



RFQ NUMBER	<b>RFQ/MICT/92/2025</b>
RFQ DESCRIPTION	<b>APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF SUBSCRIPTION SERVICES FOR A GOVERNANCE, RISK AND COMPLIANCE SOLUTION FOR A PERIOD OF TWELVE (12) MONTHS</b>
RFQ ISSUE DATE	<b>05 February 2026</b>
COMPULSORY BRIEFING SESSION	<b><u>Compulsory Virtual Briefing Session will be held as follows:</u></b> <b>Date:</b> 10 February 2026, <b>Time:</b> 11:00 am South African Time <b>Location:</b> Microsoft Teams, <b>Meeting ID:</b> 314 428 240 580 61 <b>Passcode:</b> VW9nV2BC
CLOSING DATE & TIME	<b>13 February 2026 @ 11:00 AM South African Time, 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.

## MIT SETA: CHECKLIST INFORMATION

### RETURNABLE DOCUMENTS CHECKLIST

**Request For 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		
Pricing Schedule		
Valid Tax Clearance Certificate(s) and/or proof of application endorsed by <b>SARS</b> and/or <b>SARS-issued</b> verification pin		
<b>SBD 4 – Bidder's Disclosure</b>		
<b>SBD 6.1 - Preferential Procurement Claim Form</b>		
Certified Copy of director(s) ID(s) not older than six (06) months		
CIPC Document		
Shareholding Certificate		
<b>Bidder's eligibility: Form A</b>		

**Note: This RFQ must be completed 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 based on 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.

## FORM A: BIDDER'S ELIGIBILITY FORM

Name of Bidder:

RFQ Number:

We, the undersigned, offer to provide the required services in accordance with the above Request for quotation and hereby declare that our firm, persons, or its directors, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a) is not under procurement prohibition by National Treasury, *from doing business with the public sector,"*
- b) have not declared bankruptcy, are not involved in bankruptcy or engaged in corrupt / fraudulent practices, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- c) undertake not to engage in prescribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the MICT SETA or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the MICT SETA.
- d) *We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this RFQ submission may lead to elimination of our RFQ submission.*

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## **ANNEXURE A: TERMS OF REFERENCE /SPECIFICATION**

**REQUIREMENT DESCRIPTION: APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF SUBSCRIPTION SERVICES FOR A GOVERNANCE, RISK AND COMPLIANCE SOLUTION FOR A PERIOD OF TWELVE (12) MONTHS.**

### **1. BACKGROUND**

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, 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 MICT SETA's vision of promoting "cutting-edge future skills", MICT SETA seeks to enhance the quality, integrity, and reliability of its data and information through the implementation of an automated Governance, Risk, and Compliance (GRC) solution. The solution will strengthen MICT SETA's oversight by integrating and streamlining Risk, Legal, and Audit management processes, ensuring improved transparency, accountability, and compliance across all operational activities.

The MICT SETA is looking to appoint a suitably experienced service provider with the necessary expertise to implement an automated GRC solution integrated with the MICT SETA's existing platforms to enhance internal risk, legal, and audit management processes.

### **3. PURPOSE**

To appoint a competent service provider for the provision of subscription services for an automated GRC solution for a period of twelve (12) months.

It is anticipated that only suitably qualified and reputable service providers with the necessary expertise will respond to this RFQ, thereby enabling the MICT SETA to fulfil the stated purpose, achieve the project objectives, and meet the minimum requirements set out in this ToR.

## 4. OBJECTIVES

The Objectives of the project are summarised as follows:

- a) Implement an automated GRC system to streamline Audit, Risk and Legal management processes.
- b) Improve oversight, accountability, and reporting through automated workflows and dashboards.
- c) Maintain a full, tamper-proof audit trail of activities to enhance governance, oversight, and accountability.
- d) Implement alerts and escalation mechanisms to ensure timely action on risks, audit findings, and compliance obligations.
- e) Facilitate seamless integration with existing platforms (e.g., Integrated Learner Management System (ILMS), Enterprise Resource Planning (ERP)) for consolidated reporting and workflow efficiency.
- f) Ensure the system can expand to accommodate additional modules, users, or regulatory requirements in the future.
- g) Provide a secure, reliable, and scalable hosting environment for the GRC solution, either hosted by the Service Provider or on MICT SETA infrastructure, ensuring high availability, compliance with data protection regulations, and disaster recovery capabilities.

