



**MICTSETA**

Media, Information And  
Communication Technologies  
Sector Education And Training Authority

SHAPING SKILLS, PIONEERING INDUSTRIES, EMPOWERING FUTURES

**MICT SETA Head Office**

Supply Chain Management

19 Richards Drive, Gallagher Convention Centre,

Gallagher House, Level 3 West Wing

Tel +27 11 207 2600; E-mail: [bidqueries@mict.org.za](mailto:bidqueries@mict.org.za)

**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/GIS/13/2021**

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**REQUIREMENT DESCRIPTION:**

**APPOINTMENT OF A SERVICE PROVIDER FOR LICENCING, IMPLEMENTATION, SUPPORT AND  
MAINTENANCE OF THE GEOGRAPHIC INFORMATION SYSTEM (GIS) OF THE MICT SETA**

**BID CLOSING DATE: 29 OCTOBER 2021 at 11:00 AM**

**REQUIREMENT DESCRIPTION:**

**APPOINTMENT OF A SERVICE PROVIDER FOR LICENCING, IMPLEMENTATION, SUPPORT AND MAINTENANCE OF THE GEOGRAPHIC INFORMATION SYSTEM (GIS) OF THE MICT SETA**

<b>Bid Reference Number</b>	<b>MICT /SETA/GIS/13/2021</b>
<b>Supplier Briefing Session</b>	<p><b>Compulsory Supplier Briefing Session 14 October 2021 @ 15:00 South African Time</b></p> <p>Due to the covid-19 pandemic, we opt to have the compulsory briefing session virtually through Microsoft Teams. Service providers who wish to attend the compulsory briefing session must send an e-mail with the subject line "<b>MICT/SETA/GIS/13/2021</b>" to <a href="mailto:bidqueries@mict.org.za">bidqueries@mict.org.za</a> before end of business day 12 October 2021 @ 16:00pm. 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>29 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.



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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 OEM accreditation for equipment used to provide the printing services as detailed in this bid document.		
Annexure B Functionality Compliance Form.		
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 <b>[IF YES ENCLOSE PROOF]</b>	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No <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](http://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?  
NO  YES
- 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**

<b>Ownership category</b>	<b>% of ownership</b>
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.
- b. No RFB shall be deemed to have been accepted unless and until a formal contract / letter of intent is prepared and executed.

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

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

**2. COST OF BIDDING**

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





**PRICING SCHEDULE**

Name of bidder \_\_\_\_\_

Bid number: \_\_\_\_\_

Closing date \_\_\_\_\_

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

Item	Requirement Description	Quantity	Unit Price	Total
1	Planning		R	R
2	Implementation		R	R
3	Project closeout		R	R
4	Hosting, support and maintenance		R	R
5	Contract termination		R	R
<b>Sub-Total</b>				
<b>VAT@15%</b>				
<b>TOTAL PRICE (INCLUDING VAT)</b>				

**NB: Bidders must submit this pricing schedule and related Annexure on 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 Geographic Information System (GIS) of the MICT SETA.**

#### **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 TV, Electronics, Information Technology and Telecommunications.

#### **2. PURPOSE AND OBJECTIVES**

##### **2.1 Background**

The MICT SETA is intends to modernise its value chain by introducing technology solutions that provide improve management and processing of learner and training provider information, provide instant and accurate reporting and reduce manual processes in its value chain. The lack on digital platforms impact negatively on the organisation's ability to provide specific focused reports in terms of interventions according to its desire.

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 integrated geographic information system (GIS) platform that is able to provide information and dashboards for its stakeholders on the MICT SETA interventions.

The MICT SETA is looking to appoint a suitably qualified and experience service provider for the licencing, implementation, support and maintenance of a GIS platform for a period of five (5) years. The project and system should address the above challenges and enable the organisation to achieve project objectives as detailed herein under.

##### **2.2 Purpose**

To invite service providers with the necessary expertise and experience to submit proposals for licencing, implementation, support and maintenance of the MICT SETA's GIS platform for a period of five (5) years.

##### **2.3 Project Objectives**

The following are identified as objectives of the project:

- a) Enhanced data processing and analytics;
- b) Improved turnaround times in reporting;
- c) Improved accurate in monitoring and reporting of performance information;
- d) Increased transparency to MICT SETA stakeholders;

- e) Increased accuracy and focus in MICT SETA interventions through geospatial system;
- f) Improved integration with other internal and external systems;
- g) Improved customer platforms; and
- h) Increase digitisation in business processes and systems.

