



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

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

REQUEST FOR BIDS REF: MICT/SETA/CONVENE/04/2023

REQUIREMENT DESCRIPTION:

**APPOINTMENT OF SERVICE PROVIDER FOR AZEUS CONVENE ELECTRONIC BOARD
PORTAL LICENCE SUBSCRIPTION RENEWAL FOR A PERIOD OF THIRTY-SIX (36) MONTHS.**

BID CLOSING DATE: 06 OCTOBER 2023 at 11:00 AM



Bid Reference Number	MICT/SETA/CONVENE/04/2023
Supplier Briefing Session	N/A
Bid Closing date & time	06 October 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 1 USB) marked with this RFB reference number and deposited in a tender box at the location indicated hereunder.
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 five (05) 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		
CICP Company Registration documents and/or Shareholder certificate		
SBD 1 – Fully completed with required proof (Where applicable)		
Valid Tax Clearance Certificate(s) and/or proof of application endorsed by SARS and/or SARS issued verification pin		
SBD 4 – Declaration of interest		
SBD 6.1 – Preferential Procurement Claim Form		
Copy of joint venture/ consortium or sub-contracting agreement duly signed by all parties (Where applicable)		
Financial Statements for 2022/2023 FY of the bidder		

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:
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:	
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).**
- 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.**
- 1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.

TAX COMPLIANCE REQUIREMENTS:

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

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

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

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

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



BIDDING STRUCTURE

Bidding structure

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

Individual bidder	
Joint Venture	
Consortium	
Subcontractors	
Other	

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

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

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.



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TERMS OF REFERENCE

**APPOINTMENT OF SERVICE PROVIDER FOR AZEUS CONVENE ELECTRONIC BOARD
PORTAL LICENCE SUBSCRIPTION RENEWAL 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.

During the 2020/21 Financial Year, the MICT SETA procured the Convene electronic Board management software through a subscription licence. The system is utilised by governance structures, i.e., the MICT SETA Accounting Authority (AA), and its committees, for meeting processes. The system has improved governance processes within the AA structures through its rich functionality which includes the following features, amongst others:

- Uploading of meeting packs, i.e., agenda and meeting documents,
- Ability to add comments and receive responses thus improving efficiencies during meetings,
- Ability to allow for voting on Board decisions,
- Ability to separate meeting documents for normal meeting and in-committee,
- Ability to allow for review rooms within the system,

Based on the above, the MICT SETA decided to institutionalise the system as one of its key systems to improve governance. The MICT SETA now intends to renew the subscription licence of the Convene software for a period of three (3) years. Procurement of this licence subscription renewal has been included in the MICT SETA Procurement Plan for the 2022/23 Financial Year.

2. BACKGROUND

2.1. Scope

The MICT SETA hereby invites requests for proposals from accredited services providers for Convene electronic Board management software subscription licence renewal.

2.2. Intended User

The MICT SETA requires access for 55 users as follows:

- 15 * Board Members
- 04 * Independent Audit and Risk Committee (ARC) members
- 09 * Senior Managers
- 12 * Management Committee (MANCO)
- 05 * Board Secretary's Office (BSO)
- 03 * Administrators (OCEO + SCM – BAC Secretariat)
- 07 * Guest/Additional Users.

3. PROJECT PURPOSE AND OBJECTIVES

3.1. Purpose

The primary purpose of the bid is to appoint a service provider to renew the cloud-based Convene electronic Board management software subscription licence, implement, support, and maintain a cloud-based for a period of 03 years.

In line with the vision of the MICT SETA of "*cutting-edge future skills*", the MICT SETA intends to modernise its processes through implementation of digital technologies and system to improve its governance processes by renewal of the Convene electronic Board management software subscription licence for a period of three (03) years.

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

3.2 Objectives

The following are the specific objectives:

- a) Improvement in efficiency and effectiveness of the Accounting Authority (AA) and its committees' meetings processes.
- b) Reduction in turnaround times during preparations and distributions of meeting packs of the Accounting Authority and its committees.

- c) Increase flexibility to allow AA and its committees' members to access Board packs anywhere they might be and prepare for meetings, make notes and annotations, and review documents, *inter alia*.
- d) Enable creation of surveys as part of the subscription.
- e) Reduction in printing and paper costs during meeting preparations, reduction in administrative processes during meetings, and instant and secure distribution of meeting packs.
- f) Transparency in decision-making procedures and improvement in collaboration, engagements, and easier to manage meetings of the AA and its committees.
- g) Improvement in collaboration and engagements between members and management.
- h) Established framework for standardised processes of monitoring and accountability.
- i) Increased digitisation in business processes.
- j) Recording and Transcription.
- k) To assist with existing Convene data reception/take-on/transition to the new licensing environment, as part of the onboarding process.

4. SCOPE OF WORK

4.1 Current Licensing Model

- The enterprise is currently subscribed to Azeus convene electronic board portal licence which its subscription is due to expire. This BID seeks to expand on the current scope of subscription as per the indicated scope of requirements.