## 5. PROJECT REQUIREMENTS

### 5.1. Core GRC Functionality

- a) Integrated modules for Audit, Risk and Legal management.
- b) Centralised dashboard for management oversight.
- c) Support for multi-entry or multi-department structures.
- d) Ability to integrate with existing platforms (e.g., ILMS, ERP, etc.).
- e) Ability to work offline and create a replicate.

### 5.2. Audit Module

- a) **Audit planning and scheduling:** Ability to create and manage comprehensive audit plans, including resource allocation, task assignment, scheduling of recurring and ad hoc audits, and monitoring of deadlines through dashboards.
- b) **Templates (working papers, reports, checklists etc):** Ability to customise working papers, reports templates to align with MICT SETA audit methodology.
- c) **Workflows:** Ability to route tasks throughout the audit process i.e. planning, fieldwork and reporting.
- d) **Notifications and escalations:** Ability to notify due tasks and escalate unreviewed work or outstanding review notes for reviewed work.
- e) **Action tracking:** Workflow for management responses, automated reminders, and escalation reports.

- f) **Outstanding actions:** Ageing analysis of outstanding issues.
- g) **Global Internal Audit Standards:** Alignment of audit process on the system to the Global Internal Audit standards.
- h) **Findings:** Consolidated report of all findings issued across all audits.

### 5.3. Legal and Compliance Module

- a) **Regulation / Framework Mapping:** Ability to map internal controls to regulatory frameworks, standards, or policies.
- b) **Policy Management:** Lifecycle for policies (create, approve, publish), versioning, distribution, and acknowledgement tracking.
- c) **Continuous Compliance Monitoring:** Real-time or periodic control checks to see whether controls are operating effectively.
- d) **Regulatory Change Management:** Ability to update regulation or compliance frameworks, track changes, and alert relevant stakeholders about compliance gap.

### 5.4. Risk and Compliance Management Module

#### 5.4.1. Risk Management

- a) **Organisational and Process Structure:** Ability to configure and maintain the organisational hierarchy, maintain, and update process hierarchies and libraries, and fully customise risk templates and process structures.
- b) **Risk Register and Controls:**
  - Capture and maintain risk registers across all divisions / business units
  - Record and link risk number, objectives, risk descriptions, causes / contributing factors, existing controls, control effectiveness ratings, and quarterly action plans.
  - Support full moderation functionality for risk review and validation, online voting, and control self-assessment features including rating of risk and controls, as well as voting on risk readiness.
  - Provide ability for risk owners and managers to update risks online via web access (Lite/Open licences).
- c) **Key Indicators (KRIs, KPIs, KCIs):**
  - Create and maintain Key Risk Indicators and assign thresholds.
  - Allow web-based capture of indicator values by responsible owners.
  - Generate automated KRI reports and trend analysis.

- Provide ability for risk owners and managers to update risks online via web access (Lite/Open licences).
- d) **Action Plans:** Full action plan lifecycle support including:
- creation, assignment, due dates.
  - reminders and progress tracking.
  - status updates by relevant officials using web access.
- e) **Incident Reporting:**
- Online incident capture functionality.
  - Support linking incidents to related risks.
  - Provide incident reporting and summaries for divisional and organisational levels.
- f) **Reporting and Dashboards:**
- Provide risk reports including risk heatmaps, risk registers, control effectiveness reports, and key risk indicator reports.
  - Support export to Excel, PDF, or presentation-ready formats.
  - Provide user-friendly dashboards for risk trends and risk status.

#### 5.4.2. Compliance Management

Statutory Compliance Monitoring and Reporting:

- a) Automated reporting on compliance status, gaps, and outstanding actions.
- b) Aggregated reporting of checklist results.
- c) Provide compliance dashboards for executives and committees.
- d) Ability to export compliance reports to Excel, PDF, or required formats.

