

RFQ NUMBER	<b>RFQ/MICT/32/2022</b>
RFQ DESCRIPTION	<b>APPOINTMENT OF A SERVICE PROVIDER FOR PROVISION OF BULK IDENTITY VERIFICATION SERVICES</b>
RFQ ISSUE DATE	<b>09 JUNE 2022</b>
BRIEFING SESSION	<b>N/A</b>
CLOSING DATE & TIME	<b>15 JUNE 2022 @ 11:00 AM RFQ submitted after the stipulated closing date and time will not be considered.</b>
LOCATION FOR SUBMISSIONS	<a href="mailto:rfqs@mict.org.za">rfqs@mict.org.za</a>
NO: OF DOCUMENTS	<b>1 SOFT COPY</b>

For queries, please contact [rfqs@mict.org.za](mailto:rfqs@mict.org.za) **before the closing date of this RFQ.**

The MICT SETA requests your quotation on the services listed above. Please furnish us with all the information as requested and return your quotation on the date and time stipulated above. **Late and incomplete submissions will invalidate the quote submitted.**

SUPPLIER NAME: \_\_\_\_\_

NATIONAL TREASURY (CSD) SUPPLIER NUMBER: \_\_\_\_\_

POSTAL ADDRESS: \_\_\_\_\_

TELEPHONE NO: \_\_\_\_\_

E MAIL ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

CELL NO: \_\_\_\_\_

SIGNATURE OF BIDDER: \_\_\_\_\_

**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.

## RETURNABLE DOCUMENTS CHECKLIST

**quotation 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 RFQ submission.

(Tick in the relevant block below)

DESCRIPTION	YES	NO
<b>CSD</b> Central Supplier Database (CSD) Registration Report		
CIPC registration documents		
B-BBEE Certificate/ Sworn Affidavit		
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>SBD 4 – Bidder’s Disclosure</b>		

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

## MICT SETA –QUOTATION CONDITIONS

### 1. QUOTATION CONDITIONS

NOTE: Quotation 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 RFQ, 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 RFQ.
- b. No RFQ 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 RFQ that do not comply strictly with the requirements of this RFQ.
- b. Make a selection solely on the information received in the RFQs and Enter into negotiations with any one or more of the preferred bidder(s) based on the criteria specified in the evaluation of this RFQ.
- 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 RFQ shall be sought, offered, or permitted.
- d. Award a contract to one or more bidder(s).
- e. Withdraw the RFQ at any stage
- f. Accept a separate RFQ or any RFQ in part or full at its own discretion.
- g. Cancel this RFQ 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 the preparation and submission of its RFQ or RFQ, 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 processes.

## TERMS OF REFERENCE

### **1. Background Information**

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

In line with the vision of the MICT SETA of "cutting-edge future skills", the MICT SETA intends to improve the quality of its data and information through an identity verification solution on its programmes and projects data and information collected in line with the provisions of the Skills Development Act.

### **2. Objective**

The objective of this request is to a suitably experienced service provider with the necessary accreditations to render the services of provision of identity verifications.

### **3. Scope of Work / Terms of Reference**

#### **3.1. The following are the scope of the project:**

- a) Bulk verification of identify numbers of learners' records.
- b) Matching of learner details (name and surname) to the ID number

#### **3.2. The service provider will be required to deliver the following:**

- a) Match submitted learner data to Home Affairs information to verify the Identity (ID) number, corresponding name and surname to the list submitted by MICT SETA.
- b) The service provider will be required to submit the following reports to MICT SETA in a spreadsheet format:
  - i. A report of all verified information clearly indicating all learner IDs successfully verified, all learner names and surnames successfully matching Home Affairs information.
  - ii. An exception report of all learner IDs failed for verification at Home Affairs.
  - iii. An exception report of all learner list with names not matching with the Home Affairs data after successful ID verification.

#### **3.3. Frequency of the exercise**

This is a once of project required to verify the data for the 2021/22 financial year.

#### **3.4. Data Confidentiality and Non-Disclosure Agreement (NDA)**

By accepting and responding to the RFQ document, the service provider commits to abide to the provisions of the Protection of Personal Information Act (PoPIA) and that the information collected through this project shall not be passed and / or disclosed to any third party.

### 3.5. **Service Provider Proposal**

The service provider is required to submit a proposal detailing how they will address the requirements of this RFQ document.

### 3.6. **Duties of the MICT SETA**

The MICT SETA will provide the following data to enable the service provider to perform its duties:

- A spreadsheet of the learner records containing of the names, surnames, and identity numbers.
- The data may comprise of approximately 10 000 of learner records.

## 4. **PROJECT DURATION**

This is a once-off project which will be carried out according to the terms of reference of the MICT SETA, and the service provider proposal and project plan.

## 5. **COMPANY PROFILE**

This Request for Proposal is open to consulting entities that have the following profile:

- 5.1. Competent and experienced resources with more than **Five (05) years** providing similar services will be required.
- 5.2. Previous track record with at least **Three (03) references** of rendering similar services in the past 10 years.
- 5.3. Service provider must demonstrate applicable international standards on providing the required services.