4.2 Licencing Subscription & Hosting

- The software must be hosted in the bidder's cloud within the boundaries of South Africa for the duration of the contract.

4.3. Compliance and Security

Ensure system compliance with relevant laws and regulations.

- a) The system must be PoPIA Compliant with legal permissibility.
- b) Data classification requirements (sensitive, secret, confidential, etc.).



- c) Password formatting and expiry management.
- d) Data encryption methodologies.

4.4 User Support and Training

The service provider will be required to perform initial training and as and when required to key users of the system as follows:

- a) Handholding and on-the-job training must be provided to internal technical resources.
- b) User training must be provided to ensure that all users are at acceptable levels of performing their functions.
- c) Admin training must be provided.
- d) Train the trainer processes must be provided.
- e) User manuals (written and audio visual) must be provided.
- f) Provide back-end/last-mile cloud hosting support.

4.5 Payment of Services

Payment of the service will adhere to the following conditions:

- a) Payment of subscription shall be made annually in advance.
- b) No payment will be made without an original invoice.
- c) Payment of invoices will be made within 30 days of receipt of the original or certified invoice from the supplier.

4.5 End of Contract Processes

The following processes shall apply during expiry / termination of the contract:

- a) MICT SETA will retain full Intellectual Property (IP) rights of the data at the end of the contract processed and stored on the system.
- b) The service provider will not claim any ownership of the data resulting from this bid and resulting contract as such shall remain the sole property of the MICT SETA.
- c) The bidder will be required to extract a database of all data, system configurations, documentation, and handover to MICT SETA without any costs borne by the MICT SETA.

5. PRICING SCHEDULE

Bidders are required to submit a Pricing Schedule detailing all associated costs of services required to perform in terms of the contract. The Pricing Schedule below shall serve for illustrative purposes only.

- 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 shown 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 objectives of this project.
- Any unit costs (e.g., costs for additional user licenses or additional desktop support) must be explicitly quoted.
- A fixed fee (if applicable) associated with the delivery of the service shall be submitted in a Costing Model in a separate sealed envelope as indicated:

6. 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.

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

Requirement Description	Year 1	Year 2	Year 3
Annual licence subscription renewal of Azeus Convene Board Portal			
Instant Massaging			
Create surveys			
TOTAL YEAR 1 (INCL. VAT)			
TOTAL YEAR 2 (INCL. VAT)			
TOTAL YEAR 3 (INCL. VAT)			
TOTAL PRICE YEAR 1 – 3 (INCLUDING VAT)			

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:

MICT/SETA/CONVENE/04/2023

7. BID 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; Preferential Procurement Regulations of 2022; and the MICT SETA Supply Chain Management (SCM) Policy.

Bids received will be evaluated on Mandatory Criteria, Functional/ Technical Criteria and Price & Specific Goals.

6.1. Mandatory Evaluation Criteria

The bidder must be authorized to provide the products / services of Azeus Convene Board Management Software.

Proof of evidence:

Bidder must provide a valid certificate or letter from the Original Equipment Manufacturer (OEM) indicating that the bidder is a registered Azeus Convene Board Management Software partner to provide the products / services of Azeus Convene Board Management Software.

Failure to comply with the above mandatory criteria will lead to disqualification of the bid proposal.

6.2. Functional/ Technical Criteria

Bids submitted will be evaluated on functional/ technical criteria out of a maximum of 100 points. Bids submitted must achieve the minimum threshold of **70** out of the **100** points. Only bidders that have met or exceeded the minimum threshold on functional/ technical evaluation of 70 points will pass through to the next evaluation phase.

#	FUNCTIONAL EVALUATION CRITERIA	WEIGHT SCORE
1.	CAPACITY AND EXPERIENCE OF THE SERVICE PROVIDER	15
	Reference letters required with contactable references for similar projects on provision of Azeus Convene Electronic Board Portal Licence. The reference letters must be for the bidder's clients from within the Republic of South Africa (RSA). Contactable references must include name of company, contact details, and project description and period it	15

