



<b>RFP NUMBER:</b>	RFP/SASSETA/24251128/1
<b>DESCRIPTION:</b>	Appointment of a service provider for the implementation, support and maintenance of SD Wan Services (Software Defined-Wide Area Network), Internet Connectivity, Voice solution, Cloud PBX and Contact Centre Management Solution from the date of appointment until 31 March 2030
<b>PUBLISH DATE:</b>	21 July 2025
<b>CLOSING DATE:</b>	15 August 2025
<b>CLOSING TIME:</b>	11h00 am
<b>COMPULSORY BRIEFING SESSION DATE</b>	N/A
<b>VALIDITY PERIOD:</b>	120 days from the closing date
<b>PREFERENCE POINT SYSTEM</b>	80/20
<b>BID RESPONSES TO BE SUBMITTED ELECTRONICALLY ONLY</b>	Proposals to be submitted electronically via email to <a href="mailto:internet@sasseta.org.za">internet@sasseta.org.za</a> Quoting the reference (RFP/SASSETA/24251128/1)
<b>ATTENTION:</b>	Ms. Lebo Hlombe
The email address (internet@sasseta.org.za) is for the submission of tender proposals only and will be accessed by SASSETA after the tender closing date and time.	
Queries related to this tender are to be sent to scm01@sasseta.org.za	

**NB: The SASSETA logo and other intellectual property rights are owned by SASSETA and are protected by applicable intellectual property laws. Unless authorized in writing, you are prohibited from using the SASSETA logo or any of its intellectual property in any manner whatsoever. Any unauthorized use of the SASSETA Logo may result in legal action.**

**If you receive any suspicious calls asking for payment to secure an award of a bid or the outcome of a tender can be influenced in your favour, please immediately inform the SASSETA Anti-Corruption Hotline at 0800 162 111 for further investigation.**

## **DOCUMENTS IN THIS BID DOCUMENT PACK**

Bidders are to ensure that they have received all pages of this document, which consist of the following documents:

### **SECTION A**

1. RFP Submission Conditions and Instructions
2. Specifications
3. Selection Process

### **SECTION B**

1. Invitation to Quote (SBD 1)
2. Pricing Schedule (SBD 3.3)
3. Bidder's Disclosure (SBD 4)
4. Preference Points Claim form in terms of Preferential Procurement Regulations 2022 (SBD 6.1)
5. Submission Checklist
6. General Conditions of Contract (Annexure A)
7. PBX Specification (Annexure B)

**NB.: Bidders are required to return the SASSETA attached Standard Bidding (SBD) forms and not submit SBD forms from other entities.**

## 1. RFP SUBMISSION CONDITIONS AND INSTRUCTIONS

### 1.1 FRAUD AND CORRUPTION

- 1.1.1 All Service Providers are to take note of the implications of contravening the Prevention and Combating of Corrupt Activities Act, Act No 12 of 2004 and any other Act applicable.

### 1.2 COMPULSORY BRIEFING SESSION

- 1.2.1 There will be no compulsory briefing session for this Request for Proposal

### 1.3 CLARIFICATIONS/QUERIES

- 1.3.1 Any clarification required by a bidder regarding the meaning or interpretation of the Terms of Reference, or any other aspect concerning the bid, is to be requested in writing (e-mail) from **Ms. Lebo Hlombe** at **scm01@sasseta.org.za** by 12h00 on the **6 August 2025**. The bid **number** should be mentioned in all correspondence. **Telephonic requests for clarification will not be accepted.**

### 1.4 SUBMITTING BIDS

- 1.4.1 Proposals to be submitted electronically only via email to:  
**internet@sasseta.org.za** (maximum size of the email 30MB)
- 1.4.1.1 Bidders are advised to compress their email submission(s) to a maximum of 30MB file/folder. **Any submission(s) exceeding 30MB will be automatically rejected by the server.**
- 1.4.1.2 Submission(s) that exceed 30MB can be made through the method of WeTransfer. **Bidders are advised NOT to set expiry date on the submission(s) made.** If a Bidder's response is found to have expired during the evaluation period, it will be considered non-responsive
- 1.4.1.3 Bidders must not submit their responses via **Google drive** method as this option requires access via a Gmail account. If a Bidder's response is found to have been sent via Google drive during the evaluation period, it will be considered non-responsive.
- 1.4.1.4 Bidders are advised to double check their submission(s) before responding to the bid.

