

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

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**REQUEST FOR BIDS REF: MICT/SETA/WAN/11/2021**

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**REQUIREMENT DESCRIPTION:**

**APPOINTMENT OF A SERVICE PROVIDER FOR IMPLEMENTATION, SUPPORT AND MAINTENANCE OF WIDE AREA NETWORK (WAN) SERVICES, SECURITY, AND BACKUP SERVICES**

**BID CLOSING DATE: 07 OCTOBER 2021 at 11:00 AM**

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**APPOINTMENT OF A SERVICE PROVIDER FOR IMPLEMENTATION, SUPPORT AND MAINTENANCE OF WIDE AREA NETWORK (WAN) SERVICES, SECURITY, AND BACKUP SERVICES.**

<b>Bid Reference Number</b>	<b>MICT /SETA/WAN/11/2021</b>
<b>Supplier Briefing Session</b>	<b>Compulsory Supplier Briefing Session 27 September 2021 @ 11:00 am South African Time</b> 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/WAN/11/2021</b> " to <a href="mailto:bidqueries@mict.org.za">bidqueries@mict.org.za</a> before end of business day <b>23 September 2021 @ 16:00</b> . Bidders take note that <u>No late request will be attended to.</u>  <b>NB: Non –attendance of the compulsory bidders conference by the bidder will lead to the disqualification of bidder's proposal.</b>
<b>Bid Closing date &amp; time</b>	<b>07 October 2021 @ 11:00 am South African Time.</b>  <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>
<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>	<b>MICT SETA Head Office: Reception 19 Richards Drive, Gallagher Convention Centre West Wing, level 3 Midrand</b>
<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**

- a. 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.
- b. 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
<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"/> Yes
	<input type="checkbox"/> No			<input type="checkbox"/> No
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:				
<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.

*NB: Pricing of this bid must be attached on a separate envelope.*

2.1 Pricing of this bid must be structured in line with the sections of the Bid document.

2.2 Cost for all work required per section is to be included in the final cost for each section.

2.3 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.

2.4 The total cost of the project must be fixed for the duration of the contract.

2.5 Bidders to provide further cost breakdown where necessary under each line item, and sub-total and the overall bid price (Total) should be included. The below table is for illustration only:

#	Service Description	Price
1.	Last Mile and WAN Services	
2.	Internet Services	
3.	APN	
4.	VPN	
5.	3rd Party Connectivity	
6.	E-mail Filtering	
7.	E-mail Archiving	
8.	Security Services	
9.	Hosted Backup services	
10	Microsoft O365 Support	
11	Azure Active Directory services	
12	Professional Services (Project Management & implementation)	
Sub Total		
VAT		
Grand Total (Bid Price)		

**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 IMPLEMENTATION, SUPPORT  
AND MAINTENANCE OF WIDE AREA NETWORK (WAN) SERVICES, SECURITY,  
AND BACKUP SERVICES**

## 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. BACKGROUND

The MICT SETA intends to modernise its value chain by introducing technology solutions that provide and improve management and processing of its data and information through implementation of Customer Relationship Management (CRM) systems for improved stakeholder relations.

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 appoint a suitably, competent and experienced service provider for implementation, support and maintenance of WAN services, Security, and backup services to MICT SETA for a period of 5 years.

## 3. PURPOSE AND OBJECTIVES

### 3.1. Purpose

To invite service providers with the necessary expertise and experience to submit proposals for the implementation, support and maintenance of WAN services, Security, and backup services to MICT SETA for a period of 5 years.

### 3.2. Objectives

The following are identified as objectives of the project:

- a) Improved integration with other internal and external systems;
- b) Improved customer platforms;
- c) Improve access to cloud services;
- d) Improve network security services;
- e) Enhanced data processing and analytics;
- f) Ability to scale the MICT SETA's network on-demand;
- g) Secure and stabilise the MICT network and systems.

