

Finance and Procurement Department Supply Chain Management

Request for Bids (RFB)

APPOINTMENT OF A SERVICE PROVIDER FOR IMPLEMENTATION OF A UN SANCTION LIST SYSTEM OR ANTI-MONEY LAUNDERING SOFTWARE FOR PERIOD OF THREE (03) YEARS.

Bid Information

Bid Number	sefa: 77/RSK/2023
Bid Submission Date	07 April 2023 @11:00 AM
Bid Duration	Three (03) Years
Bid Validity Period from Date of Publication	120 days
Bid Non-Compulsory Briefing Session	N/A
Address for Non-Compulsory Briefing Session	N/A
Bid Contact Person	Sebotse Mokgabudi on (012) 748-9725 sebotsem@sefa.org.za / procurement@sefa.org.za
Evaluation Method: Points System	80/20
Required Bidder B-BBEE Level	TDB
Deadline for Responding to Clarifications for this bid	30 March 2023
Fraud Hotline <i>to report any wrongful or criminal deception or coercion intended to result in financial or personal gain by any sefa employee or person involved in this bidding process</i>	0800 000 663 (For anonymous reporting)

Special Conditions and Requirement of Contract

APPOINTMENT OF A SERVICE PROVIDER FOR IMPLEMENTATION OF AN ANTI-MONEY LAUNDERING SOFTWARE (SYSTEM) [UN SANCTION LIST SYSTEM] FOR A PERIOD OF THREE (03) YEARS.

1. INTRODUCTION AND BACKGROUND

- 1.1. Following a Cabinet decision and the State of the Nation address of 2011, the Small Enterprise Finance Agency (SOC) Limited (**sefa**), was established on 01 April 2012 in terms of section 3 (d) of the Industrial Development Corporation Act, No. 22 of 1940 (IDC Act). **sefa** is a wholly owned subsidiary of the Industrial Development Corporation (IDC) and brings together the activities of the three previous structures (Khula, **samaf** and the IDC small business activities).
- 1.2. **sefa** operates as a Development Finance Institution (DFI) to foster the establishment, development and growth of Small, Micro and Medium Enterprises (SMMEs) and contributes towards poverty alleviation, job creation and economic growth. **sefa** provides products and services to qualifying SMMEs as defined in the National Small Business Act of 1996, as amended in 2004, through a hybrid of wholesale and direct lending channels.
- 1.3. The Financial Intelligence Centre Amendment Act 1 of 2017 (the Amendment Act) was gazetted on 02 May 2017. As per the Financial Intelligence Centre, the key objective of the Amendment Act is to improve the protection of the integrity of South African's financial system and strengthen its ability to prevent and punish financial crimes such as money laundering, illicit capital flows, tax evasion, corruption, bribery and financing of terrorism.

The Amendment Act introduces a number of new approaches namely a full range of customer due diligence requirements focusing on understanding and knowing your customer as opposed to following the rules based approach advocated in the FIC Act No. 38 of 2001 (the FIC Act). **sefa** must identify all proposed clients before a relationship can be established with a client so in order to put in place the necessary controls to mitigate the possible risk associated with the client.

2. BID SUBMISSION REQUIREMENTS

- 2.1. Bids must be submitted in a **sealed envelope and marked** as follows:

ATTENTION: sefa SUPPLY CHAIN MANAGEMENT

Description of the Bid

Bid Number

Name of the Bidder

2.2. GENERAL BID REQUIREMENTS

- a. Bid documents **must** be initialled on every page.
- b. Number of sealed envelopes/files must compose of one (1) **ORIGINAL** and one (1) electronic PDF **copy** of the original bid proposal document on a CD or flash drive.
- c. Submissions of the Bid responses **MUST** be made by depositing the Bid proposal into the Tender Box situated at **sefa** Head Office at the physical address below on or before the closing date as stated on page 1 of this Request for Bid document under Bid Information.
- d. The bidder will bear all expenses associated with the preparation and submission of this Bid.
- e. Tenderers should check the numbers of pages to satisfy themselves that none are missing or duplicated. No liability will be accepted by the **sefa** regarding anything arising from the fact that pages are missing or duplicated.

2.3. sefa PHYSICAL ADDRESS

11 Byls Bridge Boulevard,
Doringkloof,
Centurion,
0157

For more information, please visit the **sefa** website: www.sefa.org.za

2.4. BID RESPONSES

2.4.1. Bid Format

2.4.2. Bidders shall submit their bid response in accordance with the requirements as outlined in the Bid Response Template provided in **Appendix 1**.

2.4.3. Each section must be clearly marked, and the documents must be bound.

2.4.4. The RFB comprises a number of sections and the bidder's proposal must include all the required information and documentation as outlined in this RFB.

2.4.5. GENERAL CONDITIONS OF CONTRACT

2.4.5.1. Completion of all Standard Bidding Documents (SBD by hand, attached in **Annexures A**, and adhering to all other requirements as outlined on each form. The following SBD and other forms must be duly completed and signed, and returned as part of the Bid Proposal:

- a. **SBD 1:** Invitation to Bid.
- b. **SBD 4:** Declaration of Interest.
- c. **SBD 6.1:** Preference Points Claim Form.