	<p>was carried out. Reference letters must be on company letterhead signed by company representative of the bidder's client. [15 points]</p> <p>Points on reference letters will be allocates as follows:</p> <ul style="list-style-type: none"> • Five (05) or more signed reference letters from different clients submitted = 15 points • Four (04) signed reference letters from different clients submitted = 12 points • Three (03) signed reference letters from different clients submitted = 09 points • Two (02) signed reference letters from different clients submitted = 06 points • One (01) signed reference letter submitted = 03 points • No reference letters submitted = 0 points <p>Important: In the event of sub-contracting, the bidder must furnish the above reference letters of the main bidder.</p> <p>MICT SETA reserves the right to contact references prior to award.</p>	
2.	PROJECT IMPLEMENTATION PLAN	35
	<p>Bidder/s must provide a detailed project implementation plan on how the solution licence renewal will be carried out. The project implementation plan should include all the following requirements (but not limited to) [35 points]:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Initiation; <input type="checkbox"/> Clear timeframes; <input type="checkbox"/> Resource allocation; <input type="checkbox"/> Testing; <input type="checkbox"/> Solution licence onboarding and training of end users; <input type="checkbox"/> Existing Data take-on (ingestion); and <input type="checkbox"/> Feedback and close-out report. <p>Points on project implementation plan will be allocates as follows:</p> <ul style="list-style-type: none"> • Project implementation plan that meets all the seven (07) requirements = 35 points • Project implementation plan that meets only six (06) requirements = 30 points • Project implementation plan that meets only five (05) requirements = 25 points • Project implementation plan that meets only four (04) requirements = 20 points • Project implementation plan that meets only three (03) requirements = 15 points • Project implementation plan that meets only two (02) requirements = 10 points • Project implementation plan that meets only one (01) requirement = 05 points • Project implementation plan that meets none of the seven (07) requirements = 0 points <p>NB: Bidder/s must provide a detailed project implementation plan (not a brief/summary) no points will be allocated for a brief/summary project implementation plan.</p>	35

3.	EXPERIENCE OF THE PROJECT MANAGER	20
	<p>Bidder/s must provide a Project Manager with experience in managing similar projects, who will be a source of contact between MICT SETA and the successful bidder for the duration of the project. CV of the Project Manager to be attached. CV should clearly indicate the projects, project duration, and names of clients [20 points]:</p> <p>Points on experience of the Project Manager will be allocates as follows:</p> <ul style="list-style-type: none"> • 10 and above years' experience in project management = 20 points • 09+ years' experience in project management = 18 points • 08+ years' experience in project management = 16 points • 07+ years' experience in project management = 14 points • 06+ years' experience in project management = 12 points • 05+ years' experience in project management = 10 points • 04+ years' experience in project management = 08 points • 03+ years' experience in project management = 06 points • 02+ years' experience in project management = 04 points • 01+ year' experience in project management = 02 points • Less than 1-year/ no experience in project management = 0 points <p>Note: The projects in this factor refer to those delivered by the project manager in any past company, not limited to the bidding company, i.e. linked to the individual.</p>	20
4.	SUPPORT AND CUSTOMER SERVICES	30
	<p>Bidder/s must provide a detailed approach on support and maintenance of the solution licence renewal for the duration of the contract. The bidder/s must provide a detailed (end-to-end) service support/operation model. Detailed approach (minimum of 3 pages) and strategy for compliance to all the following requirements (but not limited to) [30 points]:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Incident logging; <input type="checkbox"/> Response; <input type="checkbox"/> Ad-hoc emergency/priority support; and <input type="checkbox"/> Resolution timeframes. <ul style="list-style-type: none"> • Project approach that meets all the four (04) requirements = 30 points • Project approach that meets only three (03) requirements = 20 points • Project approach that meets only two (02) requirements = 10 points • Project approach that meets only one (01) requirement = 05 points • Project approach that meets only none of the four (04) requirements = 0 points 	

	NB: Bidder/s must provide a detailed project approach (not a brief/summary) no points will be allocated for a brief/summary project approach.	
MINIMUM THRESHOLD		70
TOTAL		100

Bids that do not meet the required minimum threshold of 70 points out of 100 points will be eliminated from the evaluation process.

6.3. Price and Specific Goals Evaluation

Only bidders that have met the required minimum threshold of 70 points out of 100 points will qualify for further evaluation on Price and Specific Goals according to the 80/20 preference point system in terms of the Preferential Procurement Regulations 2022, where 80 points will be for Price and 20 points will be for Specific Goals.

Specific Goal to be evaluated out of **20 Points**:

Special Goal Criteria	Points
Enterprise which is 51% owned by historically disadvantaged persons.	10
Enterprise which is 51% owned by historically disadvantaged women.	05
Enterprise which is 51% owned by historically disadvantaged youth.	05
Total	20

**** Enterprises that are not owned by historically disadvantaged persons will be allocated 0 points.**

Bidder must submit the following documents:

- Certified ID copies of the company's directors as per the CIPC documents. (Certified copies must not be older than six (06) months).
- CIPC Documents and/or Share certificates.

Failure on the part of a service provider to submit proof or documentation required in terms of this RFQ to claim points for specific goals, will be interpreted to mean that preference points for specific goals are not claimed.

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.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

PREFERENTIAL PROCUREMENT CLAIM FORM SBD 6.1

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS
2022**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1 GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- 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).

1.2 To be completed by the organ of state

a) The applicable preference point system for this tender is the **80/20** preference point system.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2 DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3 FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:

80/20

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = Price of lowest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
 - (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Enterprise which is 51% owned by historically disadvantaged persons.	10	
Enterprise which is 51% owned by historically disadvantaged women.	05	
Enterprise which is 51% owned by historically disadvantaged youth.	05	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender,

qualifies the company/ firm for the preference(s) shown and I 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 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) 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;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted 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
 - (e) forward the matter for criminal prosecution, if deemed necessary.

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SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

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