## 4. BID OVERVIEW AND SCOPE

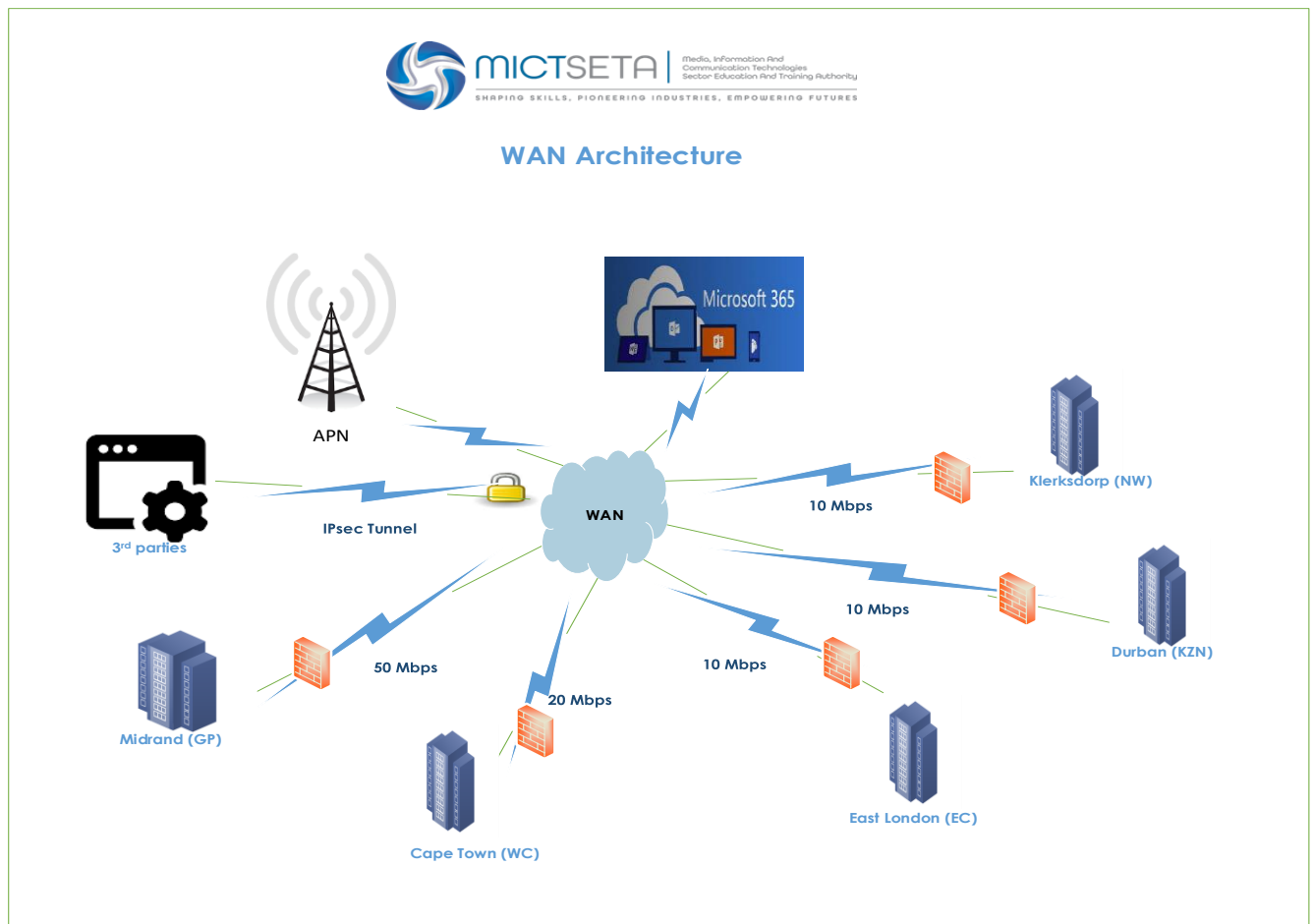
### 4.1. Overview

4.1.1. MICT SETA has presence in 6 provinces, and it's structured as follows:

Province	Description	Number of users	Address
Gauteng	Midrand (Head Office)	101	Block 2, Level 3 West Gallagher Convention Centre Gallagher Estate 19 Richards Drive Halfway House Midrand, 1685
KZN	Durban Regional Office	5	DBN Bay House 333 Anton Lembede (Smith Street) 4th Floor Durban, 4001

Eastern Cape	East London Regional Office	6	Phase 2A Waverley Office Park Phillip Frame Road Chiselhurst East London, 5205
Western Cape	Cape Town Regional Office	7	The Boulevard Office Park Block F Ground Floor Searle Street Woodstock, 7925
Free State	Bloemfontein Regional Office	5	61 Bastion Street Bloemfontein 9300
North West	Klerksdorp Satellite Office	1	Vuselela TVET College Jourberton Centre for Engineering Studies 11900 5th Street, Jourberton Township