- d. Original and valid **Tax Clearance Certificate(s)** (TCC) or *PIN* issued by SARS.
- e. In bids where Consortium; Joint Ventures and Sub-Contractors are involved, it is required that each party must submit separate proof of Tax Clearance Certificate(s) or *PIN* issued by SARS
- f. Submission of a certified copy of a **valid B-BBEE certificate** issued through a SANAS Accredited Agency, with the exception of Exempted Micro Enterprises (EMEs) and Qualifying Small Enterprises (QSEs). These enterprises need to submit B-BBEE **sworn affidavits** as per the requirements of the Department of Trade and Industry (DTI) for qualifying enterprises except those who fall under the Construction Sector Charter Council (CSCC). Other sworn affidavits will not be accepted. The DTI and CSCC affidavit templates are available under **Annexure B**.
- g. National Treasury **Central Supplier Database (CSD) registration** (attached proof of registration).
- h. Submission of bidder's **Companies & Intellectual Property Commission (CIPC) registration documents**, listing all Directors or Shareholders and certified copies of the Identify Documents (ID) of Directors or Shareholders.

2.4.5.2. The successful bidder and its staff shall comply with all the laws of the Republic of South Africa and as it relates to this bid.

2.4.5.3. The bidder's staff must be South African citizens and **sefa** reserves the right to validate citizenship.

2.4.6. **PRICE PROPOSAL**

- a. Bidders are required to complete and sign their pricing proposals.
- b. **NB:** Failure to complete and submit a pricing proposal, will lead to disqualification of the bid.

2.5. **LATE BIDS**

Bids submitted at the stated bid address, after the closing date & time, shall not be considered under any circumstances.

2.6. **COUNTER CONDITIONS**

Bidder's attention is drawn to the fact that amendments to any of the bid conditions or setting of counter conditions by the bidder shall render the bid invalid.

2.7. **BID DISTRIBUTION**

2.7.1. The distribution of this RFB outside the Republic of South Africa may be restricted or prohibited by the laws of other countries. Recipients of this RFB are advised to familiarise themselves with and comply with all such restrictions or prohibitions applicable in those jurisdictions, and neither **sefa**, nor any of their respective directors, officers, employees, agents, representatives or advisors, accepts liability to any person or company for any damages arising out of or in connection with the

breach of any restriction or provision outside the Republic of South Africa. Person's contemplating submitting a Bid are advised to obtain legal advice as to the possible consequences thereof in terms of the law of the jurisdictions in which they are located.

2.7.2. Recipients of this RFB document may only distributed it to other parties whom they wish to involve as part of their bidder consortium in submitting a bid.

2.8. PRESENTATIONS

sefa reserves the right to require that any bidder provides a formal presentation of its bid proposal, at a date and time to be determined by **sefa**. All instructions and clarification regarding the purpose and scope of the presentation/demonstration shall be provided by **sefa**. The bidder shall bear all expenses associated with the preparation of such presentations/demonstrations.

2.9. EVALUATION PROCESS

Bids shall be evaluated in terms of the process outlined below.

2.9.1. STAGE 1: INITIAL SCREENING PROCESS & SPECIFIC GOALS

During this stage, bid responses will be reviewed for purposes of assessing compliance with the RFB requirements including the General Conditions of Contract as outlined in this RFB, stated Special Conditions of Contract, and specific goals.

2.9.2. STAGE 2: MANDATORY EVALUATION

Bids will be evaluated on Mandatory as outlined in **Annexure C**.

NB: Failure to comply with the requirements in Stage 2 shall lead to disqualification of the bid proposal.

2.9.3. STAGE 3: FUNCTIONALITY EVALUATION

- a. All bids will be evaluated independently by the evaluation panel members in terms of the defined evaluation criteria for functionality evaluation.
- b. Bids that score less than **70/100** on functionality shall not be considered further.
- c. Bids will be evaluated on Functional requirements as outlined in **Annexure D**.

2.9.4. STAGE 3: EVALUATION OF PROPOSAL ON APPLICABLE POINTS SYSTEM

2.9.4.1. Only bidders that have scored a minimum of **70/100** on functionality will be evaluated during stage 3 for pricing and specific goals.

2.9.4.2. In terms of Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000) and the amended regulations, responsive bids will be adjudicated by the State on the applicable point system.

2.9.4.3. The applicable preference point system for this tender is the 80/20 preference point system.

2.9.4.4. In terms of 80/20 points system, points are awarded to bidders on the basis of:

CRITERIA	POINTS
Price	80
Specific Goals	20
TOTAL	100 points

Specific Goals for this tender and points that may be claimed are indicated per table below:

Criteria	POINTS
	(80/20 system)
Black ownership	10
30% Black Ownership	5
Any % of ownership by Black Designated Groups >0	3
Reconstruction Development Programme Objective: Promotion of SMMEs (Entities that are Exempted Micro Enterprise (EME) or Qualifying Small Enterprise (QSE)	2
TOTAL POINTS	20

Black ownership: 100% Black owned entities will score the full 10 points and between 51% - 99% black owned entities will score 4 points.

Black Designated Group means:

- Unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution;
- Black people who are youth as defined in the National Youth Commission Act of 1996;
- Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act;
- Black people living in rural and under developed areas;
- Black military veterans who qualifies to be called a military veteran in terms of the military veteran Act 18 of 2021.

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

80/20

$$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

- 2.9.4.6. The points scored by a bidder in respect of the level of B-BBEE contribution will be added to the points scored for price.
- 2.9.4.7. Only bidders who have completed and signed the declaration part of the preference claim form and who have submitted a B-BBEE status level certificate issued by a SANAS accredited verification agency will be considered for preference points. See requirements as outlined under item 2.4.5.
- 2.9.4.8. **sefa** may, before a bid is adjudicated or at any time, require a bidder to substantiate claims it has made with regard to preference.
- 2.9.4.9. The points scored will be rounded off to the nearest 2 decimals.
- 2.9.4.10. In the event that two or more bids have scored equal total points, the contract will be awarded to the bidder scoring the highest number of preference points for specific goals.
- 2.9.4.11. However, when functionality is part of the evaluation process and two or more bidders have scored equal points including equal preference points for specific goals, the contract will be awarded to the bidder scoring the highest for functionality.
- 2.9.4.12. Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.
- 2.9.4.13. A contract may, on reasonable and justifiable grounds, be awarded to a bid that did not score the highest number of points.
- 2.9.4.14. **sefa** reserves the right to enter into negotiations with the preferred bidder.
- 2.9.4.15. **sefa** reserves the right to provide policy relating to the handling of information (Protection of Personal Information Act).