### 1.5 Closing date and time: **15 August 2025 @11h00**

### 1.6 LATE BIDS

- 1.6.1 Bids received late shall not be considered. A bid will be considered late if it arrived only one second after 11h00 or any time thereafter. Bids arriving late will not be considered under any circumstances. Bidders are therefore strongly advised to ensure that bids be sent allowing enough time for any unforeseen events that may delay the delivery of the bid.

### 1.7 NEGOTIATION

- 1.7.1 SASSETA has the right to enter into a negotiation with a prospective service provider.
- 1.7.2 A contract will only be deemed to be concluded when reduced to writing in a contract form signed by the designated responsible person of both parties.

## **1.8 REASONS FOR REJECTION**

- 1.8.1 SASSETA shall reject a bid for the award of a contract if the recommended bidder has committed a proven corrupt or fraudulent act in competing for the particular contract.
- 1.8.2 SASSETA shall disregard the bid of any bidder if that bidder, or any of its directors:
  - 1.8.2.1 have abused the Supply Chain Management systems of SASSETA.
  - 1.8.2.2 have committed proven fraud or any other improper conduct in relation to such systems.
  - 1.8.2.3 have failed to perform on a previous contract and proof exists.
  - 1.8.2.4 Such actions shall be communicated to the National Treasury.

## 2. SPECIFICATIONS

### 2.1 INTRODUCTION AND BACKGROUND

- 2.1.1 SASSETA is one of the twenty-one (21) Sector Education and Training Authorities (SETAs) established in terms of the Skills Development Act (Act 97 of 1998) as amended. SASSETA's license has been renewed until 31<sup>st</sup> March 2030. SASSETA is classified as a schedule 3A Public Entity in terms of the Public Finance Management Act, (Act 1 of 1999, as amended). SASSETA reports to the Department of Higher Education and Training.

### 2.2 PURPOSE

- 2.2.1 The purpose of this Request for Proposals (RFP) is to appoint a suitable service provider to:
- Implement, support and maintain a secure Software Defined Wide Area Network (SD-WAN) over reliable internet and other available connectivity links.
  - Provide internet connectivity services based on Transmission Control Protocol/Internet Protocol (TCP/IP), to serve as the underlay for SD-WAN and to support general organisation connectivity needs.
  - Deliver and maintain telecommunication and voice solutions including Cloud PBX and Contact Centre Management solution for the SASSETA offices.
  - Implement and manage robust Email security services to protect organisational communications.
  - Provide and support Corporate Access Point name (APN) for secure mobile network access
- 2.2.2 SASSETA seeks to modernise its Information and Communications Technology (ICT) systems to help deliver an:
- Improved integration with other internal and external systems;
  - Improved user experience for all its internal and external stakeholders;
  - Improved customer platforms;
  - Improve access to the cloud system;
  - Improve network security services;
  - Enhanced data processing and analytics;
  - Ability to scale SASSETA's network and systems;
  - Secure and stabilise SASSETA network and systems.