#### 4.1.2. MICT SETA current Network Architecture



## 4.2. Scope of the

### 4.2.1. The Scope of the bid covers the following:

- 4.2.1.1. Provision, support, maintenance, and management of Last mile and Wide Area Network (WAN) services;
  - 4.2.1.2. Provision, support, maintenance, and management of Internet services;
  - 4.2.1.3. Provision, support, maintenance, and management of Access Point Name (APN);
  - 4.2.1.4. Provision, support, maintenance, and management of Remote Access Virtual Private Network (VPN);
  - 4.2.1.5. Provision, support, maintenance, and management of 3rd Party Connectivity;
  - 4.2.1.6. Provision, support, maintenance, and management of E-mail Filtering;
  - 4.2.1.7. Provision, support, maintenance, and management of Security;
  - 4.2.1.8. Provision, support, maintenance, and management of Hosted Backup services;
  - 4.2.1.9. Provision, management, and maintenance of Microsoft O365 support services;
  - 4.2.1.10. Support, maintenance, and management of Azure Active Directory.
- 4.2.2. The successful bidder is required to have national presence, as such MICT SETA shall not be charged any traveling and accommodation costs for rendering services to any of its offices.
- 4.2.3. Costing should be inclusive of all support and maintenance services (onsite and offsite).
- 4.2.4. The successful bidder will provide a dedicated Project Manager and Project Co-ordinator or administrator and related project resources with relevant experience to entirely manage specified requirements relating to implementation of the project. The project Manager should have experience in managing similar project(s).

## 5. BID TECHNICAL RESPONSE INSTRUCTION

- 5.1.** All proposals should be well structured, accurate and unambiguous in their response to the requirements stipulated in the bid document. All responses must be prepared as per instructions set out in this bid document.
- 5.2.** All sections of the bid are critical to the satisfaction of all the requirements, and must be responded in full.
- 5.3.** Any bids from Service Providers who did not attend the compulsory briefing session will be disqualified.
- 5.4.** For ease of reference, the technical bid responses should be structured in the following manner:

**SECTION A:** Last mile and WAN services;

**SECTION B:** Internet services;

**SECTION C:** Access Point Name (APN);

**SECTION D:** Remote Access Virtual Private Network (VPN);

**SECTION E:** 3<sup>rd</sup> Party Connectivity

**SECTION F:** E-mail Filtering;

**SECTION G:** E-mail Archiving;

**SECTION H:** Security Services;

**SECTION I:** Hosted Backup services;

**SECTION J:** Microsoft O365 Support;

**SECTION K:** Azure Active Directory services.

## 6. TECHNICAL REQUIREMENTS

### **SECTION A: Last Mile and WAN services.**

#### **6.1. Background Information (Last Mile and WAN)**

MICT SETA's offices are currently configured and interconnected through SD-WAN services. A redundant form of connectivity is setup to all sites, with the exception of Klerksdorp. The offices are connected through layer 2 as follows:

#	Office	Bandwidth	Primary Medium	Secondary Medium
1	Midrand	50Mbps	Fibre	Air Fibre
2	Durban	10Mbps	Fibre	Air Fibre
3	Cape Town	20Mbps	Fibre	Air Fibre
4	East London	10Mbps	Fibre	Air Fibre
5	Klerksdorp	10Mbps	Microwave	N/A

All CE Routers at each site are owned, managed, and maintained by the incumbent service provider.

The service includes allocation and management of public IP Addresses as well as IP Address ranges and subnets for newly established offices as and when required, including extending IP ranges for existing offices.

#### **6.2. Last Mile and WAN services requirements**

The following are MICT SETA's requirements for Last Mile and WAN services for the term of this contract. Bidders should elaborate in their response on how each requirement will be fulfilled:

- 6.2.1. Bidders are required to propose a highly available last mile solution for each MICT SETA site. Fibre must always be the primary connectivity medium for all sites. In cases where fibre is not available, the bidders are required to propose alternative medium of connectivity. However, the successful bidder will be required to commission fibre as soon as it's available. Service providers are not required to propose VSAT solutions.
- 6.2.2. Bidders are required to propose a secured SD-WAN solution to interconnect all sites.
- 6.2.3. The successful bidder must ensure that all equipment and services that make up the SD-WAN solution are maintained to ensure high availability.
- 6.2.4. The successful bidder will be required to provide CE Routers for each MICT SETA site. The routers will remain the property of the bidder for the duration of the contract. MICT administrators will be granted view access rights to the CE Routers.
- 6.2.5. The table below indicates the required bandwidth for each site, of which bidders must propose as such:

#	Office	Bandwidth
1	Midrand	2 x 100Mbps
2	Bloemfontein	2 x 20Mbps
3	Durban	2 x 20Mbps
4	Cape Town	2 x 20Mbps
5	East London	2 x 20Mbps
6	Klerksdorp	2 x 10Mbps