### 3. PROJECT SCOPE AND REQUIREMENTS

#### 3.1 Overview

##### 3.1.1 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>○ Monitoring &amp; Evaluation</li> <li>○ Risk and Compliance</li> <li>○ Internal Audit</li> </ul> </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 Plan (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 in around 120 employees. In addition, there will be +/- 20 members of the Accounting Authority and its committees.

##### 3.1.2 Key Users of the Solution

The following key users of the system are identified. This is without limitation.



### Internal

- Sector Skills Planning (SSP)
- Learning Programmes Division (LPD)
- Education and Training Quality Assurance (ETQA)
- 4IR Division
- Monitoring and Evaluation (M&E)

### External

- Quality Council for Trades and Occupations (QCTO)
- Department of Higher Education and Training (DHET)
- Other Sector Education and Training Authorities (SETAs)
- South African Qualifications Authority (SAQA)
- Learners
- Skills development providers
- Assessors and Moderators
- Employers
- TVET Colleges

### 3.1.3 Duties of the Service Provider

The service provider must be able to provide services in terms of this bid and in the following areas.

- GIS operations, updates and demarcation according to the latest municipal boundaries, office update, and fieldwork update.
- Mobile and web-based GIS application development, customisation, and ongoing support and maintenance of the GIS system.
- Workflow management, progress reporting and product dissemination.
- Spatial database management and support.
- Geospatial data management and quality assurance.
- Imagery services (processing, publishing and cataloguing).
- Spatial dataset acquisition for update GIS (collection, analysis and dissemination).
- Specialised consulting service in relation to geospatial industry.

**NB: Bid proposals will only be considered from bidders who qualified and experienced with providing geospatial services that cover spatial data provision and management, resourcing, delivery and support of GIS projects and solutions.**



### 3.1.4 Technical Requirements

It is expected that bidders must possess the necessary skills and competencies to comply with and be able to perform the services as listed below.

#### 3.1.5 GIS Operations

- Cleaning and maintenance of dwelling frames / address data.
- Extracting address data from other spatial data sets.
- Training and capacity development around the use and update of records on the sampled datasets.
- Provide mechanism for data sharing through automated web processes in line with the collaborative maintenance initiatives.
- Building system demarcation of areas.
- Creating contiguous working units by merging working units or splitting of polygons using a certain criteria.

#### 3.1.6 Mobile and Web-based Application

- GIS mobile update application. Bidders will be required to perform systems development, customisation, maintenance and support.
- GIS desktop update application Bidders will be required to perform systems development, customisation, maintenance and support.
- Workflow management application. Bidders will be required to perform systems development, customisation, maintenance and support
- GIS working unit creation application. Bidders will be required to perform systems development, customisation, maintenance and support.
- Smooth system performance and load balancing techniques.
- Integration and interoperability of systems and data.

#### 3.1.7 Spatial Database Management and Support

- Processing of vector or master data from various formats and coordinate systems into SQL Database Management System (DBMS).
- Performance of geo-processing functions in the DBMS.
- Scheduling, version control and maintaining SQL DBMS backups.
- Creating database designs and test scripts in order to support system development and testing in SQL DBMS.
- Spatial data migration and building new spatial databases.

### 3.1.8 Imagery Services

- Processing, publishing and cataloguing of spatial information.

### 3.1.9 Geo-spatial Data Management and Quality Assurance

- Data cleaning and topology validation.
- Cross-verification of information in alpha databases against respective databases.
- Indexing of spatial data.
- Quality assurance of spatial data for publishing and distribution.

### 3.1.10 Vector Dataset Acquisition

- Possess the necessary private custodian / spatial data vendor or value-add vector dataset to execute the functions listed in the bid requirements.

### 3.1.11 Specialised Consulting Services

- Provide specialised services in relation to geospatial industry practices and regulatory.

### 3.1.12 System Functionality

At a minimum, the system must comply with the specification as articulated below:

#### 3.1.13 Learner geo-spatial information

- The system must be able to provide geospatial information of learners.

#### 3.1.14 Provider geo-spatial information

- The system must be able to provide geospatial information of training providers based on footprint.

