

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

REQUEST FOR BIDS REF: MICT/SETA/ICT/08/2022

REQUIREMENT DESCRIPTION:

**APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO PROVIDE ICT PROJECT MANAGEMENT
SERVICES FOR A PERIOD OF THIRTY-SIX (36) MONTHS**

BID CLOSING DATE: 03 MARCH 2023 at 11:00 AM

REQUIREMENT DESCRIPTION:

APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO PROVIDE ICT PROJECT MANAGEMENT SERVICES FOR A PERIOD OF THIRTY-SIX (36) MONTHS

Bid Reference Number	MICT /SETA/ICT/08/2022
Supplier Briefing Session	N/A
Bid Closing date & time	03 March 2023 @ 11:00 am South African Time. <i>*Note: A bid will not be considered if it arrives a second after 11:00 am or any time thereafter. Bidders are therefore strongly advised to ensure that bids are dispatched allowing enough time for any unforeseen events that may delay the delivery of the bid.</i>
Instruction for submission of Bid	Bid must be received in a sealed envelope (1 hard copy and USB) marked with this RFB reference number deposited in a tender box at the location indicated hereunder. Bidders are requested to submit well-articulated and structured bids with clear section referencing.
Location for Bid submissions	MICT SETA Head Office: Reception 19 Richards Drive, Gallagher Convention Centre West Wing, level 3 Midrand
Bid Validity Period	Bids received shall remain valid for acceptance for a period of 120 counted from the closing date of the bid.

CLARIFICATION AND COMMUNICATION

- a. All enquiries relating to this bid must be addressed in writing to bidqueries@mict.org.za three (03) 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
CSD Central Supplier Database (CSD) Registration Report	<input type="checkbox"/>	<input type="checkbox"/>
SBD 1 - Fully completed with required proof (Where applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Valid Tax Clearance Certificate(s) and/or proof of application endorsed by SARS and/or SARS issued verification PIN	<input type="checkbox"/>	<input type="checkbox"/>
CIPC Company Registration Documents	<input type="checkbox"/>	<input type="checkbox"/>
Certified ID copies of the Director(s)	<input type="checkbox"/>	<input type="checkbox"/>
Designated Sectors: Local production and content (Where applicable)	<input type="checkbox"/>	<input type="checkbox"/>
SBD 4 – Bidders’ Disclosure	<input type="checkbox"/>	<input type="checkbox"/>
Copy of joint venture/ consortium or sub-contracting agreement duly signed by all parties. (Where applicable)	<input type="checkbox"/>	<input type="checkbox"/>

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

SBD 1: PART A: INVITATION TO BID

SUPPLIER INFORMATION			
NAME OF BIDDER			
POSTAL ADDRESS			
STREET ADDRESS			
TELEPHONE NUMBER	CODE		NUMBER
CELLPHONE NUMBER			
FACSIMILE NUMBER	CODE		NUMBER
E-MAIL ADDRESS			
COMPANY REGISTRATION NUMBER			
DATE OF REGISTRATION			
VAT REGISTRATION NUMBER			
	TCS PIN:		OR CSD No: <input type="text"/>
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes <input type="checkbox"/> No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes <input type="checkbox"/> No
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?			
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) 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: <input type="text"/>	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT (FOR EMEs & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]			
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ANSWER PART B:3 BELOW]
SIGNATURE OF BIDDER	DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.			
TOTAL NUMBER OF ITEMS OFFERED	Refer to pricing schedule/costing	TOTAL BID PRICE (ALL INCLUSIVE)	Refer to pricing schedule/costing

PART B: TERMS AND CONDITIONS FOR BIDDING

BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED – (NOT TO BE RE-TYPED) OR ONLINE
- 1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
- 1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
- 1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.

TAX COMPLIANCE REQUIREMENTS:

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

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

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

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

BIDDING STRUCTURE

Bidding structure

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

Individual bidder	
Joint Venture	
Consortium	
Subcontractors	
Other	

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

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

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

Entity ownership

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

MICT SETA -BID CONDITIONS

1. BID CONDITIONS

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

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

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

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

2. COST OF BIDDING

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

3. NOTE: HOW THE PANEL WILL OPERATE

Services providers who qualify to be in the panel may be invited to submit quotations for available projects as and when required. The MICT SETA will invite the services providers qualified for this panel to compete for allocated projects during these thirty-six (36) months. Appointments for the required projects will be as and when required and will be dependent on project and budget availability. Services providers who qualify to be in the panel will be invited to respond to projects, specifically bidding for price and specific goals in line with project scope, complexity, and value.