#### 5.5. User Access

- a) Audit, Legal and Risk should have full administration rights to their specific modules.
- b) Business Units and Managers must have access for risk updates, action plan updates, KRI / KPI value capture, survey / checklist completion, participation in voting / assessments.
- c) System should allow configuration of user permissions by role, unit, or responsibility.

#### 5.6. Licensing Requirements

The below table is the number of licences required:



Item	No.
Core Module	1
Risk Management	3
Compliance Management	2
Audit Module	4

### 5.7. Security

The solution must comply with the below security requirements:

- a) The protection of an organisation's systems and data is important. The bidder should comply with industry standards and regulations such as POPIA and provide a robust security framework along with effective risk management and mitigation strategies.
- b) The service provider must ensure that sensitive data remains confidential. This involves encrypting data both in transit and at rest.
- c) Use secure protocols like HTTPS, SSL/TLS, and VPNs to protect data during transmission.
- d) The service provider must conduct regular security audits and vulnerability assessments to identify and address potential security gaps.
- e) The service provider must implement continuous monitoring and logging to detect and respond to security incidents promptly.
- f) The solution should have role-based and permission-based access settings.

### 5.8. Training

Training must be provided for the below groups:

- a) User training
- b) Audit and Risk Unit
- c) Legal and Compliance Unit
- d) First-line ICT support team
- e) Deliver training materials such as manuals, quick-reference guides, and online help.

### 5.9. Support and Maintenance

The solution must comply with the below support and maintenance requirements:

- a) The service will be available with a guaranteed uptime of 99.9% each calendar month, excluding scheduled maintenance. This ensures that the integrated system remains operational and accessible for the vast majority of the service period.

- b) The successful bidder will be required to sign an SLA specifying turnaround times for all services and the resolution of support incidents.
- c) The successful bidder must offer support from Monday to Friday during MICT SETA business hours.
- d) Support outside standard business hours may be required. The successful bidder must provide reasonable turnaround times for after-hours incident resolution.
- e) The successful bidder must provide details of key personnel responsible for executing this project, including a direct or central point of contact for logging, and managing incidents.

#### **5.10. Hosting Requirements**

The GRC solution must be hosted in a cloud environment, either provided and managed by the Service Provider or hosted on MICT SETA's cloud platform. The bidder must specify:

- a) The cloud architecture.
- b) Cloud service model.

#### **5.11. Data Migration**

The Service Provider shall be responsible for all data migration activities during system implementation and all data handover activities at the end of the contract period. The requirements are as follows:

- a) The Service Provider shall be fully responsible for the end-to-end data migration from MICT SETA's existing data sources into the new GRC solution.
- b) The data migration process must ensure accuracy, completeness, and integrity of all migrated data to support a smooth transition to the automated GRC system.
- c) At the end of the contract period, termination, or non-renewal of services, the service provider shall ensure a complete, secure, and verifiable handover of all MICT SETA data stored, processed, or generated within the GRC solution.
- d) The end-of-contract handover must include all relevant information, including but not limited to:
  - Structured and unstructured data;
  - Metadata;
  - System logs and activity records;
  - Audit trails;

- Configuration settings, templates, and system structures; and
- Any other information classified as MICT SETA intellectual property.

## **6. PROJECT DURATION**

- a) The estimated duration for the GRC solution is twelve (12) months, commencing from the project initiation date. The project may be divided into several key phases, each with specific deliverables and milestones to ensure smooth progress and timely completion according to the terms of reference of the MICT SETA, and the successful bidder's proposal and project plan.
- b) The data being shared with the successful bidder remains the Intellectual Property (IP) of MICT SETA. Under no circumstances, the successful bidder will be allowed to disclose off such information without prior written permission of MICT SETA.
- c) Upon termination of the contract/ services, the successful bidder will be required to return all IP of MICT SETA and destroy any personal information obtained as part of the services included in this ToR.