### 2.3 OVERVIEW

- 2.3.1 SASSETA has offices in Waterfall – Head Office (HO), Durban and Newcastle (Regional Offices). The current solution is fully managed by the incumbent service provider. The table below provides details of the SASSETA sites:

SITE NAME	NUMBER OF USER STATIONS	GPS COORDINATES	PHYSICAL ADDRESS
SASSETA – WATERFALL HO	+160	26°00'53.1"S 28°05'46.9"E	Building 2, Waterfall Corporate Campus, 74 Waterfall Drive Midrand 2090
SASSETA – DURBAN	+5	-29.825859, 30.986525	eThekwin TVET College 262 D'Aintree Avenue Asherville

			Durban 4019
SASSETA - NEWCASTLE	+5	-27.758550, 30.031878	Majuba TVET College CPD Campus (Centre for Population Development) Nelson Mandela Drive Section 2 Madadeni 2951

2.3.2 All the Customer Edge routers in the current solution are managed and maintained by the service provider including the allocation of Public IP Addresses. The current solution includes the SIP Trunk Services per site, terminating on a 3rd Party Asterisks PBX System.

## 2.4 SCOPE OF WORK

2.4.1 Provide, support, maintain, and manage Internet services. The service provider shall provide the necessary hardware and software to setup the Internet connection and telephone services. Services involves the following:

**a) Provide, support, maintain, and manage Last Mile and Wide Area Network (WAN) services. The service is expected to be highly accessible and reliable, with an overall uptime of no less than 99%.**

1. Design, supply, installation, configuration, commissioning and maintenance of a logically and administratively single, resilient, scalable Internet Connectivity and Voice (Telecommunication) Services at our office in Midrand, Johannesburg and 2 (two) regional offices in KwaZulu Natal (Durban, and Newcastle).
2. Provide internet uplink (450MB) between SASSETA and the internet service provider through a dedicated bandwidth which does not share bandwidth with the WAN links; 450Mbps divided as follows:
  - 300Mbps Head Office Midrand
  - 50Mbps Durban regional office
  - 50Mbps Newcastle regional office
  - 50Mbps remote site
3. Internet breakout from bidder's network, complete with relevant backup at the Head office:
4. The only option acceptable at the SASSETA Offices is Fibre optic; For redundant connection, the bidder should provide a separate connection to a different international gateway than the primary connection through fibre optic connection.
5. No limitations on traffic/ports; bandwidth capacity should be ensured through direct IP connection; no mandatory proxy servers and firewalls.
6. Service reliability must be ensured. Overall uptime should not be less than 99%.
7. Data confidentiality guarantee; The Service provider may not scan traffic (if this is conducted, it should be done to troubleshoot the network).
8. All necessary hardware, cabling and software (if required for Internet service) should be provided and set up cost should be included in the offer.
9. Redundant, dedicated point to point links to the Internet.
10. Technical support and active network management, such as traffic usage statistics, network status and performance visibility, etc.
11. Scalability as business requirements change and develop.

12. Support for VoIP telephony, video, data replication services and remote access.

**b) Provide, support, maintain, and manage of Access Point Name (APN).**

1. APN setup with the mobile provider.
2. Secure connection to the corporate network (e.g., via VPN)
3. Device configuration with APN settings.
4. Access control and authentication (e.g., via Active Directory).
5. Monitoring and reporting on mobile data usage
6. Security enforcement, including encryption and firewall rules.

**c) Provide, support, maintain, and manage email security services (filtering and archiving).**

**d) Provide, support, maintain, and manage telecommunication and voice solutions including Cloud PBX and Contact Centre Management solution (Annexure B)**