TERMS OF REFERENCE

APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO PROVIDE ICT PROJECT MANAGEMENT SERVICES FOR A PERIOD OF THIRTY-SIX (36) MONTHS

1. INTRODUCTION

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

2. BACKGROUND

The MICT SETA intends to modernise its value chain by introducing technology solutions that improve management and processing of its data and information in an efficient and effective manner; provide instant and accurate reporting and reduce manual processes in its value chain. The lack of project management and business analysis capabilities 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 seeks to acquire ICT project management and business analysis services from ICT companies with relevant expertise and resources to assist with the implementation of projects that are in line with the organisation's Digital Strategy.

The MICT SETA seeks to appoint a suitable and qualified panel of ICT service providers who will play an active and positive role in its ICT project management services, that can adapt to projects as they are initiated and be able to take responsibility for the efficient management, control, and prompt completion of all activities according to time, scope, and cost.

3. PURPOSE

To invite ICT service providers with the necessary expertise and experience to submit proposals to serve as a panel of service providers for the provisioning of ICT project management and business analysis services for a period of thirty-six (36) months.

4. OBJECTIVES

The following were identified as objectives:

- 4.1. Project Management services that support delivery of ICT projects within the specified scope, time, cost, and quality parameters. This will include suitable consultation and communication of project objectives and progress to all relevant stakeholders;
- 4.2. Close monitoring of project implementation activities;
- 4.3. Employment of project management methodologies and techniques to efficiently deliver on projects within the set scope, budget, and timelines.
- 4.4. Helps support the SETA during a transition and advise on how to reduce costs or efficiently quicken a transition when the SETA adopts new production methods, processes, or goals.
- 4.5 Help design new products or features and help adapt them to better meet client needs.
- 4.6 Compliance and adherence to ICT project management governance requirements, as well as legislation pertaining to the storage, processing and management of personal, stakeholder and client information (POPIA etc).

5. SCOPE AND REQUIREMENTS

The successful service provider will be required to provide ICT project managers and business analysts that will be required to execute the following:

- 5.1 Undertake their duties in close consultation and collaboration with MICT SETA.
- 5.2 Manage day-to-day activities and resources of the initiated project.

5.2.1. Specific duties and responsibilities

The Project Managers and business analysts will manage the MICT SETA's ICT projects and be responsible for ensuring the delivery of project outputs within scope, timeframe and budget as well as be responsible for resource allocation. Specific responsibilities will include:

Project Management:

- 5.2.1.1. Managing the delivery of project outputs to meet project objectives and purpose.
- 5.2.1.2. Managing the project's financial resources;
- 5.2.1.3. Ensure quality of project deliverables;
- 5.2.1.4. Ensure that all projects are delivered on time, within scope and budget;
- 5.2.1.5. Providing planning, direction, input, and presentation to the CIO and / or Project Steering Committee;
- 5.2.1.6. Facilitate the development, documenting and reviewing of project management governance documents such as Project Charter, Statement of Work, Risk Register, Project Plan, Project Close-out Reports, amongst others;
- 5.2.1.7. Collecting information, producing, and disseminating reports and documents as required;
- 5.2.1.8. Maintaining regular communications and working relationships with project stakeholders;
- 5.2.1.9. Coordination of internal resources and 3rd parties for flawless execution of projects;
- 5.2.1.10. Perform risk management to minimise project risks;
- 5.2.1.11. Managing parties responsible for the implementation of project activities.

Business Analysis:

- 5.2.1.12. Research potential business opportunities to determine whether they are financially practical choices. Consider the cost of the business opportunity, the person or entity offering it, how it might affect the business and advise management on how to best pursue new opportunities.
- 5.2.1.13. Help design new products or features and help adapt them to better meet client needs.
- 5.2.1.14. Compile important business data to help management make beneficial changes. This can include customer feedback, financial reports, performance reporting and company policies.

- 5.2.1.15. Lead requirements modelling, engagements.
- 5.2.1.16. Analyse business and ICT needs to determine changes that should be made to meet business goals. View a business from a wider perspective, focusing on the business as a whole instead of on one project or department. Collaborate with the SETA's ICT team to help determine whether their existing systems, processes, and tools support various projects.
- 5.2.1.17. Serve as a contact between employees and upper management and stakeholders.