## 7. PRICING SCHEDULE

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

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

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

RFQ 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:

No.	Description	Frequency (Once-off, Monthly)	Unit price	Total price (Excl. VAT)
1.	Core Module	Once-off	R	R
2.	Risk Management	Once-off	R	R
3.	Compliance Management	Once-off	R	R
4.	Audit management	Once-off	R	R
5.	Implementation Roadmap	Once-off	R	R
6.	Training	Once-off	R	R
7.	Reporting and Close-Out	Once-off	R	R
8.	Support and Maintenance	Monthly	R	R
Sub-Total				R
VAT @ 15%				R
GRAND TOTAL				R

Complete below:

1. Delivery Address: **MICT SETA Head office**  
**Level 3 West wing, Gallagher House**  
**19 Richards Drive, Halfway House**  
**Midrand**

2. Indicate Delivery period after order receipt.....
3. Is delivery period fixed? **Yes/No**
4. Is the price(s) fixed? **Yes/No**
5. 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: \_\_\_\_\_

## 8. EVALUATION CRITERIA

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.

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

### 8.1. STAGE 1 (A): MANDATORY CRITERIA

#### (a) Compulsory Briefing Session

The virtual Briefing Session is a compulsory part of the acquisition process for all participating Service Providers. Non-attendance of thereof will automatically disqualify any prospective bidder.

##### **Proof of compliance to (a)**

Attendance register of the compulsory briefing session held on Microsoft Teams. Representatives are required to sign the attendance register or to write name of the bidder, name of representative, and contact details on Microsoft Teams chat.

#### (b) OEM/ OSM Accreditation

Bidders must be an OEM/ OSM or accredited by the OEM/ OSM or authorised by the distributor of the proposed GRC solution. If the bidder is accredited through a distributor, then there must be a letter from the OEM/ OSM that authorises the distributor to distribute the solution and authorise resellers.

##### **Proof of compliance to (b)**

The bidder must provide proof of being an OEM / OSM or submit documentary proof of accreditation by the OEM / OSM or letter from the OEM / OSM that authorises the distributor to distribute the GRC solution and authorise resellers and a letter from the distributor that authorises the reseller. Letters must be on company letterhead signed by an authorised representative.

#### (c) Bidders' Resources Certification

Bidders' key resources/ personnel must be in possession of valid certifications in implementing, configuring, maintaining and supporting a GRC system. At a minimum the certifications must include Technical Lead and Project Management resources with the following certifications:

### Proof of compliance to (c)

- **Project Manager** – certified with any of the following certifications: PMP/ Prince 2/ CAPM/ IPMA/ APM PMQ. Expired certificates will not be considered.
- **Technical Lead** – Relevant technical certification of the proposed GRC System.

**NOTE: Bidders should clearly indicate on their bids the Project Manager and the Technical Lead. MICT SETA will not consider bids not clearly indicating the Project Manager and Technical Lead. Certified copies must not be older than six (06) months.**

**NB: Failure to comply with the above Mandatory Criteria will lead to disqualification of the bidder.**

## 8.2. STAGE 1(B): TECHNICAL/ FUNCTIONALITY EVALUATION CRITERIA

Only bidders that have complied to the requirements of the set mandatory criteria will be considered for functionality evaluation. Bids submitted will be evaluated on technical/ functionality out of a maximum of **100 points**. A threshold of **70** out of the **100** points has been set.

Note: All bidders achieving less than the set threshold of 70 points will be declared non-responsive. Assessment of evaluation of the technical/ functionality criteria will be based on the table below:

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

FUNCTIONAL CRITERIA			
NO.	CATEGORY	FUNCTIONAL EVALUATION CRITERIA	MAX POINTS
1.	<b>SOLUTION PROPOSAL</b>	Bidders' <b>solution proposal</b> must cover the minimum requirements of the proposed solution as detailed in the bid and summarised below. The proposal must comprehensively cover the following minimum requirements, detailing how the bidder intends to implement the following: <ul style="list-style-type: none"><li>○ Core GRC Functionality;</li><li>○ Audit Module;</li><li>○ Legal Module;</li></ul>	<b>30</b>