3. POST AWARD CONDITIONS

- 3.1. Services will be rendered during working hours from Mondays to Fridays, unless otherwise stated in the Scope of Work / Terms of Reference.
- 3.2. Equipment and/or productivity tools brought onto or used on site must comply with the Occupational Health & Safety Act and any regulations promulgated in terms of this Act.
- 3.3. The bidder shall be liable for insuring his/her staff members against any injury or death.
- 3.4. The successful bidder shall submit a monthly statement of all outstanding payments, credit notes issued, and payments made. Such statements shall also contain the order number, the details of the date of the transaction, the invoice number, remittance number and credit note details.

- 3.5. **sefa** shall not be held responsible in any way for any damages, losses, theft of equipment or any valuables of the successful bidder or injury of his/her employees whilst on site or in the execution of their duties.
- 3.6. All procurement related to this service, as outlined in this RFB, shall be conducted by **sefa's** Supply Chain Management department only.

4. STAFF REQUIREMENTS

- 4.1. The successful bidder must ensure the following:
- a. That the staff working under this contract are in good health.
 - b. That they are adequately trained prior to commencement of the contract.
 - c. That replacement staff is available should the need arise. The bidder is obligated to inform **sefa** of any removal and replacement and the replacement of staff can only be done with the formal approval of **sefa**.
 - d. Staff must be dressed appropriately and where required; staff uniforms must be in good condition.
 - e. The bidder's staff must be South African citizens and **sefa** reserves the right to validate citizenship.

5. RESOURCE REQUIREMENTS

The successful bidder must provide the following equipment, if required by the bidder's staff, in the execution of their duties:

- Laptop or similar device.
- Internet connectivity.
- Transportation and/or vehicle (if required) to deliver the service outlined in this bid.
- Cellphone and/or landline.

6. SERVICE LEVEL AGREEMENT

- 6.1. The successful bidder will be required to enter into a Service Level Agreement with **sefa**.
- 6.2. A performance measurement processes will form an integral part of the Service Level Agreement, to be signed after the successful bidder has been appointed.

7. SUPPLIER DUE DILIGENCE

- 7.1. **sefa** reserves the right to conduct bidder due diligence to short listed bidders prior to final award or at any time during the contract period. This may include site visits if applicable.
- 7.2. **sefa** reserves the right to request the successful bidder and its staff to undergo a security vetting and/or credit vetting processes via external services providers such as Credit Bureaus and the

South African Police Services. By submitting a bid proposal, the bidder gives explicit approval for **sefa** to conduct such vetting requirements, if and when required.

8. BID CANCELLATION

In the case of the cancellation of this RFB, **sefa** shall endeavour to inform all bidders, through the same medium used for the communication of the RFB.

9. MATERIAL CHANGES

9.1. Any material change in the control and/or composition of any bidder or any core member of a bidder after submission of a Bid, shall require the prior written approval of **sefa**, and any failure to seek such approval from **sefa** shall result in **sefa** being entitled, in its sole discretion, to exclude the relevant bidder from any further participation in the bid process or to cancel the engagement. This shall be interpreted to include post appointment and subcontracting of work arising out of this bid to complete certain work.

9.2. **sefa** shall be the sole arbiter as to what constitutes a “material change in the control and/or composition of any bidder”, and as to what constitutes a “core member of a bidder” for purposes of such approval. Any request for such approval shall be made to **sefa’s** Supply Chain Management in writing and shall provide sufficient reasons and information to allow **sefa** to make such a decision. **sefa** reserves the right to accept or reject any such request for approval.

10. FRAUD ALERT

10.1. **sefa** takes a zero-tolerance approach to fraud, corruption and bribery.

10.2. **sefa** is committed to acting fairly, with integrity, in all its’ relationships and business dealings both internally and externally (with its suppliers, contractors and other stakeholders).

10.3. Please note that under no circumstances will **sefa** ever require any payment to secure an award of an RFP or a tender. Individuals that claim that an upfront payment to an individual, third party or a **sefa** official, is a blatant attempt at defrauding bidders and such a scam must immediately be reported to the **sefa** Anti-Corruption line. **sefa** follows a fair, competitive and transparent procurement process in evaluating and awarding bids.

10.4. Should you or anyone wish to report any suspected fraud, corruption or bribery, you can BLOW the whistle by calling a free hotline on **0800 000 663**.

11. COMMUNICATION

11.1. **sefa** may communicate with bidders where clarity is sought after the closing date of the bid and prior to the award of the contract, or to extend the validity period of the bid, if necessary. Such communications will be done via the Supply Chain officials listed as the contact persons for this bid process.

- 11.2. All communication (enquiries/clarifications) relating to this bid shall take place between the bidder and the Supply Chain Management officials listed as the contact persons for this bid process. Such communication shall be done in writing only.
- 11.3. Communication between the closing date and the award of the bid, between the bidder and other **sefa** officials or persons acting in an advisory capacity for the State, in respect of this bid, is prohibited.