#### 3.1.15 On-boarding and Data Migration

- The service provider will be required to perform profiling and mapping of all private and public higher education institutions into the system, including universities, colleges, and training institutions.
- Make recommendations of data sets in other MICT SETA systems for seamless integration with the GIS platform and perform all integration configurations and activities between the system and other third-party solutions.
- Tools and responsibilities for initial data take up are to be provided by the service provider.

#### 3.1.16 Solution Hosting

- The solution must be hosted in the bidder's cloud for the duration of the contract.

- The service provider must guarantee high availability of the solution with fail-over capabilities.
- Bidders should submit an architecture of the hosting platform.
- The hosting architecture must clearly depict the primary, and failover (the continuity) sites, inclusive of network and server infrastructure.
- Bidders must submit a backup solution architecture. Systems will be backed up according to MICT SETA's Backup Operations Procedure.
- The solution must adhere to MICT SETA disaster recovery plan.

#### 3.1.17 Integration

- Internally, the GIS system must integrate with learner records and e-learning solutions of the MICT SETA for learners and financial information.
- Externally, the system must integrate with the Municipal Demarcation Board (MDB) for municipal demarcations, STATSSA for statistical data, other SETAs for sharing of spatial information, and other stakeholder as determined by the MICT SETA for maximums Return on Investment on user experience of the system.

#### 3.1.18 Heat Map

- The system must be able to provide a heat map of MICT SETA interventions according to MICT SETA sub-sectors, and commitments made over certain period.

#### 3.1.19 Reporting

- 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 Portfolio of Evidence.
- 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 Online Analytical Processing (OLAP) cubes.

### 3.1.20 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 at acceptable levels of performing their functions.
- Admin training must be provided.
- Train the trainer concept must be provided.
- User manuals (written and audio visual) must be provided.

### 3.1.21 Support and Maintenance

- The successful provider will be required to provide all licencing, hosting and 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 the MICT SETA policies and Standard Operating Procedures for backup and continuity of ICT services.

### 3.1.22 Compliance and Security

- The system must be scalable to accommodate reporting requirements of the Accounting Authority and its sub-committees, the Department of Higher Education and Training (DHET), Department of Monitoring and Evaluation (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,
  - multi-user access (concurrent),
  - different levels of access rights,
  - creation of menus and texts in the user interface,
  - admin functions to read, modify, and delete records, and
  - maintain an audit trail for all activities.





### 3.1.23 Project Management

- The successful bidder shall work in conjunction with key business units of the MICT SETA on the planning of the various phases on service delivery, wherein all objectives and deadlines will be indicated, and while reporting to the Chief Information Officer.
- The successful bidder accepts all financial responsibility regarding any deviation from the set objectives and milestones, which cannot be ascribed to the actions of the MICT SETA and / or defective equipment.
- The successful bidder shall ensure that deviations from the set objectives and milestones, which cannot be ascribed to the actions of the MICT SETA, be made up in non-recoverable time.

## 4. PROJECT DELIVERABLES / MILESTONES

To a minimum, the Project Plan shall consist of the key deliverables listed below. Furthermore, the Payment Schedule should link to these key deliverables.

### 4.1 Project Planning / Conceptualisation Phase

The Project Planning / Conceptualisation Phase shall be Phase 1 of the Project. This phase shall follow successful appointment of the Service Provider subsequent to concluding procurement processes.

This Phase shall include formulation of the Project Charter which should cover key elements as listed below. However, the below list is not exhaustive as the Project Charter should be developed with professionalism according to best practices:

- Finalisation of the Project Plan
- Project Operating Model
- Project Capacitation and responsibilities
  - Constitution of the Project Steering Committee
  - Composition of the Project Implementation Team
- Format and frequency of reports
- Scheduling and preparation of Project Teams Meetings
- RACI Model
- Project Scope Management
- Out of Scope
- Project Communication
- Formal and informal communication
- Escalations
- Project Risk Management and Risk Registers



- Project Assumptions
- Project Success Factors
- Change Control

#### 4.2 Implementation Phase

- This phase shall comprise of solution implementation, delivery, User Acceptance Testing (UAT), and training.
- Other activities of this phase include:
  - Data migration
  - Solution testing
  - Recovery / continuity site establishment.
- The successful bidder will be required to ensure that the solution is running within a period of 3 – 6 months from date of appointment of the successful bidder.