		<ul style="list-style-type: none"> <li>o Risk Module;</li> <li>o Security; and</li> <li>o Support and Maintenance.</li> </ul> <p><b>Points on solution proposal will be allocated as follows [30]:</b></p> <ul style="list-style-type: none"> <li>• Proposal that meets or exceeds all six (6) components of the minimum requirements of the proposed solution = <b>30 points</b></li> <li>• Proposal that does not meet all components of the minimum requirements of the proposed solution/ not detailed = <b>0 points</b></li> </ul> <p><b>NB: All components of the minimum requirements must be covered in detail. Non-compliance with the minimum requirements will be declared non-responsive.</b></p>	
<b>2.</b>	<b>EXPERIENCE AND REFERENCE LETTERS</b>	<p>Bidders must submit <b>reference letters</b> which indicate that they supplied, implemented, configured, maintained, and supported a GRC System in the past and they must include the number years the services have been provided to determine the experience. The reference letters must be from the bidder's clients within RSA on the supplied, implemented, configured, maintained, and supported a GRC System.</p> <p>Reference must be on company letterhead signed by a senior official of the bidder's client, i.e. CEO, CFO, CIO, IT Manager, or SCM Manager. The reference letters must include name of company, contact person, position, contact number, e-mail address, project description, project outcome, and dates, i.e. start and end date of the project.</p> <p><b>NB:</b> Reference Letters must be fully signed on the client's letterhead, with contact details, project description and dated. Award letters or purchase orders will not be accepted.</p> <p><b>Points on reference letters indicate that they supplied, implemented, configured, maintained, and supported a GRC System in the past will be allocated as follows [10]:</b></p> <ul style="list-style-type: none"> <li>• Five (05) or more signed reference letters from different clients, with five (05) years' experience or more = <b>10 points</b></li> </ul>	<b>10</b>

		<ul style="list-style-type: none"> <li>Four (04) signed reference letters from different clients, with five (05) years' experience or more = <b>08 points</b></li> <li>Three (03) signed reference letters from different clients, with five (05) years' experience or more = <b>06 points</b></li> <li>Two (02) signed reference letters from different clients, with five (05) years' experience or more = <b>04 points</b></li> <li>One (01) signed reference letter from a client, with five (05) years' experience or more = <b>02 points</b></li> <li>No signed reference letter = <b>0 points</b></li> </ul> <p><b>NOTE: Reference lists or award letters will not be considered for point allocation. In the event of sub-contracting, the bidder must furnish the above reference letters of the main bidder. MICT SETA reserves the right to contact references prior to award. Bidders with no track record of rendering similar services will be deemed non-responsive.</b></p>	
3.	<b>PROJECT IMPLEMENTATION PLAN</b>	<p>Bidders must provide a detailed <b>Project Implementation Plan</b> as per the ToR in executing the project and support services. The Project Implementation Plan and Methodology should include the following:</p> <ul style="list-style-type: none"> <li>Project Plan activities clearly defined with timelines.</li> <li>Resources to be allocated for the project.</li> <li>Processes for onboarding of users.</li> </ul> <p><b>Points on the implementation plan will be allocated as follows [10]:</b></p> <ul style="list-style-type: none"> <li>Detailed implementation plan that meets all three (03) requirements = <b>10 points</b></li> <li>Detailed implementation plan that meets only two (02) requirements = <b>05 points</b></li> <li>Detailed implementation plan that meets only one (01) requirement = <b>03 points</b></li> <li>No implementation plan submitted/ implementation plan that is not detailed = <b>0 points</b></li> </ul> <p><b>NB: All elements of the project scope must be covered in detail.</b></p>	<b>10</b>
4.	<b>TRAINING PLAN</b>	<p>Bidders must provide a detailed <b>Training Plan</b> for the following audiences:</p> <ul style="list-style-type: none"> <li>User training;</li> </ul>	<b>05</b>