## 6. **DELIVERABLES AND EXPECTATIONS**

The service provider must deliver the following:

- 6.1. A detailed report on the findings of the assignment for the scope as covered under Section 5: Project Scope of this terms of reference.
- 6.2. Project closeout executive presentation on the key findings of the verification.
- 6.3. A report of all verified information clearly indicating all learner IDs successfully verified, all learner names and surnames successfully matching Home Affairs information.
- 6.4. An exception report of all learner IDs failed for verification at Home Affairs.
- 6.5. An exception report of all learner list with names not matching with the Home Affairs data after successful ID verification.

## 7. **CONFIDENTIALITY TERMS AND CONDITIONS**

- 7.1. The Service Provider shall maintain complete confidentiality and shall not share any data/information gathered during the accomplishment of the assignment, with any other person or entity without prior permission by MCT SETA.
- 7.2. The Service Provider must be compliant with the requirements of the POPI Act.
- 7.3. MICT SETA undertake to maintain confidentiality relating to any unpublished information supplied by the Service Provider as part as part of this Request for Proposal and will only use any information provided for the purposes of evaluating the proposal.

**PRICING SCHEDULE**

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

RFQ number: \_\_\_\_\_

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

Bid shall remain valid for acceptance for a period of **90 days** counted from the closing date.

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

Item	Required Description	Costing (Excl. VAT)
1	Verification of ID numbers and details	R
2	Report of successful verification	R
3	Exception report of unsuccessful verification	R
4	Report of all learner list with names not matching with the Home Affairs data after successful ID verification.	R
	<b>Sub Total</b>	<b>R</b>
	<b>VAT@15%</b>	<b>R</b>
	<b>TOTAL PRICE (Incl. VAT)</b>	<b>R</b>

Complete below:

1. Is the price(s) fixed? **Yes/No**
2. Is the quote strictly to specification? **Yes/No**

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 quote is signed.....

Signature: .....

Date: .....

## EVALUATION CRITERIA

### EVALUATION CRITERIA

RFQ's received will be evaluated on the mandatory criteria.

### MANDATORY CRITERIA:

A detailed proposal detailing how will the requirements of this RFQ document be addressed must be attached.

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

FUNCTIONAL CRITERIA		
Category	Description	Maximum Points
<b>Reference Letters</b>	<p>Bidder is required to provide <b>three (03) contactable reference letters</b> related to the bidder's experience on providing similar projects (verification of IDs with the Department of Home Affairs). Each letter must clearly indicate the bidder's client, implemented project, and date/timeframe of implementation.</p> <ul style="list-style-type: none"> <li>• <b>3 reference letters</b> with contactable references from different clients, on bulk ID verifications. = <b>40 points</b></li> <li>• <b>2 signed reference letters</b> with contactable references from different clients, on bulk ID verifications. = <b>20 points</b></li> <li>• <b>1 signed reference letter</b> with contactable references from different clients, on bulk ID verifications. = <b>10 points</b></li> <li>• <b>0 signed reference letters</b> with contactable references from different clients, on bulk ID verifications. = <b>0 points</b></li> </ul> <p>Reference letters should be on a client's letterhead and signed by authorized personnel. MICT reserves the right to contact the references.</p>	<b>40</b>
<b>Project Methodology &amp; Approach</b>	<p>The service provider must provide a detailed project implementation methodology and approach in executing the project. The methodology and approach should include the following aspects: Information gathering/elicitation; Data/ID verification; Reporting and information handover.</p> <ul style="list-style-type: none"> <li>• Proposal includes all 3 aspects = <b>30 Points</b></li> <li>• Proposal includes only 2 of the 3 aspects = <b>20 Points</b></li> <li>• Proposal includes only 1 of the 3 aspects = <b>10 Points</b></li> <li>• Proposal does not include any of the 3 aspects = <b>0 Points</b></li> </ul>	<b>30</b>

<b>Project Team Experience</b>	<p>Service provider must provide Profiles or CVs of key project team members.</p> <p>Relevant experience of Project team. Profile or CV should clearly indicate the completed projects, project duration, and names of clients.</p> <ul style="list-style-type: none"> <li>• 10 years and above = <b>15 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>	<b>15</b>
<b>Project Lead Experience</b>	<p>Service provider must provide Profiles or CVs of project manager/project technical lead.</p> <p>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>15 points</b></li> <li>• Less than 5 years = <b>0 points</b></li> </ul>	<b>15</b>



**BIDDER'S DICLOSURE**

**1. PURPOSE OF THE FORM**

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

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

**2. Bidder's declaration**

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

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

2.2.1 If so, furnish particulars:  
 .....  
 .....

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<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

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

2.3.1 If so, furnish particulars:

.....  
.....

### 3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 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.

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<sup>2</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.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder