting of current manual based strategy, APP, operational plans, risk registers, and audit processes.

- The solution must automate data acquisition from other systems (automated or manual), at certain intervals, produce exception reports for errors in acquired data, and contact built-in rules for data management.

#### **3.2.12. Solution Hosting**

- The solution must be hosted in the bidder's cloud within the boundaries of South Africa for the duration of the contract.
- The service provider must guarantee high availability of the solution with fail-over capabilities.
- The solution must adhere to MICT SETA disaster recovery plan.
- The solution's application server must have a minimum of 32 GB RAM.

#### **3.2.13. Training and Skills Transfer**

- Handholding and on the job training must be provided to internal technical resources.
- User training must be provided to ensure that all users are at acceptable levels of performing their functions.
- Admin training must be provided.
- Train the trainer processes must be provided.
- User manuals (written and audio visual) must be provided.

#### **3.2.14. Support and Maintenance**

- The successful provider will be required to provide all licencing, hosting, support, and maintenance of the system for the duration of the contract.
- Hosting and ICT service continuity must be enabled by the service provider according to the MICT SETA's policies and Standard Operating Procedures for backup and continuity of ICT services.

#### **3.2.15. Compliance and Security**

- The system must be scalable to accommodate reporting requirements of the Accounting Authority and its sub-committees, the DHET, DPME, and any other stakeholder of the MICT SETA, as issued from time-to-time.
- Software updates and upgrades must be provided for as part of the contract to guarantee the MICT SETA of acceptable security levels of the system.
- The system must comply with any other applicable legislative imperatives, prescripts, policies, and SOPs governing the MICT SETA.

- The solution must allow for creation of help texts in the user interface, allow for multi-user access (concurrent), allow for different levels of access rights, creation of menus and texts in the user interface, allow for Admin functions to read, modify, and delete records, and maintain an audit trail for all activities.

### **3.2.16. System Performance Reporting**

- Performance reports to be submitted on a monthly basis and whenever requested as part of performance monitoring and evaluation.

### **3.2.17. End of contract processes in an event a bidder is appointed**

- The following processes shall apply during expire / termination of the contract:
  - MICT SETA will retain full Intellectual Property rights of the system, all enhancements, modifications, code, and data at the end of the contract.
  - The bidder will not claim any ownership of the system and its data resulting from this bid as such shall remain the sole property of the MICT SETA.
  - The bidder will be required to extract a database of all data, system configurations, documentation, and handover to MICT SETA.

### **3.2.18. Change Management**

All system changes, enhancements, etc. should follow the MICT SETA Change Management processes.

## **4. PROJECT DELIVERABLES / MILESTONE**

The following deliverables of the Project are expected and must be detailed and linked with the payment schedule of the project:

### **Project Execution Plan with Milestone Based Payment Schedule**

A detailed project plan with implementation processes, approach, resources and tools allocation, timelines and deliverables handholding, and support and maintenance must be submitted. The project should follow a methodology for implementation of the solution. The project plan must link directly to the payment schedule.

### **Dashboard and reports design**

Screen dumps of dashboard and heat maps must be provided as part of the proposal.

### **Training**

The training plan must be submitted addressing all components of the bid.

## 5. EVALUATION OF BIDS:

Bids received will be evaluated against the following: Attendance of compulsory bidder's conference, Pre-qualification criteria, Mandatory criteria and functional criteria.

### 5.1. Attendance of compulsory bidder's conference by the bidder or representative.

Only bidders' who attended the compulsory bidders conference will be further evaluated.

#### **Proof of compliance:**

Certificate issued by the MICT SETA that the compulsory bidder's conference described was attended.

### 5.2. BID EVALUATION CRITERIA:

Bids received will be evaluated against the following set evaluation criteria

### 5.3. 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/or other information available on the latest financial year-end. 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,**

### 5.4. MANDATORY CRITERIA

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

#### **Evidence Required**

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

- b) The bidder must comply to all elements as listed in the **Functional Compliance Form** (Annexure A)

#### **Evidence Required**

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

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

## **5.5. FUNCTIONAL CRITERIA**

### **5.5.1. Technical Evaluation**

Only bidders that have met the set pre-qualification criteria will be considered for functionality evaluation. Bids submitted will be evaluated on technical functionality 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 qualification 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 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
<p><b>1.Solution Description</b></p>	<p>The bidder must provide detailed description of the MIS and DSS solution and elaborate on how the following will be achieved:</p> <p>1.1. Solution design, indicating high availability = <b>20 points</b></p> <p>1.2. Detail description on integration and securing with MICT SETA systems. = <b>10 points</b></p> <p><b>Non-compliance with the minimum requirement = 0 points</b></p>	<p><b>30</b></p>
<p><b>2.Reference letters</b></p>	<p><b>Experience &amp; References:</b></p> <p>Reference letters required with contactable references for similar completed projects on (MIS and DSS). Reference letters must be for bidder's clients within Republic of South Africa (RSA) on the implementation and support of MIS and DSS solution. Reference letters must be on company letterhead signed by company representative of the bidder's client <b>[30]</b></p> <ul style="list-style-type: none"> <li>• Five or above signed reference letters from different clients submitted = <b>30 points</b></li> <li>• Four signed reference letters from different clients submitted = <b>20 points</b></li> <li>• Three signed reference letters from different clients submitted = <b>15 points</b></li> <li>• Two signed reference letters from different clients submitted = <b>10 points</b></li> <li>• One signed reference letter from bidder's client submitted = <b>5 points</b></li> <li>• No reference letters submitted = <b>0 points</b></li> </ul> <p>Contactable references must include name of company, contact details, project description, and project period.</p> <p><b>Important:</b> 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><b>MICT SETA reserves the right to contact references prior to award.</b></p>	<p><b>30</b></p>