5.2.2. Functional Competencies

The project Manager will be expected to demonstrate the following functional competencies:

- 5.2.2.1. Promotes knowledge sharing and learning culture;
- 5.2.2.2. Ability to support the facilitation of project planning, results-based management, and reporting;
- 5.2.2.3. Ability to assist/lead implementation, monitoring and evaluation of project activities and mobilization of resources;
- 5.2.2.4. Strong planning and organizational skills; ability to handle planning and budgeting of multiple concurrent projects/activities;
- 5.2.2.5. Strong Information and Communication Technology skills;
- 5.2.2.6. Focuses on impact and results for clients and responds positively to feedback;
- 5.2.2.7. Demonstrated strong understanding of project management best practices (ICT and general); planning and consensus building, strong analytical skills combined with good judgment;
- 5.2.2.8. Discretion and sound reasoning in dealing with sensitive matters; ability to independently solve complex and challenging problems;
- 5.2.2.9. Consistently approaches work with energy and a positive, constructive attitude;
- 5.2.2.10. Demonstrate strong oral and written communication skills;
- 5.2.2.11. Builds strong relationships with clients and external actors;
- 5.2.2.12. Remain calm, in control and good humoured even under pressure;
- 5.2.2.13. Demonstrates openness to change and ability to manage complexities.

5.2.3. Project Types

The MICT SETA has categorised its projects into two types, namely:

a) Complex ICT Projects (within any of the below categories)

- Larger projects implemented while focusing on both internal and/or external environments.
- Projects involving implementation of larger business applications / systems.
- Projects with minimum duration of six (06) months.
- Projects with minimum value of R10m.

b) Generic ICT Projects

- Mainly small projects, such as ICT infrastructure and/or software projects, amongst others.

Bidders are required to propose one project manager for each project type. Both project managers will be expected to have a thorough understanding of the following:

- AGILE project management methodology;
- ICT Governance frameworks such as COBIT, etc;
- ICT Service Management Frameworks such as ITIL, etc.

6. DURATION OF THE CONTRACT

6.1. Appointment duration of the panel shall be for a period of 36 months from date of appointment.

6.2. The project management services will be required for a maximum of two days per week for each running project.

6.3. Where necessary, the minimum days may be increased according to the demands of the project. However, this must be approved by the MICT SETA.

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 2022; and the MICT SETA Supply Chain Management (SCM) Policy.

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

7.1 FUNCTIONAL EVALUATION CRITERIA

Bids submitted will be evaluated on technical functionality criteria 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 to be part of the panel.

Bidders must provide/submit separate CVs for each level of proficiency (Generic/Complex level project) and be clearly marked. Bidders must submit one (01) CV for each level of proficiency (generic/complex); where bidders submit more than one (01) CV for each level of proficiency (generic/complex), respectively the SETA will select the CV of the resource with the highest level of qualification and/or years of experience.

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
<p>Reference Letters</p>	<p>Bidder is required to provide a minimum of three (03) contactable reference letters related to the bidder's experience on providing ICT project management resources. The letters must clearly stipulate ICT projects in the fields of ICT infrastructure, business/systems applications, and ICT services migration.</p> <p>Reference letters should be from different clients, on providing ICT project management resources and include the below:</p> <ul style="list-style-type: none"> - Should be on the client's letterhead, - indicate project timeframe, - Fully signed and dated by the client (authorized personnel), - Indicate the nature of services rendered. <p>Where:</p> <ul style="list-style-type: none"> • Five (05) or more signed reference letters, from different clients = 10 Points • Four (04) signed reference letters, from different clients = 08 Points • Three (03) signed reference letters, from different clients = 06 Points • Two (02) signed reference letters, from different clients = 04 Points • One (01) signed reference letter = 02 Points <p>MICT SETA reserves the right to contact the references. Non-compliance with the minimum requirement = 0 points</p>	<p>10</p>
<p>Professional ICT project management team</p>	<p>Bidder must provide copies of professional qualifications for the proposed project managers.</p> <p>1. Project Managers for Complex Projects:</p>	<p>40</p>