#### 4.3 Project Closeout

- This phase shall follow successful UAT processes and training. This phase shall mark completion of system implementation and enable the next phase of support, maintenance and continuous improvement.
- Completion of this phase shall produce a Project Closeout Report which must be accepted by the Project Manager and the Project Steering Committee.
- The Project Closeout Report shall include executive summary, amongst others.
- Summary of the project plan and the final completion dates of the phases as originally signed off:
  - Project cost performance summary;
  - Summary of challenges encountered;
  - Lessons learned;
  - Success factors;
  - Measurement of project delivery against project objectives;
  - Summary / list of the deliverables of the project;
  - Status on Mitigation Plans of the Project Risk Register;
  - Register of Project Snag List identified during UAT and training;
  - Quality assurance;
  - Future considerations;
  - Recommendations; and
  - Sign-off.



#### 4.4 Solution Hosting, Support and Maintenance

- This phase shall commence immediately after Project closeout.
- Some of the activities (hosting, and enhancements) of this phase may have commenced during the previous phases.
- The activities of this phase include:
  - Hosting;
  - Ongoing refresher training;
  - Support and maintenance of the system for the duration of the contract;
  - System enhancements for the duration of the project contract. A reasonable bucket of hours should be reserved for monthly enhancements of the system.
  - Disaster Recovery / ICT Service Continuity maintenance and performance of regular drills and
  - Solution enhancements to improve user experience and increase efficiencies for the duration of the project.

#### 4.5 Contract Termination

This phase marks the end of the contract. The phase includes system and data handover (including configurations and documentations).

### 5. DURATION OF THE CONTRACT

- The project duration shall be aligned with the final Project Plan to be defined in the Project Charter. The contract shall not exceed 5 years.
- Implementation of the project shall be concluded within 3 to 6 months of signing the contract.
- Following the conclusion of the initial period, the remainder of the project shall be allocated for deliverable 4.4 (Solution Hosting, Support and Maintenance) as defined above.
- Project deliverables and billing milestones will be aligned to the Statement of Work (SoW), which will be agreed upon during the project initiation phase. Failure to deliver as per the SoW alignment may lead to contract termination.
- 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.

## 6. COSTING MODEL

- The solution objectives together with scope of work should be considered when compiling the pricing for the delivery of the services.
- All costing must be projected inclusive of any applicable taxes.
- 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.
- Any unit costs (e.g. costs for additional user licenses or additional desktop support) must be explicitly quoted.
- The costing model provided below shall guide bidders on how their costing shall be indicated. The below model is for illustration only. Bidders may include all deliverables required for this project, which must be linked to the project deliverables.
- A fixed fee associated with the delivery of the services shall be submitted in the using the Costing Model in a separate sealed envelope:

#	Project Phase	Key Deliverable / Milestone	Delivery Date	Amount by Phase	% of the Project Cost
1	Planning	Requirements gathering and Project Charter development		R	%
2	Implementation	Solution development, implementation, User Acceptance Testing (UAT), and Training.		R	%
3	Project Closeout	Project Closeout Report and commission into production		R	%
4	Hosting, support and maintenance	Solution hosting, support and maintenance of the system broken down into different years for the duration of the project; i.e.:		R	%



		<ul style="list-style-type: none"><li>- Year 1 – Hosting, training, support, maintenance and enhancements.</li><li>- Year 2 – Hosting, training, support, maintenance and enhancements.</li><li>- Year 3 – Hosting, training, support, maintenance and enhancements.</li><li>- Year 4 – Hosting, training, support, maintenance and enhancements.</li><li>- Year 5 – Hosting, training, support, maintenance and enhancements.</li></ul>			
5	Contract Termination	Project termination and handover.		R	%
				<b>R</b>	<b>100%</b>

**7. EVALUATION CRITERIA**

The MICT SETA complies with the provisions of the Public Finance Management Act, Act No 1 of 1999 as amended; Treasury Regulations of 2005; the Preferential Procurement Policy Framework Act, Act No 5 of 2000; and the Preferential Procurement Regulations of 2017; and the MICT SETA Supply Chain Management (SCM) Policy.