<b>3.Experience of team members</b>	<b>Project Team</b> (Profiles or CVs of key project team members to be attached, Project Manager and Technical Lead).  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. <ul style="list-style-type: none"> <li>• 5 years and above = 10 points</li> <li>• 2 to 4 years = 5 points</li> <li>• Less than 2 years = 0 points</li> </ul> 3.2. Relevant experience of Project Technical Lead. Profile or CV should clearly indicate the projects, project duration, names of clients. <ul style="list-style-type: none"> <li>• 5 years and above = 10 points</li> <li>• 2 to 4 years = 5 points</li> <li>• Less than 2 years = 0 points</li> </ul> <p><b>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.</b></p> <p><b>Non-compliance with the minimum requirement = 0 points</b></p>	<b>20</b>
<b>4.Plan implementation</b>	The bidder/s must provide a detailed project plan indicating the capacity to execute the project.  <b>Project Implementation/ Project Plan</b>  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. <b>Milestone 1: Project Execution Plan with Milestone Based</b> A detailed project plan with implementation processes, approach, resources and tools allocation, timelines and deliverables handholding, and support and maintenance must be submitted. The project should follow a methodology for implementation of the solution. <b>Milestone 2: Dashboard and reports design</b> Screen dumps of dashboard and heat maps must be provided as part of the proposal. <b>Milestone 3: Training</b> Provide a training plan and approach for the MICT SETA staff and ICT administrators.  Project plan with three milestones = 20 points Project plan with only two milestones = 5 points Project plan with less than 2 milestones or no project plan = 0 points	<b>20</b>
<b>TOTAL</b>		<b>100</b>

## **6. 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

### **6.1 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**.

### **6.2 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:

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

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:

<b>Designated Group: An EME or QSE which is at last 51% owned by:</b>	<b>EME</b>	<b>QSE</b>
	√	√
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		
<b>OR</b>		
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 Company
- Close corporation

(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) 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.

<b>WITNESSES</b>
1. ....
2. ....

..... <b>SIGNATURE(S) OF BIDDERS(S)</b>
<b>DATE:</b> .....
<b>ADDRESS</b> .....
.....

### DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state<sup>1</sup>, 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, shareholder<sup>2</sup>): .....

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.

<sup>1</sup>"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.

<sup>2</sup>" 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.  <b>The Database of Restricted Suppliers now resides on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</b>	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)? <b>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b>	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 bids<sup>1</sup> 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).<sup>2</sup> 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:

<sup>1</sup> Includes price Bid, advertised competitive bids, limited bids and proposals.

<sup>2</sup> 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 consortium<sup>3</sup> 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.

**<sup>3</sup> 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,

<b>Full name and Surname</b>	
<b>Identity number</b>	

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:

<b>Enterprise Name:</b>	
<b>Trading Name</b>	
<b>Registration Number:</b>	
<b>Enterprise Address:</b>	
<b>Entity Type (CC, (Pty) Ltd, etc.):</b>	
<b>Nature of Business:</b>	
<b>Definition of “Black People”</b>	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;”
<b>Definition of “Black Designated Groups”</b>	“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	<b>Level One</b> (135% B-BBEE procurement recognition level)	
At least 51% Black Owned	<b>Level Two</b> (125% B-BBEE procurement recognition level)	
Less than 51% Black Owned	<b>Level Four</b> (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,

<b>Full name and Surname</b>	
<b>Identity number</b>	

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:

<b>Enterprise Name:</b>	
<b>Trading Name</b>	
<b>Registration Number:</b>	
<b>Enterprise Address:</b>	
<b>Entity Type (CC, (Pty) Ltd, etc.):</b>	
<b>Nature of Business:</b>	
<b>Definition of “Black People”</b>	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 – (c) who are citizens of the Republic of South Africa by birth or descent; or (d) 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;”
<b>Definition of “Black Designated Groups”</b>	“Black Designated Groups means: (f) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution; (g) Black people who are youth as defined in the National Youth Commission Act of 1996; (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; (i) Black people living in rural and under developed areas; (j) 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 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	<b>Level One</b> (135% B-BBEE procurement recognition level)	
At Least 51% black owned	<b>Level Two</b> (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:**.....