1. Implement Cloud PBX systems with the required peripherals that will ensure the full functioning of the Cloud PBX system.
2. Centre Management system as per the attached addendum. It is expected that the Cloud PBX should function seamlessly with the Contact Centre Management Solution.
3. Porting of the SASSETA telephone numbers;
4. The system to support the deployment of the organisational directory
5. Redundant (failover) internet connectivity and telephone services;
6. Ensure provided services are monitored 24/7/365 from operations centre that is manned by competent technical staff;
7. Enable SASSETA nominated staff access into a comprehensive monitoring (e.g. utilisation, status, quality, uptime and performance) dashboard that have clear indicators and all the probes that are being monitored;
8. Alert the SASSETA nominated staff of any warnings, faults and alarms via SMS, e-mail, etc.;
9. Monthly reports must be provided to SASSETA's ICT staff. The reports must include as a minimum: uptime; utilisation; and performance against Service Level Targets;
10. A service manager and account manager must be allocated to SASSETA to handle all service-related queries and escalations; and
11. Transfer and management of all DNS records for SASSETA owned domains from the current service provider.
12. Configure SIPs on a fibre internet connection at head office, the two (2) regional offices and the future sites.
13. Extensions (160 x Telephone extensions includes 10 extensions for Provincial Offices)
14. The receptionist operator console (PC based) with Touch screen and voice recognition software
15. The Bidder is expected to plan, conduct the installation and configuration of the solution with minimal impact to daily operations and staff.
16. Provide a fully integrated Cloud PBX that will function with the telephone service (line) for the SASSETA offices in Midrand (Waterfall City) as well as with the Provincial Offices in KwaZulu-Natal as follows: Newcastle, Durban.
17. End to end managed solution with maintenance and support;
18. Central Interface for management of all users at departmental level and user levels
19. Reporting and billing for ease of administration.
20. Remote and mobile users' integration with smartphone technology

21. The telephone and earpiece handsets in line with the specifications below:

a) Yealink

- Android 9.0 OS or later
- 7" capacitive adjustable touch screen
- Up to 16 SIP accounts
- Supports Bluetooth handset BTH58
- **Audio Features**
- Optimal HD audio, Yealink Noise Proof Technology
- Full-duplex hands-free speakerphone with AEC
- **Video Features**
- 5 mega-pixel HD camera with privacy shutter
- Supports 720p30 HD video conferencing
- **Connectivity**
- Built-in Bluetooth/Wi-Fi
- Dual USB 2.0 ports for USB headset, media and storage Applications
- Dual-port Gigabit Ethernet, PoE support
- **Advanced Features**
- Supports up to 3 Expansion Module EXP50
- Supports Yealink/Unify Square Device Management Platform

b) Yealink

- 2.8" colorLCD with backlight
- Up to 12 SIP accounts
- Optima HD voice with Acoustic Shield and Smart Noise Filtering
- Dual-port Gigabit Ethernet
- Built-in dual band 2.4G/5G Wi-Fi (802.11a/b/g/n/a c)
- Built-in bluetooth 4.2
- Support USB recording
- Support expansion modules
- Headset, EHS support
- PoE support
- Stand with two adjustable angles, wall mountable

c) Yealink

- Hands-Free Operation: Supports voice-activated commands for answering, muting, and ending calls.
- Background Noise Cancellation: Built-in microphone with noise filtering for clear communication.
- Wireless Connectivity: Allows flexibility and freedom of movement without cable restrictions.
- Multi-Device Compatibility: Seamless switching between a computer, mobile phone, and desk phone.
- Long Battery Life: Ensures uninterrupted calls throughout the workday.
- USB for PC Connectivity: Ensures reliable and high-quality audio when connected to a computer

d) Bidders are to note the following:

- The service provider is expected to plan and conduct the installation of the project with minimal impact to daily operations and staff.



- SASSETA is within the Waterfall City precinct. Waterfall Access Network (WAN) provides fibre backbone to all the tenants within Waterfall City Campus. It may be a requirement that the appointed service provider should be registered with WAN or partner with approved service providers operating in WAN. Details relating to this aspect can be found at <https://www.waterfallaccessnetworks.com/>
- The service provider will also be expected to configure all the equipment including creating VLANs and related configurations.
- SASSETA requires that there be no down-time during office hours (Weekdays 07h00 – 17h00) as part of the service take-on (switch over from the current service provider to the successful bidder) of all services as prescribed in the bid.
- The successful bidder will manage the effort and all activities concerning the transferring of services as outlined in the Technical Requirements, inclusive of co-ordinating and liaising with the current Service Provider.