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

**7.1. PRE-QUALIFICATION CRITERIA (Regulation 4)-PPPFA**

- a) Bidder shall have a minimum BBBEE status of level 2 or better, EME or QSE. **(no generic companies will be considered)**

**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.**

**7.2. MANDATORY CRITERIA**

- a) Bidders must be accredited by ESRI South Africa to provide GIS solution.

**Evidence Required:**

Bidders must attach valid ESRI partner accreditation certificate or letter.

- b) Bidders must be registered with the South African Geomatics Council (SAGC).

**Evidence Required:**

Bidders must attach a valid SAGC registration certificate or letter.

- c) The bidder must comply to all elements as listed in the **Functional Compliance Form**.

**Evidence Required:**

Bidders **MUST** complete and **sign** the Functionality Compliance Form.

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

## **7.3. FUNCTIONAL CRITERIA**

### **7.3.1. 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 points** 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 Evaluation Criteria	Weight score
1	<p><b>Solution Requirement and Functionality:</b></p> <p>The bidders' proposed solution must meet all the requirements stipulated below by providing a detailed and comprehensive proposal of their GIS solution, indicating how the proposed solution will meet/satisfy each requirement and functionality:</p> <p><b>1.1. Requirements [20 points]</b></p> <ul style="list-style-type: none"> <li>• GIS Operations</li> <li>• Mobile and Web-based Application</li> <li>• Spatial Database Management and Support</li> <li>• Imagery Services</li> <li>• Geo-spatial Data Management and Quality Assurance</li> <li>• Vector Dataset Acquisition</li> <li>• Specialised Consulting Services</li> </ul> <p><b>Non-compliance with all of the above requirements = 0 points.</b></p> <p><b>1.2. System Functionality [20 points]</b></p> <ul style="list-style-type: none"> <li>• Solution hosting with the indication of site and server failover architecture.</li> <li>• Solution integration.</li> <li>• Compliance and security</li> </ul> <p><b>Non-compliance with all of the above functionality = 0 points.</b></p>	<b>40</b>
2	<p><b>Experience &amp; References:</b></p> <p>Reference letters required with contactable references for similar completed projects on implementation and support of GIS platform. Reference letters must be for bidder's clients within Republic of South Africa (RSA) on the implementation and support of GIS platform. Reference letters must be on</p>	<b>10</b>



	<p>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>	
3	<p><b>Project Methodology and Approach:</b></p> <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 <b>[30 points]</b>:</p> <ul style="list-style-type: none"> <li>• On-boarding and data migration.</li> <li>• Integration.</li> <li>• Training and skills transfer.</li> </ul> <p><b>Non-compliance with all of the above requirements = 0 points.</b></p>	30
4	<p><b>Project Team</b></p> <p>(Profiles or CVs of key project team members to be attached, Project Manager and Technical Lead).</p>	20

	<p>3.1. Relevant experience of Project Manager. Profile or CV should clearly indicate the completed projects, and names of clients.</p> <ul style="list-style-type: none"> <li>• 5 years and above = <b>10 points</b></li> <li>• 2 to 4 years = <b>5 points</b></li> <li>• Less than 2 years = <b>0 points</b></li> </ul> <p>3.2. Relevant experience of Project Technical Lead in managing similar projects. Profile or CV should clearly indicate the projects, and names of clients.</p> <ul style="list-style-type: none"> <li>• 5 years and above = <b>10 points</b></li> <li>• 2 to 4 years = <b>5 points</b></li> <li>• Less than 2 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><i>Non-compliance with the minimum requirement = 0 points</i></b></p>	
<b>TOTAL</b>		<b>100</b>

**NB: Bidders that meet the above functional requirements will be invited for further presentation of the solution.**

#### **7.4. PREFERENCE POINT SYSTEM**

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

##### **7.4.1 POINTS AWARDED FOR PRICE**

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

##### **7.4.2 POINTS AWARDED FOR B-BBEE**

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

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

**PREFERENTIAL PROCUREMENT CLAIM FORM SBD 6.1**

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

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**

**1 GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

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

1.2 Points for this bid shall be awarded for:

Price; and B-BBEE Status Level of Contributor.

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

	<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.

WITNESSES

- 1. ....
- 2. ....

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

DATE: .....

ADDRESS .....

.....

.....

## 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,</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
<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;

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 recoanition 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,</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
<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;

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)	
At Least 51% black owned	<b>Level Two</b> (125% B-BBEE procurement recognition)	

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:**.....