12. CONTACT DETAILS

12.1. Main Contact

Name : Sebotse Mokgabudi

Tel : (012) 748-9725

Email : sebotsem@sefa.org.za/procurement@sefa.org.za

NB: Communication outside this platform is **strictly prohibited** and should bidders be found to be in contact with any of **sefa's** staff members on matters relating to this bid, such bidders shall automatically be disqualified from this bid process.

13. SCOPE OF WORK / TERMS OF REFERENCE

The Scope of Work / Term of Reference is attached as **Annexure E**.

14. ANNEXURES

Annexure A : Standard Bidding Documents: SBD1 to SBD 6.1 Forms

Annexure B : Sworn Affidavit Templates for EMEs and QSEs

Annexure C : Mandatory Requirements Criteria

Annexure D : Functionality Requirements Criteria

Annexure E : Scope of Work / Terms of Reference

Appendix 1 : Bid Proposal Template

Annexure A

Standard Bidding Documents: SBD1 to SBD6.1 Forms

Document Name	Template
National Treasury. Government Procurement: General Conditions of Contract, July 2010	 NT General Conditions of Contr
SBD 1	 SCM-Bid documents SBD 1 -U
SBD 6.1	 SBD 6.1 IN TERMS OF PPR2022-Revised
SBD 4	 SCM-Bid documents SBD 4.pc

Department of Trade and Industry (DTI) Templates

Applicable to all sectors except Construction



DTI Sworn Affidavit
EME Gen.pdf



AFFIDAVIT-QSE-ICT.
pdf



DTI Sworn Affidavit
QSE.pdf

Also available from the DTI:

https://www.thedti.gov.za/economic_empowerment/docs/Affidavit-QSE-Gen.pdf

https://www.thedti.gov.za/economic_empowerment/docs/Affidavit-EME-Gen.pdf

Construction Sector Charter Council (CSCC) Templates

Applicable for EMEs and QSEs in the construction industry, residing under the CSCC.



Final CSC EME
Affidavit - March 2018

Also available from the CSCC:

<http://www.cscconline.org.za/documents/Final%20CSCC%20EME%20Affidavit%20-%20March%202018.pdf>

EVALUATION CRITERIA

NO	MANDATORY REQUIREMENT	COMPLY/NOT COMPLY
1.	A detailed comprehensive company profile with the following: <ul style="list-style-type: none">• Management Structure/Company Organogram;• Ownership and years of service of the company;• Services offered by the company; and• CVs of personnel to be assigned.	

NB: Failure to comply with the Mandatory Requirements may lead to disqualification of the proposal.

ANNEXURE D

EVALUATION CRITERIA

FUNCTIONAL REQUIREMENTS

ONLY BIDDERS WITH THE HIGHEST FUNCTIONALITY SCORES THAT IS MORE THAN 45 OUT OF 70 AS PER THE REQUIREMENTS WILL BE FURTHER EVALUATION ON SYSTEM DEMONSTRATION.

Definition	Score
No information provided	0
Does not meet the requirements	1
Partially meet the requirements	2
Fully meets the requirements	3
Exceeds the requirements	4
Significantly exceeds the requirements	5

FUNCTIONALITY	POINTS												
<p>1. EXPERIENCE</p> <ul style="list-style-type: none"> • The service provider must have demonstrated experience in similar assignment in the past three (3) years on UN Sanctions List or Anti-Money Laundering Software. The bidder must submit at least a minimum of three (03) contactable references on UN Sanctions List or Anti-Money Laundering Software in the last three years. • Signed reference letters from previous and current clients on the client's letterhead, and the letter should contain the following: <ul style="list-style-type: none"> - Name of department/organisation. - Description of the contract; and - Contact person, contact details, and email address. <p>POINTS ALLOCATION:</p> <table border="1" style="width: 100%;"> <tbody> <tr> <td>No reference letter provided</td> <td>No point</td> </tr> <tr> <td>1 reference letter provided</td> <td>1 point</td> </tr> <tr> <td>2 reference letters provided</td> <td>2 points</td> </tr> <tr> <td>3 reference letters provided</td> <td>3 points</td> </tr> <tr> <td>4 reference letters provided</td> <td>4 points</td> </tr> <tr> <td>5 or more reference letters provided</td> <td>5 points</td> </tr> </tbody> </table>	No reference letter provided	No point	1 reference letter provided	1 point	2 reference letters provided	2 points	3 reference letters provided	3 points	4 reference letters provided	4 points	5 or more reference letters provided	5 points	20
No reference letter provided	No point												
1 reference letter provided	1 point												
2 reference letters provided	2 points												
3 reference letters provided	3 points												
4 reference letters provided	4 points												
5 or more reference letters provided	5 points												