		<ul style="list-style-type: none"> <li>○ Audit Unit;</li> <li>○ Risk and Compliance Unit;</li> <li>○ Legal and Compliance Unit; and</li> <li>○ First-line ICT support team.</li> </ul> <p>Bidders must also deliver training materials such as manuals, quick-reference guides, and online help.</p> <p><b>Points on training plan will be allocated as follows [05]:</b></p> <ul style="list-style-type: none"> <li>• Training Plan that includes all five (05) elements = <b>05 points</b></li> <li>• Training Plan that includes four (04) elements = <b>04 points</b></li> <li>• Training Plan that includes three (03) elements = <b>03 points</b></li> <li>• Training Plan that includes two (02) elements = <b>02 points</b></li> <li>• Training Plan that includes one (01) element = <b>01 point</b></li> <li>• No Training Plan submitted = <b>0 points</b></li> </ul> <p><b>NB: All elements of the Training Plan must be covered in detail (not a brief/summary).</b></p>	
5.	<b>EXPERIENCE OF THE PROJECT MANAGER</b>	<p>Bidders must submit profile/ CV of the <b>Project Manager</b> reflecting the experience in managing the GRC system implementation, support, and maintenance or similar services/ projects. CV/ profile should clearly indicate the projects, project duration, and names of clients.</p> <p><b>Points on submission of profile/ CV of the PM will be allocated as follows [05]:</b></p> <ul style="list-style-type: none"> <li>• More than 05 years' project management experience in managing the GRC system implementation, support, and maintenance or similar services/ projects = <b>05 points</b></li> <li>• 04 to 05 years' project management experience in managing GRC system implementation, support, and maintenance, or similar services/ projects = <b>03 points</b></li> <li>• 02 to 03 years' project management experience in managing GRC system implementation, support, and maintenance, or similar services/ projects = <b>01 point</b></li> </ul>	<b>05</b>

		<ul style="list-style-type: none"> <li>Less than 02 years' project management experience in managing the GRC system implementation, support, and maintenance, or similar services/ projects = <b>0 points</b></li> </ul> <p><b>Bidders must clearly indicate its proposed Project Manager, profiles/ CVs not indicating the details of the Project Manager will not be evaluated.</b></p>	
6.	<b>EXPERIENCE OF THE TECHNICAL LEAD</b>	<p>Bidders must submit profile/ CV of the Technical Lead reflecting the experience in leading the implementation of the GRC system or ICT systems. CV/ profile should clearly indicate the projects, project duration, and names of clients.</p> <p><b>Points on profile/ CV of the Technical Lead will be allocated as follows [05]:</b></p> <ul style="list-style-type: none"> <li>More than 05 years' experience in leading the implementation of the GRC system or ICT systems = <b>05 points</b></li> <li>04 to 05 years' experience in leading the implementation of the GRC system or ICT systems = <b>03 points</b></li> <li>02 to 03 years' experience in leading the implementation of the GRC system or ICT systems = <b>01 point</b></li> <li>Less than 02 years' experience in leading the implementation of the GRC system or ICT systems = <b>0 points</b></li> </ul> <p><b>Bidders must clearly indicate its proposed Technical Lead, profiles/ CVs not indicating the details of the Technical Lead will not be evaluated.</b></p>	<b>05</b>
7.	<b>INTEGRATION PLAN</b>	<p>Bidders must submit a detailed <b>integration plan</b> for the integration of the proposed GRC System into ILMS and ERP. The plan should cater for the following at a minimum:</p> <ul style="list-style-type: none"> <li><b>Integration Architecture and Design</b> <ul style="list-style-type: none"> <li>Proposed architecture diagram (system interactions, data flow).</li> <li>Middleware, APIs, and connectors to be used.</li> <li>Data mapping (what data is shared, field mapping between systems).</li> <li>Authentication and user identity management approach (e.g., SSO, Active Directory).</li> </ul> </li> <li><b>Data Management</b> <ul style="list-style-type: none"> <li>Data formats and standards.</li> </ul> </li> </ul>	<b>25</b>