<p>qualifications and certifications</p>	<p>Bidders are required to clearly indicate the category of project manager candidates, e.g., complex projects/generic projects.</p> <p>Bachelor's degree or Diploma/equivalent qualification in Information Technology/Computer Science.</p> <p>Where:</p> <ul style="list-style-type: none"> • Certified Copy of Bachelor's degree and above (NQF L7) = 10 Points • Certified Copy of National Diploma (NQF L6) = 06 Points • Certified Copy of other qualification in IT (Minimum NQF L4) = 03 Points • No proof of qualification provided/qualification provided not IT related = 0 Points <p>2. Prince2 (Minimum Foundation) or PMBOK (Minimum CAPM)</p> <p>Where:</p> <ul style="list-style-type: none"> • Copy of certificate provided = 05 Points • No Copy of certificate provided = 0 Points 	
	<p>2. Project Managers for Generic Projects:</p> <p>Bidders are required to clearly indicate the category of project manager candidates, e.g., complex projects/generic projects.</p> <p>Bachelor's degree or National Diploma/equivalent qualification in Information Technology/Computer Science</p> <p>Where:</p> <ul style="list-style-type: none"> • Certified copy of Bachelor's degree (NQF L7) or National Diploma (NQF L6) = 10 Points • Certified copy of other qualification in IT = 05 Points • No proof of qualification provided/qualification provided not IT related = 0 Points 	
	<p>3. Business Analyst:</p> <p>Bachelor's degree or Diploma/equivalent qualification in Information Technology/Computer Science; specializing in Business Applications, Business Information Systems, Information Systems or Informatics.</p>	

	<p>Where:</p> <ul style="list-style-type: none"> • Certified Copy of Bachelor's degree and above (NQF L7) = 10 Points • Certified Copy of National Diploma (NQF L6) = 06 Points • Certified Copy of other qualification in IT (Minimum NQF L4) = 03 Points • No proof of qualification provided/qualification provided not IT related = 0 Points <p>2. BaBoK Align & minimum COBIT 5 Foundation Certificate.</p> <p>Where:</p> <ul style="list-style-type: none"> • Copy of certificate provided = 05 points • No Copy of certificate provided = 0 points 	
<p>Experience of Project Managers (Complex Projects)</p>	<p>Profiles or CVs of the Project Managers must be attached. The Profiles or CVs should clearly indicate the projects, project duration, and names of clients.</p> <p>Where:</p> <ul style="list-style-type: none"> • 10 years and above project management experience = 10 Points • 07 to 09 years project management experience = 08 Points • 05 to 06 years project management experience = 06 Points • 03 to 04 years project management experience = 04 Points • 01 to 02 years project management experience = 02 Points • Less than 01-year(s) project management experience = 0 Points 	<p>10</p>
<p>Experience of Project Managers (Generic Projects)</p>	<p>Profiles or CVs of the Project Managers must be attached. The Profiles or CVs should clearly indicate the projects, project duration, and names of clients.</p> <p>Where:</p> <ul style="list-style-type: none"> • 05 years and above project management experience = 05 Points • 03 to 04 years project management experience = 03 Points • 01 to 02 years project management experience = 01 Point • Less than 01-year(s) project management experience = 0 Points 	<p>05</p>

<p>Project Administrator</p>	<p>Profiles or CVs of the Project Administrator must be attached. The Profiles or CVs should clearly indicate the projects, project duration, and names of clients.</p> <p>Where:</p> <ul style="list-style-type: none"> • 03 to 04 years project administration experience = 05 Points • Less than 03 years project administration experience = 01 Point <p>Where:</p> <p>Certified copies of National Diploma (NQF L6) in Office Management/ Office Administration/ or equivalent = 05 Points</p>	<p>10</p>
<p>Bidder Project Management Experience</p>	<p>Bidders must submit portfolio of evidence (PoE) of projects/programmes/portfolios of projects they have run. Criteria to include their approach to adherence to PM principles/phases:</p> <ul style="list-style-type: none"> • Initiation – business case, • Planning – Project Management Plan, • Execution – How well it was executed (Communication, artefacts, actual delivery), • Monitoring (against scope, budget, risks, and time/duration) • Closure (closeout report). <p>Points for submission of detailed, comprehensive PoE (Portfolio of Evidence), that fully addresses the SETA's specifications:</p> <ul style="list-style-type: none"> • PoE that fully addresses all five (05) PM principles/phases = 25 Points • PoE that fully addresses any of the four (04) PM principles/phases = 20 Points • PoE that fully addresses any of the three (03) PM principles/phases = 15 Points • PoE that fully addresses any of the two (02) PM principles/phases = 10 Points • PoE that fully addresses only one (01) PM principle(s)/phase(s) = 05 Points 	<p>25</p>

	<ul style="list-style-type: none">The PoE does not address any of the PM principles/phases = 0 Points	
MINIMUM THRESHOLD		70
TOTAL		100

BIDDER'S DISCLOSURE

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 interest¹ 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

2.2 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:

.....

¹ 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 consortium² 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.

² 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.

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Signature

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Date

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Position

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Name of bidder