<p>2. ADVERSE MEDIA SCREENING</p> <ul style="list-style-type: none"> The system must be able to do Media and other platforms screening against both private & public platforms such as News Monitor, Market IQ, CIPC/SA Company, Safflii.org/za, Legalbrief.co.za, Green Gazette, General Internet (Google), Facebook, Whose Who, LinkedIn. Signed reference letters from previous and current clients on the client's letterhead, and the letter should contain the following: <ul style="list-style-type: none"> Name of department/organisation. Description of the contract; and Contact person, contact details, and email address. <p>POINTS ALLOCATION:</p> <table border="1"> <tr> <td>No reference letter provided</td> <td>No point</td> </tr> <tr> <td>1 reference letter provided</td> <td>1 point</td> </tr> <tr> <td>2 reference letters provided</td> <td>2 points</td> </tr> <tr> <td>3 reference letters</td> <td>3 points</td> </tr> <tr> <td>4 reference letters</td> <td>4 points</td> </tr> <tr> <td>5 reference letters</td> <td>5 points</td> </tr> </table>	No reference letter provided	No point	1 reference letter provided	1 point	2 reference letters provided	2 points	3 reference letters	3 points	4 reference letters	4 points	5 reference letters	5 points	10
No reference letter provided	No point												
1 reference letter provided	1 point												
2 reference letters provided	2 points												
3 reference letters	3 points												
4 reference letters	4 points												
5 reference letters	5 points												
<p>3. TEAM BIDDER SKILLS AND QUALIFICATIONS</p> <ul style="list-style-type: none"> Bidders should provide three (03) senior personnel including Project Lead that will be allocated for the project and they must have 3 years' experience in Anti-Money Laundering/Combating Financing of Terrorism (AML/CFT). The Project Lead should demonstrate more than 5 years of experience with relevant qualifications. <p>NB: As proof, abbreviated Curriculum Vitae (CVs) of personnel involved in the implementation of the project, must be included as part of the proposal. The attached CV should encompass sound and vast experience in the field or AML/CFT including qualification (certified copies of qualification must not be older than three months). Table listing in Section 3.</p> <p>PERSONNEL EXPERIENCE - POINTS ALLOCATION:</p> <table border="1"> <tr> <td>Less than 1 year experience for the proposed personnel in AML</td> <td>1 Point</td> </tr> <tr> <td>1-2 years' experience for the proposed personnel AML/CFT</td> <td>2 Points</td> </tr> <tr> <td>3 years' experience for the proposed personnel in AML/CFT</td> <td>3 Points</td> </tr> <tr> <td>4-5 years' for the proposed personnel in AML/CFT</td> <td>4 Points</td> </tr> <tr> <td>Above 5 years for the proposed personnel in AML/CFT. Lead Project manager has 5 years' experience</td> <td>5 Points</td> </tr> </table>	Less than 1 year experience for the proposed personnel in AML	1 Point	1-2 years' experience for the proposed personnel AML/CFT	2 Points	3 years' experience for the proposed personnel in AML/CFT	3 Points	4-5 years' for the proposed personnel in AML/CFT	4 Points	Above 5 years for the proposed personnel in AML/CFT. Lead Project manager has 5 years' experience	5 Points	20		
Less than 1 year experience for the proposed personnel in AML	1 Point												
1-2 years' experience for the proposed personnel AML/CFT	2 Points												
3 years' experience for the proposed personnel in AML/CFT	3 Points												
4-5 years' for the proposed personnel in AML/CFT	4 Points												
Above 5 years for the proposed personnel in AML/CFT. Lead Project manager has 5 years' experience	5 Points												

4. PROJECT IMPLEMENTATION PLAN**10**

- The bidder must provide a detailed project plan, indicating the timelines for implementing the project with the view of having a fully functional system on 15 May 2023. The proposed methodology and approach should address the following eight (08) key areas;
 - Indicate your quality controls regarding the accuracy of information to be provided;
 - Provide a sanitized example of what the report for each queried record will look like;
 - Provide example data file that will be used where bulk services are requested;
 - Turn around time for bulk services request -+100 client records;
 - Provide a completed breakdown of the cost per record (Estimate of 10 000 clients per month) for a contract period of 3 years;
 - Provide an indication of golden sources of information (e.g Home Affairs National Identification System, Companies and Intellectual Property Commission etc) as well as how often such information is updated;
 - System Capability to confirm source of income; and
 - Confirm what measures will be put in place to prevent unauthorised access to, interception of or interference with any data.

POINTS ALLOCATION

No methodology submitted	0 Points
Proposed implementation project plan submitted addressing one key area and do not correlate with the required scope of works	1 Point
The proposed implementation project plan submitted addressing 2-3 key areas.	2 Points
The proposed implementation project plan correlates with the scope of work addressing 3-4 key areas.	3 Points
The proposed implementation project plan has been provided in detail and aligns to the requirements of the project address 5-6 key areas.	4 Points
The proposed implementation project plan has been provided in detail and aligns to the requirements of the project address all eight key areas.	5 Points

5. SYSTEM ON-GOING MONITORING**10**

- The system must be able to perform ongoing monitoring and enhanced due diligence (Monitor customer conduct/behavior against stated and actual). The system must be able to conduct enhanced due diligence (Ultimate Beneficial Owner)

- Signed reference letters from previous and current clients on the client's letterhead, and the letter should contain the following:
 - Name of department/organisation.
 - Description of the contract; and
 - Contact person, contact details, and email address.

POINTS ALLOCATION:

No reference letter provided	No point
1 reference letter provided	1 point
2 reference letters provided	2 points
3 reference letters	3 points
4 reference letters	4 points
5 reference letters	5 points