- 6.2.6. Each provided link per site must terminate to a different POP to ensure high availability.
- 6.2.7. A detailed architecture must be provided as part of the proposal for this section of the bid.
- 6.2.8. An active – passive failover for last mile connectivity must be proposed. MICT SETA may later require active-active environment; therefore, the solution must be able to accommodate the requirement.
- 6.2.9. The successful bidder will be required to pro-actively monitor, and report on availability of last mile.
- 6.2.10. The last mile uptime should be guaranteed at 95% on year 1, thereafter 98% will be required. Failure to meet the target, penalties will apply.
- 6.2.11. The successful bidder will be required to maintain the Routers and last mile without impacting business operations.
- 6.2.12. The successful bidder will be required to allocate, maintain and manage the MICT SETA's IP Addresses (public IP Addresses and private IP addresses for all offices, and newly established offices).
- 6.2.13. The successful bidder should auto-log all incidents for last mile outage and provide a Service Desk to log, record, update, manage and report on all requests, Incidents, problems and changes related to MICT SETA's last mile connectivity. The Service Desk tool to be used should be configured to include agreed service levels for performance management. View only access rights to the service desk to be provided to three (3) MICT SETA personnel.
- 6.2.14. All logged calls must be attended to within 1 (one) hour and resolved within 4 (four) hours after the incident is logged. This includes the replacement of faulty hardware. The successful bidder will be required to keep spare equipment, i.e. Routers.
- 6.2.15. The Service Provider will be required to implement monitoring tools that provide audit logs on the Routers. Three (3) MICT SETA personnel will be granted view only access rights to the monitoring tool.
- 6.2.16. The successful bidder will be required to implement and continuously manage and monitor Quality of Service (QoS) on the network. It should be noted that MICT SETA is in the process of introducing Voice Over IP through its WAN links, therefore efficient implemented QoS will be crucial.

## **SECTION B: Internet Services**

### **6.3. Background Information (Internet Services)**

With the current MICT SETA network architecture, each site is configured with its own Internet breakout. The incumbent service provider provides proxy services.

MICT SETA's domain service is registered and managed through the existing service provider.

### **6.4. Internet Service Requirements**

The following are MICT SETA's requirements for Internet services for the term of this contract. Bidders should elaborate in their response on how each requirement will be fulfilled:

- 6.4.1. Provide, support, and maintain a **200Mbps** uncapped Internet breakout line. All sites will breakout to the provided 200Mbps breakout line.



6.4.2. A highly available Internet service with an uptime of 98% should be proposed, provided and guaranteed. Failure to meet the target, penalties will apply.

6.4.3. Administer and maintain MICT SETA's domain name services and facilitate the move from the incumbent service provider.

6.4.4. Provide, manage, and maintain forward proxy services.

## **SECTION C: Access Point Name (APN);**

### **6.5. Background Information (APN Services)**

Through the current service provider, MICT SETA consumes APN services. The existing APN is structured in the following manner:

6.5.1. There's a data pool allocation of 1.5TB for the entire MICT SETA users, inclusive of board members.

6.5.2. MICT SETA users are issued with SIM cards from two different mobile service providers.

### **6.6. APN service requirements**

The following are MICT SETA's requirements for APN services for the term of this contract. Bidders should elaborate in their response on how each requirement will be fulfilled:

6.6.1. The successful bidder will be required to design and implement a secured corporate APN for usage by MICT SETA remote users.

6.6.2. The APN should be designed in such that it forms part of the MICT SETA network. Network routing should be configured between the MICT network and the APN.

6.6.3. A shared 2TB of data bundle must be allocated to the corporate APN.

6.6.4. The APN must share the same Internet break-out as the rest of the MICT SETA network. No sim card will be allowed to break out to the Internet from its respective mobile telecommunication provider's Internet break-out.

6.6.5. Users of the APN must authenticate to the APN with their corporate Active Directory credentials. The service provider must indicate how the authentication will be achieved.

6.6.6. The successful bidder will be required to produce and provide reports on data allocation and utilisation.

6.6.7. Three MICT SETA personnel must be granted access to the reporting and data management tool.

6.6.8. MICT SETA personnel must be provided with access to manage provisioning of data within the APN.

6.6.9. The APN architecture must be provided as part of the section of this bid.

## **SECTION D: Remote Access Virtual Private Network (VPN)**

## **6.7. Background Information (VPN Services)**

Remote MICT SETA users have an alternative to access services through dial-up VPN services. The organisation is in the process of exploring and planning to implement Always On VPN services.

## **6.8. VPN Service Requirement**

The following are MICT SETA's requirements for VPN services for the term of this contract. Bidders should elaborate in their response on how each requirement will be fulfilled:

- 6.8.1. Bidders are required to propose a highly secured VPN solution that will seamlessly connect remote users to MICT SETA network services;
- 6.8.2. The successful bidder will be required to implement, provide on-going maintenance and support the proposed solution;
- 6.8.3. The proposed solution must integrate with MICT SETA's Active Directory;
- 6.8.4. A VPN architecture must be provided as part of this section of the bid.