		<ul style="list-style-type: none"> <li>○ Frequency of data exchange (real-time, batch, scheduled).</li> <li>○ Data validation rules.</li> <li>○ Error handling and reconciliation processes.</li> <li>• <b>Security and Compliance</b> <ul style="list-style-type: none"> <li>○ Data protection measures (encryption in transit and at rest).</li> <li>○ Access controls and user permissions.</li> <li>○ Compliance with POPIA, ISO standards, and government IT security policies.</li> <li>○ Audit trail and logging requirements.</li> </ul> </li> <li>• <b>Testing and Validation</b> <ul style="list-style-type: none"> <li>○ Unit testing (individual components).</li> <li>○ System integration testing (end-to-end process).</li> <li>○ User Acceptance Testing (UAT) by MICT SETA stakeholders.</li> <li>○ Performance and stress testing.</li> </ul> </li> </ul> <p><b>Points on submission of detailed integration plan will be allocated as follows [25]:</b></p> <ul style="list-style-type: none"> <li>• A detailed integration plan which covers all four (04) elements = <b>25 points</b></li> <li>• A detailed integration plan which covers only three (03) elements = <b>18 points</b></li> <li>• A detailed integration plan which covers only two (02) elements = <b>12 points</b></li> <li>• A detailed integration plan which covers only one (01) elements = <b>06 points.</b></li> </ul> <p>A detailed integration plan which covers none of the six (0) elements = <b>0 points.</b></p> <p><b>A detailed integration plan for the integration of the proposed GRC System into ILMS and ERP must cover all the four (04) elements and all its components in detail. Non-compliance with the minimum requirements will be declared non-responsive.</b></p>	
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8.	<b>DATA MIGRATION PLAN</b>	<p>Bidders must submit a <b>data migration plan</b> that will detail all data migration activities during system implementation and all data handover activities at the end of the contract period. The following items must be covered:</p> <ul style="list-style-type: none"> <li>○ Data Migration Methodology and Approach;</li> <li>○ Data Quality Management and Validation;</li> <li>○ Risk Management and Business Continuity;</li> <li>○ Security, Privacy and Compliance; and</li> <li>○ Testing Strategy and Acceptance Management.</li> </ul> <p><b>Points allocation of the data migration plan will be allocated as follows [10]:</b></p> <ul style="list-style-type: none"> <li>• A data migration plan which covers all five (05) of the elements = <b>10 points</b></li> <li>• A data migration plan which covers only four (04) of the elements = <b>08 points</b></li> <li>• A data migration plan which covers only three (03) of the elements = <b>06 points</b></li> <li>• A data migration plan which covers only two (02) of the elements = <b>04 points</b></li> <li>• A data migration plan which covers only one (01) of the elements = <b>02 points.</b></li> <li>• A data migration plan which covers none of the (0) elements = <b>0 points.</b></li> </ul> <p><b>NB: All elements of Data Migration Plan must be covered in detail (not a brief/summary).</b></p>	<b>10</b>
<b>TOTAL</b>			<b>100</b>
<b>MINIMUM THRESHOLD</b>			<b>70</b>

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

### 8.3. STAGE 2: PRICE AND SPECIFIC GOALS

Only bidders or bid proposals received that have met the requirements of set technical/ functionality evaluation criteria 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. Bid will be awarded to the bidder scoring the highest points.

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

Criteria	Points
Enterprise which is at least 51% owned by historically disadvantaged persons.	10
Enterprise which is at least 51% owned by historically disadvantaged women.	05
Enterprise which is at least 51% owned by historically disadvantaged youth.	05
<b>Total</b>	<b>20</b>

**\*\* 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 certificate (for companies with more than one (01) Director).

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

## 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 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

2.1.2. 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:

.....  
 .....

<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

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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.

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.

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



## PREFERENCE PROCUREMENT CLAIM FORM

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

This preference form must form part of all the 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.
- b) the **80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

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 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20	or	90/10
$Ps = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$	or	$Ps = 90 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$

Where:

Ps = Points scored for price of tender under consideration  
Pt = Price of tender under consideration  
Pmin = Price of lowest acceptable tender

### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

#### 3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20	or	90/10
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$$Ps = 80 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

or

$$Ps = 90 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where:

Ps = Points scored for price of tender under consideration  
 Pt = Price of tender under consideration  
 Pmax = Price of highest 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 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 owned by historically disadvantaged persons.	10	
Enterprise owned by historically disadvantaged women.	05	
Enterprise 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.

.....  
**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

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