EVALUATION ON SYSTEM DEMONSTRATION

<p>6. SYSTEM DEMONSTRATION</p> <ul style="list-style-type: none"> • The bidder must be able to provide a demonstration of the proposed AML System functionalities and capabilities outlined in Annexure E clause 2. <ul style="list-style-type: none"> • The bidder must demonstrate an existing AML system with capabilities to discharge AML/KYC activities. • Proven extensive Business Intelligence integration capability and compatibility. • The bidder should demonstrate user friendly capabilities of the system. • Demonstration of software security features. • The bidder must demonstrate dashboard reports and ease of data migration. • Demonstration of export feature e.g to Excel, Word, PowerPoint, PDF etc. • Platform compatibility • Role based Audit Trail; and • Adaptability. <table border="1" data-bbox="244 1429 1209 1809"> <thead> <tr> <th>Requirements</th> <th>Scale</th> </tr> </thead> <tbody> <tr> <td>No information provided</td> <td>0</td> </tr> <tr> <td>The bidder demonstrated an existing AML/KYC system</td> <td>1</td> </tr> <tr> <td>The bidder demonstrated an existing AML/KYC system with capabilities to discharge AML/KYC activities.</td> <td>2</td> </tr> <tr> <td>The bidder demonstrated an existing AML/KYC system with capabilities to discharge AML/KYC activities, with dashboard reports also provided.</td> <td>3</td> </tr> <tr> <td>The bidder has matched most of technical requirements.</td> <td>4</td> </tr> <tr> <td>The bidder matched all of the technical and requirements and the scope of work to be completed.</td> <td>5</td> </tr> </tbody> </table>	Requirements	Scale	No information provided	0	The bidder demonstrated an existing AML/KYC system	1	The bidder demonstrated an existing AML/KYC system with capabilities to discharge AML/KYC activities.	2	The bidder demonstrated an existing AML/KYC system with capabilities to discharge AML/KYC activities, with dashboard reports also provided.	3	The bidder has matched most of technical requirements.	4	The bidder matched all of the technical and requirements and the scope of work to be completed.	5	<p>30</p>
Requirements	Scale														
No information provided	0														
The bidder demonstrated an existing AML/KYC system	1														
The bidder demonstrated an existing AML/KYC system with capabilities to discharge AML/KYC activities.	2														
The bidder demonstrated an existing AML/KYC system with capabilities to discharge AML/KYC activities, with dashboard reports also provided.	3														
The bidder has matched most of technical requirements.	4														
The bidder matched all of the technical and requirements and the scope of work to be completed.	5														
<p>TOTAL DEMONSTRATION</p>	<p>30</p>														
<p>TOTAL FUNCTIONALITY & DEMONSTRATION (70 + 30)</p>	<p>100</p>														

SCOPE OF WORK / TERMS OF REFERENCE

APPOINTMENT OF A SERVICE PROVIDER FOR IMPLEMENTATION OF A UN SANCTION LIST SYSTEM OR ANTI-MONEY LAUNDERING SOFTWARE FOR PERIOD OF THREE (03) YEARS.

1. BACKGROUND

The purpose of this requirement is to improve efficiency and turnaround times by automating the client on-boarding and the on-going monitoring process of all our clients and in the process ensure that the on-going monitoring process of all our clients ensure that that upon client take-on, all pertinent compliance and regulatory matters applicable to a particular transaction are adequately identified and assessed, prior to **sefa** entering or continuing any business relations with such applicant(s) or existing client(s).

2. SCOPE OF WORK AND DELIVERABLES

The successful bidder will be expected to assist **sefa** with the implementation of a financial crime mitigation (KYC) Customer Due Diligence electronic system and related services (**UN SANCTION LIST SYSTEM OR ANTI-MONEY LAUNDERING SOFTWARE**) for the period of three (03) years.

3. OBJECTIVES

3.1. The primary objectives of the services required are as follows:

- 3.1.1 Risk Based Profiling of clients and suppliers taking into account the sefa anti-money laundering strategies i.e Risk rating methodology, Know-Your-Client Procedure Guide etc.
- 3.1.2 Client profiling/behaviours
- 3.1.3 Transaction monitoring
- 3.1.4 Workflow for Suspicious activities/transactions
- 3.1.5 Alert Processing
- 3.1.6 Case management
- 3.1.7 Screening functionality (individual/batch/adverse media)
- 3.1.8 Monitoring, reporting and analysis functionality.
- 3.1.9 Criminal record checks
- 3.1.10 Analytics tool

4. FUNCTIONAL REQUIREMENTS

The successful bidder must have the necessary proficiency, experience and capacity to demonstrate full functionality of their software solution which will assist **sefa** to provide real time access to corroborate client's Know-Your-Client (KYC) information through the use of an Application Programming Interface (API) between **sefa** and the service provider. **sefa** is therefore inviting bidders

to submit proposals to conduct this exercise and the successful bidder is expected to assist with the following requirements:

- Record ineligible Persons.
- Type of PEPs/DPIPs (e.g., National or Foreign or (PEP/SIP/SOE/SOC/SIE)) and reasons thereof.
- Record and report any possible undue influence by client or associates of the client.
- Record and/or upload declarations made by the client on the use of funds (e.g. that funds will not be used for money laundering or any illegal activities or terrorist related activities).
- Record and/or upload declaration by client on accuracy of information provided or submitted.
- Record and/or upload the client's POPIA consent to the **sefa's** processing of personal information.
- Record and/ or report on any possible conflict of interest screening via Employee/Board database, as well as declaration of interest
- Flag and record any blacklisted client using the **sefa's** delinquent register.
- Based on criteria the system should have the ability to flag clients as either compliant, non-compliant, partially compliant, approved, rejected, terminated, suspended/ frozen, pended, reported (i.e. Suspicious and Unusual Reporting, Terror Financing Reporting and Cash Threshold Reporting). (reports within the prescribed period)).
- Show list of outstanding information or documentation or action.

The system must have the ability to lookup information. **sefa** receives +- 350 applications per month, equating to about 4 200 applications on an annual basis.

4.1. PRE-SCREENING

The system must further be able to do Watchlist filtering via the Worldcheck / Dow Jones screening, as well as screening against all authorised Sanctions lists such as the UN (including the UNSRC 1988 and 1267), European Union, OFAC, HM Treasury Consolidated and the French lists, including: Page 15.

- Internal: PEPs/DPIPs register checks.
- Internal: delinquent register checks.
- Internal: Employee/ Board members checks.
- Black, grey and whitelists checks.
- Tax haven checks.
- Offshore Leaks checks.
- Country risk checks.
- Master's Office (database of registered Trusts) checks.
- National Treasury (Central Supplier Database and Register of Defaulters) checks.