## **SECTION E: 3<sup>rd</sup> Party Connectivity**

### **6.9. Background Information (3<sup>rd</sup> Party Connectivity)**

The organisation has applications that hosted at 3<sup>rd</sup> parties' cloud services. These applications include the Learner Management System and the Enterprise Resource Platform (ERP) system. An IPsec connectivity is established between the MICT SETA's network and the 3<sup>rd</sup> parties' hosting centres.

### **6.10. 3<sup>rd</sup> Party Connectivity Requirement**

The following are MICT SETA's requirements for 3<sup>rd</sup> party connectivity services for the term of this contract. Bidders should elaborate in their response how each requirement will be fulfilled:

- 6.10.1. Implement, support, maintain, monitor and manage the IPsec connectivity to the ERP system.
- 6.10.2. Implement, support, maintain, monitor and manage the IPsec connectivity to the Learner Management System.
- 6.10.3. Implement, support, maintain, monitor and manage any connectivity to 3<sup>rd</sup> parties that the organisation might require in future.

## **SECTION F: E-mail Filtering**

### **6.11. Background Information (E-mail Filtering)**

The MICT SETA e-mails are currently protected against e-mail threats and spams.

### **6.12. E-mail Filtering Requirements**

The following are MICT SETA's requirements for Mimecast e-mail filtering or equivalent services for the term of this contract. Bidders should elaborate in their response on how each requirement will be fulfilled:

- 6.12.1. Bidders are required to propose Mimecast or equivalent solution;
- 6.12.2. The scope of the service must accommodate 150 mailboxes;
- 6.12.3. The service must be entirely hosted within the boundaries of the Republic of South Africa;
- 6.12.4. The service must provide security and system performance with the ability to stop known and advanced email threats before they reach MICT SETA's e-mail service;
- 6.12.5. The service must include fully managed and real time email content Filtering for:
- a) Anti-malware protection
  - b) Advanced threat protection:
    - Spam
    - Viruses
    - Spyware
    - Spear-phishing
    - Ransomware
    - Impersonation
  - c) Zero-day attack protection
  - d) Targeted Threat Protection
- 6.12.6. The service must be configured in a High Availability (HA) architecture;
- 6.12.7. The service must have redundancy with failover capabilities;
- 6.12.8. The service must support customisable email branding, signature and disclaimer management;
- 6.12.9. The service must provide dashboard reporting capabilities that include, but not limited to the following:
- a) Real-time reports of email traffic that include top email users: senders and recipients;
  - b) Blocked malware;
  - c) Service Monitoring;
  - d) Performance monitoring

- 6.12.10. The service must provide MICT SETA's administrator central visibility and control to rapidly and consistently apply policies across the organization;
- 6.12.11. The service must provide full auditing capabilities for risk and governance;
- 6.12.12. The service must integrate with Azure Active Directory for e-mail address validation;
- 6.12.13. The service must provide administrator permit and block function and also support user self-service for quarantined emails functionality;
- 6.12.14. The service must support transport layer security (TLS) for secure e-mail transactions;
- 6.12.15. The service must provide 99% anti-spam with 0.0001% false positives, 100% anti-malware including zero-hour protection;
- 6.12.16. System should be able to retain and recover all emails for a maximum of 30 days;
- 6.12.17. System should be compliant with ISO standards 27001 and ISO standards 27018;
- 6.12.18. The service must be available 100% of the time, 24x7.

## **SECTION G: E-mail Archiving**

### **6.13. Background Information (E-mail Archiving)**

For e-mail archiving, MICT SETA currently makes use of Exchange In-Place Archiving. The organisation is planning to move to a platform that offers a strong range of features that offers secure store of emails.

### **6.14. E-mail Archiving Requirements**

The following are MICT SETA's requirements for Mimecast e-mail archiving or equivalent services for the term of this contract. Bidders should elaborate in their response on how each requirement will be fulfilled:

- 6.14.1. Bidders should propose a cloud e-mail archiving solution for the archiving of all MICT SETA's e-mails;
- 6.14.2. The proposed solution must be entirely hosted within the boundaries of the Republic of South Africa;
- 6.14.3. The proposed solution should be hosted on a different operating system to the primary email service to minimise the effect of a cyber-attack;
- 6.14.4. The solution should retain all inbound, outbound and internal emails, with detailed meta-data, for instant searching by employees and administrators;
- 6.14.5. The solution should provide comprehensive compliance, e-discovery and litigation support;
- 6.14.6. The proposed solution should offer bottomless email archiving for the department at no additional cost on data sizes over the years;
- 6.14.7. The proposed solution should provide users with access to emails from any device to increase work force productivity;
- 6.14.8. The archives should be able to retain emails for over 25 years as per National Archives act;
- 6.14.9. To comply with POPIA solution should be able to, permanently remove email messages from the archive by coordinated action of multiple admins;
- 6.14.10. The successful bidder will be required to ingest MICT SETA's existing emails, inclusive of In-Place archived e-mails.

## **SECTION H: Security Services**

### **6.15. Background Information (Security Services)**

MICT SETA through the current service provider has a consolidated Threat Management system which consist of Firewalls, IPS, Proxy, Mail filtering and VPN services.

### **6.16. Security Services Requirements**

The following are MICT SETA's requirements for Security Services for the term of this contract. Bidders should elaborate in their response on how each requirement will be fulfilled:

- 6.16.1. Implement, support, maintain and manage security services for all MICT SETA offices:
  - a) Firewall services that includes malware and spyware protection
  - b) Tunnelling and encryption
  - c) Intruder Prevention System services
  - d) DMZ Services
  - e) Proxy services
  - f) VPN services

- 6.16.2. Implement, support, maintain, and manage centralised highly available (with failover capabilities) Next Generation Firewalls (NGFW) that protects the entire MICT SETA network;
- 6.16.3. Firewall service must be 99% available. Bidder must indicate how they are planning to achieve this;
- 6.16.4. Proactively monitor and report on any security breach/incidents and implement preventative measure to prevent reoccurrence of incidents;
- 6.16.5. Regularly review security configurations and make recommendations for improvement;
- 6.16.6. The successful bidder will be required to have a centre where security components and related services for the MICT SETA will be monitored for proactive management of alerts and incidents;
- 6.16.7. MICT SETA will be making use of Azure services; therefore, the successful bidder will be required provide security services within that environment;
- 6.16.8. The security services must cater for web filtering.

## **SECTION I: Hosted Backup services**

### **6.17. Background Information (Hosted Backup Services)**

MICT SETA currently employs an Azure Backup service to protect its servers. The solution is used for backing up of user files and servers that are hosted on-premise.

The organisation is now looking at on-boarding an enterprise backup solution that will holistically protect its data, servers, and o365 services.

### **6.18. Backup Services Requirements**

The following are MICT SETA's requirements for Hosted Backup Services for the term of this contract. Bidders should elaborate in their response on how each requirement will be fulfilled:

- 6.18.1. Provide an architecture of the proposed backup solution as part of this section of the bid;
- 6.18.2. Propose and Implement a hosted backup and restore solution that will protect Office 365 (Exchange Online, SharePoint Online, OneDrive, Microsoft Teams data, etc.);
- 6.18.3. The proposed solution must also be able to backup and protect servers from Microsoft Azure;
- 6.18.4. The proposed solution must be able to safeguard data from ransomware, deletion, and corruption;
- 6.18.5. The service provider will be required to support, maintain and manage the backing up of MICT SETA's data;
- 6.18.6. The service provider will be required to provide backup and restores in line with MICT SETA's Backup Standard Operating Procedure;
- 6.18.7. The service provider will be required to conduct daily, weekly, monthly, and annual backups with the proposed solution;
- 6.18.8. Service provider will be required to conduct maintenance, such as software updates of the proposed solution without impacting MICT SETA's business operations;
- 6.18.9. The solution must provide flexible restore options, such as point in time, granular restores and out-of-place restores;
- 6.18.10. Restore tests will be conducted on a quarterly basis, or as and when required;
- 6.18.11. At the end of the contract, the service provider will be required to transfer all retained backup data to MICT SETA at no additional cost (i.e. zero egress fees);
- 6.18.12. The proposed solution must satisfy legal & regulatory requirements with efficient eDiscovery of email retention;
- 6.18.13. The proposed backup solution must have unlimited Azure storage and unlimited retention. This will ensure that the rapidly growing MICT SETA data is to accommodate;
- 6.18.14. The solution must cater for compression and block-level deduplication to improve network bandwidth utilization and reduce storage footprint;
- 6.18.15. The solution must provide data security in-flight and at-rest;
- 6.18.16. The service provider will be required to transfer backed up data from the current backup solution (Azure Backup Services) to the proposed solution;
- 6.18.17. MICT SETA administrators should be granted view rights to the backup solution;
- 6.18.18. The solution must provide audit trail in order to track user operations.

## **SECTION J: Microsoft O365 Support**

### **6.19. Background Information (Microsoft O365 Support)**

Through the current Cloud Solution Provider (CSP), MICT SETA enjoys support of Microsoft O365 services, namely, Exchange Online, Microsoft Teams, SharePoint, and OneDrive for Business. The licensing model currently in place is M365 E1.