- The proposed system will capture, retain and record all pertinent client information, as well as scanned copies of all necessary supporting client information (e.g. identification documents, proof of address for company/ Representative, authority to act, Power of Authority for company representative/ Board resolution and identification documents, shareholding structure and more).
- The system should be able to do image/ face recognition or verification e.g. compare an identity photo of a client to any official government (e.g. Home Affairs) database.
- Load/ attach/ scan and record any form of supporting documentation (including remote loading) of all applicable documentation, checklists, declarations (e.g. identification documents, proof of address for company/ Representative, authority to act, Power of Authority for company representative/ Board resolution and identification document, shareholding structure) documents must (preferably) be uploaded into Microsoft SharePoint 2013.
- Capture loan/Project amount.
- Where possible link potential client to existing facility(ies) which the potential client may have with the **sefa**.
- Screen all clients including all shareholders at various levels (and record level of shareholder screening).
- Identify Ultimate Beneficial Owner (UBO).
- Record and/or verify Source of Funding (SOF).
- Identify and record (DPIPs), including checks on **sefa's** internal existing DPIPs register.
- The system must, continuously/ periodically monitor and provide real-time classification of a client according to their risk profile (i.e. High, Medium or Low).
- Should a client's profile change, it must be able to reassign a new real-time risk categorisation/ profile and align to applicable risk requirements.
- Monitor customer conduct/ behaviour against stated and actual.

Where possible the system must also screen against the SARS (Tax status checks); and Home Affairs platforms (identification and verification) checks.

4.2. ADVERSE MEDIA CHECKS

The system must be able to do Media and other platforms screening against both private and public platforms such as NewsMonitor; Market IQ; CIPC/SA Company; Saflii.org/za; Legalbrief.co.za; Green gazette; General internet (Google); Facebook; Whoswho; LinkedIn.

4.3. KNOW-YOUR-CLIENT (KYC)

- The proposed system will capture, retain and record all pertinent client information, as well as scanned copies of all necessary supporting client information (e.g. identification documents, proof

of address for company/ Representative, authority to act, Power of Authority for company representative/ Board resolution and identification documents, shareholding structure and more).

- The system should be able to do image/face recognition or verification e.g. compare an identity photo of a client to any official government (e.g. Home Affairs) database.
- Load/attach/scan and record any form of supporting documentation (including remote loading) of all applicable documentation, checklists, declarations (e.g. identification documents, proof of address for company/ Representative, authority to act, Power of Authority for company representative/ Board resolution and identification document, shareholding structure) documents must (preferably) be uploaded into Microsoft SharePoint 2013.
- Capture loan amount.
- Where possible link potential client to existing facility(ies) which the potential client may have with the **sefa**.

4.4. ENHANCED DUE DILIGENCE

Screen all clients including all shareholders at various levels (and record level of shareholder screening).

- Identify Ultimate Beneficial Owner (UBO).
- Record and/or verify Source of Funding (SOF).
- Identify and record (DPIPs), including checks on **sefa's** internal existing DPIPs register.

4.5. ON-GOING MONITORING

- The system must, continuously/ periodically monitor and provide real-time classification of a client according to their risk profile (i.e. High, Medium or Low).
- Should a client's profile change, it must be able to reassign a new real-time risk categorisation/ profile and align to applicable risk requirements.
- Monitor customer conduct/ behaviour against stated and actual.
- Stated and actual conduct/ behaviour.
- payment methods and patterns.
- Track cash payments.
- Track early settlements.
- Monitor change in risk profile based in set criteria.
- Send alerts to Compliance for any exceptions/ deviations.
- The system must, based on the results of a client's attributes provide real-time classification of a client according to their risk profile (i.e. High, Medium or Low).
- Set system to assign specific checklist for specific risk associated with client (i.e. for High, Medium or Low checklists) with specific risk-rated requirements.

- Should a client's profile change, it must be able to reassign a new real-time risk categorisation/ profile and align to applicable risk requirements.
- The system should be customisable such that it caters for different phases of client on-boarding processes as per **sefa** internal processes (e.g. Phase 1 Client Pre-screening, Phase 2 – CDD and Verification and Phase 3 - Compliance Quality Assurance/General Comments).
- Send alerts to the Compliance team and escalate exceptions to notify senior management for intervention.
- Send SMS's including email to clients on any outstanding requirements and or FICA status (periodic group document refreshment).
- Send alerts to clients on a periodic basis based on client risk for refreshing of FICA files (e.g. H= annually, M= 2nd year and Low= 3rd year).
- Client FICA status.
- The system should have the ability to flag and report clients as either compliant, non-compliant, partially compliant, approved, rejected, terminated, suspended/ frozen, pended, reported.
- Reputational risk.
- Statistics, (on approved, rejected, terminated, suspended/ frozen, pended, reported) numbers and graphs.
- Capture amount/s and the aggregate for transactions in a specific period.
- Capture compliance reports (including comments)
- **Suspicious and Unusual Reporting:** STR. (Reports within the prescribed period).
- **Terror Financing Reporting:** TFTR, TFAR, TPR, or (reports within the prescribed period).
- **Cash Threshold Reporting:** CTR (reports within the prescribed period).
- the system should have the ability to flag and report clients as either compliant, non-compliant, partially compliant, approved, rejected, terminated, suspended/ frozen, pended, reported (i.e. Suspicious and Unusual Reporting, Terror Financing Reporting and Cash Threshold Reporting).
- Case management (investigate, adjudicate and report within the prescribed period).