MICT SETA is in the process of acquiring and upgrading its Microsoft Licensing from M365 E1 to M365 A5.

**6.20. Microsoft O365 Support requirements**

The following are MICT SETA's requirements for Microsoft O365 support services for the term of this contract. Bidders should elaborate in their response on how each requirement will be fulfilled:



6.20.1. The service provider will be expected to take over the support services of the entire O365 services for MICT SETA;

#### 6.20.2. **Exchange Online**

- a) Provide pro-active monitoring and health check of exchange online;
- b) Ensure that backups are successfully completed;
- c) Provide and maintain User Account Management;
- d) Recommend and document policies, configurations, and best practices on Exchange online management;
- e) Provide support and maintenance of archived mailboxes;
- f) Conduct Exchange database maintenance.

#### 6.20.3. **OneDrive for Business**

- a) Provide pro-active monitoring and health check of OneDrive;
- b) Ensure that user files are successfully sync'd and backed up;
- c) Ensure that users are able to access and share files from different devices;
- d) Recommend and document policies, configurations, and best practices on OneDrive usage and management;

#### 6.20.4. **Microsoft Teams**

- a) Provide pro-active monitoring and health check of Microsoft Teams;
- b) Recommend and document policies, configurations, and best practices on Microsoft Teams usage and management;
- c) Ensure that Microsoft Teams data is successfully backed up;

#### 6.20.5. **SharePoint**

- a) Provide pro-active monitoring and health check of SharePoint Online;
- b) Review the SharePoint Online, and reconfigure as per the MICT SETA's business rules and objectives;
- c) Recommend and document policies, configurations, and best practices on SharePoint usage and management;
- d) Ensure that SharePoint data is successfully backed up.

### **SECTION K: Azure Active Directory services**

#### **6.21. Background Information (Azure Active Directory Services)**

MICT SETA is currently in the process of migrating its Active Directory environment from on-prem to Azure. This is expected to be completed by the by the time this bid is awarded.

## 6.22. Azure Active Directory Services requirements

The following are MICT SETA's requirements for Azure Active Directory Services for the term of this contract. Bidders should elaborate in their response on how each requirement will be fulfilled:

- 6.22.1. Provide and maintain User Account Management on Azure Active Directory;
- 6.22.2. Provide pro-active monitoring and health check of Azure Active Directory;
- 6.22.3. Ensure that Active Directory conforms to best practices and intended purpose;
- 6.22.4. Manage and mitigate any security concerns, replication issues, backup issues, etc.;
- 6.22.5. Review and manage OU structure and Group Policies;
- 6.22.6. Recommend and document policies, configurations, and management best practices for offloading of AD administrative duties to non-domain administrator roles;
- 6.22.7. Provide audit trail in order to track administrative operations;
- 6.22.8. Provide maintenance of Active Directory server, including updates of endpoint protection.

## 7. SUPPORT SERVICES

Bidders should elaborate in their response on how each support service element will be fulfilled:

- 7.1.** Bidder must propose how the Remote Support will be used to increase efficiency in support and fulfilment of incidents and requests;
- 7.2.** Bidders to ensure that they keep stock of spares, i.e. Routers and parts locally in order to achieve Service Levels;
- 7.3.** For each call logged requiring site attendance support, Technicians / Engineers must already arrive at the site with the required parts / spares as workaround to resolve the incident. There will be no excuse for poor performance resulting from prolonged downtime due to the correct part / spare not being on site within the SLA time. Bidder to outline an ability to fulfil this requirement;
- 7.4.** All Incidents that were not fully resolved, but have been operationalised through workarounds, must have been fully resolved within 20 days, noting that workarounds are not permanent solutions. Bidder to outline the ability to fulfil this requirement.

## **8. MAINTENANCE SERVICES**

- 8.1.** The Successful Bidder will be required to perform Capacity Management in all WAN links, and provide the MICT SETA with an accurate and updated Capacity Plan on a quarterly basis.
- 8.2.** The bidder will be required to perform Quarterly Health Checks on all technologies as part of the baseline service offering.
- 8.3.** The successful bidder will be required to keep accurate record of, and communicate Infrastructure and service related risks to MICT SETA timely at the relevant platforms, and to maintain the Infrastructure-related Risk Register. Bidders must propose the approach to be used in fulfilling this requirement.
- 8.4.** The successful bidder will be required to manage and report on the Availability of all platforms.
- 8.5.** The successful bidder will be required to perform Software Deployment on all equipment (new software, software upgrades, software patches, and service packs) without impacting MICT SETA business operations.
- 8.6.** On an ongoing basis, MICT SETA will conduct DR testing. The successful bidder will be required to partake in the review and execution of the plan.

## **9. SERVICE TAKE-ON**

MICT SETA requires that there be no down-time during office hours (Weekdays 07h00 – 17h00) as part of the service take-on (switch over from the current service provider to the successful bidder) of all services as prescribed in the bid.

The successful bidder will manage the effort and all activities concerning the transferring of services as outlined in the Technical Requirements, inclusive of co-ordinating and liaising with the current Service Provider.

## 10. EVALUATION CRITERIA

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

### 10.1 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/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,**

### 10.2 MANDATORY CRITERIA

- a) The E-mail filtering solution should be compliant with ISO standards 27001 and ISO standards 27018.

#### **Evidence Required**

- Bidders must attach valid ISO standards 27001 for the proposed e-mail filtering solution.
- Bidders must attach valid ISO standards 27018 for the proposed e-mail filtering solution.

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

#### **Evidence required:**

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

- c) Bidder must be certified by the e-mail filtering OEM to provide e-mail filtering.

#### **Evidence required:**

- Bidder must attach a valid OEM certificate or letter for the proposed e-mail filtering solution.

- d) The bidder must comply to all elements 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,**

## 10.3 FUNCTIONAL CRITERIA

### 10.3.1 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
<b>1.Solution Description</b>	<p>The bidder must provide detailed solution design and elaborate on how the following will be achieved:</p> <ol style="list-style-type: none"><li>1.1. Solution design of Last mile and WAN services indicating high availability = <b>10 points</b></li><li>1.2. Solution design of Access Point Name (APN) indicating how the solution will be secured and authenticated to Active Directory = <b>10 points</b></li><li>1.3. Solution design of Hosted Backup services = <b>10 points</b></li><li>1.4. Securing the entire MICT SETA's network indicating <b>all</b> of the following: = <b>20 points</b><ul style="list-style-type: none"><li>- Firewalls (NGFW),</li><li>- IPsec,</li><li>- SD-WAN,</li><li>- Email filtering</li><li>- VPN</li></ul></li></ol> <p><b>Non-compliance with the minimum requirement = 0 points</b></p>	<b>50</b>

<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 implementation and support of WAN and Last Mile services. Reference letters must be for bidder's clients within Republic of South Africa (RSA) on the implementation and support of WAN and Last Mile services. Reference letters must be on company letterhead signed by company representative of the bidder's client <b>[10]</b></p> <ul style="list-style-type: none"> <li>• Three or more signed reference letters from different clients submitted = <b>10 points</b></li> <li>• One to two letter signed reference letters from different clients 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 / year.</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>10</b></p>
<p><b>3.Experience of team members</b></p>	<p><b>Project Team</b></p> <p>(Profiles or CVs of key project team members to be attached, Project Manager and Technical Lead).</p> <p>3.1. Relevant experience of Project Manager in managing similar projects. Profile or CV should clearly indicate the completed projects, project duration, and names of clients.</p> <ul style="list-style-type: none"> <li>• 5 years and above = <b>5 points</b></li> <li>• Less than 5 years = <b>0 points</b></li> </ul> <p>3.2. Relevant experience of Project Technical Lead. Profile or CV should clearly indicate the projects, project duration, and names of clients.</p> <ul style="list-style-type: none"> <li>• 5 years and above = <b>5 points</b></li> <li>• Less than 5 years = <b>0 points</b></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>10</b></p>

<b>4. Plan implementation</b>	<p>The bidder/s must provide a detailed project implementation methodology and approach in executing the project and support services. The methodology and approach should include <b>all</b> of the following:</p> <p><b>4.1. Service Take-on for: = 20 points</b></p> <ul style="list-style-type: none"> <li>- Last mile and WAN services;</li> <li>- Internet services;</li> <li>- Access Point Name (APN);</li> <li>- Remote Access Virtual Private Network (VPN); <ul style="list-style-type: none"> <li>- 3<sup>rd</sup> Party Connectivity</li> </ul> </li> <li>- E-mail Filtering;</li> <li>- Email Archiving</li> <li>- Security Services;</li> <li>- Hosted Backup services;</li> <li>- Microsoft O365 Support;</li> <li>- Azure Active Directory services.</li> </ul> <p><b>4.2. Support services with dedicated service desk = 5 points</b></p> <p><b>4.3 Maintenance Services = 5 points</b></p>	<b>30</b>
<b>TOTAL</b>		<b>100</b>

## **11. 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

### **11.1 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**.

### **11.2 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<sub>s</sub> = Points scored for price of bid under consideration
- P<sub>t</sub> = Price of bid under consideration
- P<sub>min</sub> = 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>9</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:**.....