4.6. CUSTOMER RISK RATING

- The system must, based on the results of a client's attributes provide real-time classification of a client according to their risk profile (i.e. High, Medium or Low).
- Set system to assign specific checklist for specific risk associated with client (i.e. for High, Medium or Low checklists) with specific risk-rated requirements.
- Should a client's profile change, it must be able to reassign a new real-time risk categorisation/ profile and align to applicable risk requirements.

4.7. ESCALATION

- The system should be customisable such that it caters for different phases of client on-boarding processes as per IDC internal processes (e.g. Phase 1 Client Pre-screening, Phase 2 – CDD and Verification and Phase 3 - Compliance Quality Assurance/General Comments).
- Send alerts to the Compliance team and escalate exceptions to notify senior management for intervention.
- Send SMS's including email to clients on any outstanding requirements and or FICA status (periodic group document refreshment).
- Send alerts to clients on a periodic basis based on client risk for refreshing of FICA files (e.g. H= annually, M= 2nd year and Low= 3rd year).

4.8. OPERATIONAL REPORTING

The system must be able to screen continuously a client post on boarding in terms of transactional conduct in terms of:

- Clients' FICA status.
- the system should have the ability to flag and report clients as compliant, non-compliant, partially compliant, approved, rejected, terminated, suspended/ frozen, pending, reported.
- reputational risk.
- Statistics, (on approved, rejected, terminated, suspended/ frozen, pending, reported) numbers and graphs.
- Capture amount/s and the aggregate for transactions in a specific period.
- Capture compliance reports (including comments).

4.9. STATUTORY REPORTING

- **Suspicious and Unusual Reporting:** ST (reports within the prescribed period).
- **Terror Financing Reporting:** TFTR, TFAR, TPR. (reports within the prescribed period).
- **Cash Threshold Reporting:** CTR (reports within the prescribed period).

4.10. INVESTIGATE AND REPORT

- The system should have the ability to flag and report clients as either compliant, non-compliant, partially compliant, approved, rejected, terminated, suspended/ frozen, pending, reported (i.e. Suspicious and Unusual Reporting, Terror Financing Reporting and Cash Threshold Reporting).
- Case management (investigate, adjudicate and report within the prescribed period)
- The system should ensure quality assurance and sign-off by Compliance of all transactions on both new and existing clients.

- The system should capture, and record exited, rejected, terminated customers, reasons for such exit, rejection, and termination and the date records of such customer must be kept.

4.11. SKILLS TRANSFER

Transfer of skills to four (4) **sefa** compliance employees for day-to-day use of the system. Transfer of skills to two (2) IT staff to provide first level support. The skills transfer must include a “How To” guide/document on how to use and trouble shoot. The skills transfer programme should enable the Compliance team and IT team to operate the system seamlessly.

4.12. SUPPORT

On-going support (on ad-hoc basis) with a bundle of 72 hours over three years for level 2 and 3 trouble shooting.

4.13. QUALITY ASSURANCE

The system should ensure quality assurance and sign off by Compliance of all transactions on both new and existing clients.

4.14. EXIT CUSTOMER ACCOUNT

The system should capture, and record exited, rejected, terminated customers, reasons for such exit, rejection, and termination and the date records of such customer must be kept.

5. BID PROPOSAL FORMAT

All bidders must return their proposals categorised and indexed under the following sections:

6. SECTION 1: LEGISLATIVE REQUIREMENTS

The bidder must supply the required documentation as outlined in this Request for Bid document as outlined in item 2.4.5.

7. SECTION 2: COMPANY PROFILE & REFERENCES

The bidder must attach a copy of the company’s profile, clearly outlining the number of years involved in the implementation of a UN Sanction List System or Anti-Money Laundering Software for period of three (03) years.

Reference letters or appointment letters, as outline in the evaluation criteria, must be submitted as part of this section.

8. SECTION 3: QUALIFICATIONS, SKILLS AND EXPERIENCE

The bidder must complete the table in Section 3, outlining the qualifications and experience of the bidders' staff that will be assigned to deliver the service to **sefa**. Should any of these staff members be replaced, authorisation must be requested from **sefa**. The proposed replacement must meet the requirements as outlined in this TOR.

A Curriculum Vitae must be attached for each staff member who will be assigned to the project team.

9. SECTION 4: PROJECT IMPLEMENTATION PLAN

The bidder must submit a detailed project implementation plan that outlines the steps required.

10. SECTION 5: PRICING PROPOSAL

Bidder must submit a pricing proposal as outlined in the Bid Proposal Template (Appendix 1).

11. SECTION 6: ADDITIONAL INFORMATION

Any additional information pertinent to the proposal can be attached under this Section.

An electronic editable copy of the Bid Proposal Template will be available on the **sefa** website:

<http://www.sefa.org.za/publications/tenders>

APPENDIX 1
BID PROPOSAL

COVER PAGE

APPOINTMENT OF A SERVICE PROVIDER FOR IMPLEMENTATION OF A UN SANCTION LIST SYSTEM OR ANTI-MONEY LAUNDERING SOFTWARE FOR PERIOD OF THREE (03) YEARS.

Bid Number	
Company name	
Contact Person	
Telephone Number	
e-mail address	

SECTION 1: LEGISLATIVE REQUIREMENTS

Attach all required documentation behind this section.

SECTION 2: COMPANY PROFILE & REFERENCES

Attached company profile and reference letters behind this section.

SECTION 3: QUALIFICATIONS AND EXPERIENCE

Complete the table below and attach Curriculum Vitae as part of this section.

Name & Surname of Staff Member	Role in the Team	Qualifications	Years of Experience

SECTION 4: PROJECT IMPLEMENTATION PLAN

Attach required documentation under this section.

SECTION 7: ADDITIONAL INFORMATION

Any additional information that is considered pertinent to the proposal can be attached under this section.