Location	Number of user stations	Comment
Midrand (head office)	+160	Area Dialling Code integrated with contact centre
Durban (KZN)	+5	Area Dialling Code integrated with contact centre
Newcastle (KZN)	+5	Area Dialling Code integrated with contact centre

## 2.5 DELIVERABLES

2.5.1 The service provider should fully implement the following:

- 2.5.1.1 Last Mile and Software Defined Wide Area Network (SDWAN)
- 2.5.1.2 Internet services
- 2.5.1.3 Cloud PBX and Contact Centre Management Solution (Annexure B)
- 2.5.1.4 Access Point Name (APN)
- 2.5.1.5 Mimecast email security services (filtering and archiving)
- 2.5.1.6 Supply, installation and configuration of hardware
- 2.5.1.7 Provide support and maintenance
- 2.5.1.8 Manage the effort and all activities concerning the transferring of services as outlined in the Technical Requirements, inclusive of co-ordinating and liaising with the current Service Provider.

## 2.6 MANDATORY REQUIREMENTS

2.6.1 The successful bidder is required to:

- 2.6.1.1 Have a national presence, as such SASSETA shall not be charged any additional traveling and accommodation costs for rendering services to any of its offices in the nine (9) different provinces (e.g. Map, Letter on company letterhead, Company Profile, Brochure, etc.). **Evidence to be provided in bidders submission. Non submission of the required evidence will lead to automatic disqualification**
- 2.6.1.2 Have ownership of the infrastructure to be implemented at SASSETA. **Bids from the third-party providers, resellers, agents or any entity not directly owning the infrastructure will not be considered and will be automatically disqualified from evaluation.**

- 2.6.1.3 Be a licensed Mobile Network Operators (MNOs) registered with the Independent Communications Authority of South Africa (ICASA) and:
  - 2.6.1.3.1 Attach a valid ICASA Individual Electronic Communications Network Services (IECNS) certificate or license. **Non-submission of a valid ICASA IECNS certificate/license will lead to automatic disqualification.**
  - 2.6.1.3.2 Attach a valid ICASA Individual Electronic Communications Service (IECS) certificate/license. **Non-submission of a valid ICASA IECS certificate/license will lead to automatic disqualification.**
- 2.6.1.4 Attach a valid ISO/IEC 27001 (Information Security Management) certificate in the name of the bidding company. **Non-submission of the ISO/IEC 27001 certificate in the name of the bidding company will lead to automatic disqualification**
- 2.6.1.5 Attach a valid OEM certificate or letter for the proposed e-mail filtering solution. **Non-submission of a valid OEM certificate or letter for the proposed e-mail filtering solution will lead to automatic disqualification**

## 2.7 SUBMISSION REQUIREMENTS

2.7.1 The Bidding company should submit:

- 2.7.1.1 a detailed technical proposal that fully addresses the entire scope of work. Furthermore, the prospective bidder to ensure that there is no down-time during office hours (Weekdays 07h00 – 17h00) as part of the service take-on (switch over from the current service provider to the successful bidder) of all services as prescribed in the tender document.
- 2.7.1.2 Reference letters where the provision, support, maintenance, and management of last mile and S-D Wide Area Network (SD-WAN) services and Cloud PBX were fully implemented within the SETA space.
- 2.7.1.3 Reference letters where the provision, support, maintenance, and management of contact centre management solution was fully implemented.
- 2.7.1.4 Reference letters where the provision, support, maintenance, and management of Access Point Name (APN) services were fully implemented.
- 2.7.1.5 Reference letters where the provision, support, maintenance, and management of email security services were fully implemented.
- 2.7.1.6 Reference letters where the provision, support, maintenance, and management of internet services were fully implemented.
- 2.7.1.7 Provide a dedicated Project Manager's CV demonstrating assignments in implementing and maintaining each of the following services:
  - Last mile and SDWAN
  - Internet services
  - Access point name (APN)
  - Cloud PBX and contact centre management solution
  - Email security services
- 2.7.1.8 Provide a dedicated Solution Architect CV demonstrating assignments in designing and implementing SASSETA's scope of

work in each of the following services:

- Last mile and SDWAN
- Internet services
- Access point name (APN)
- Cloud PBX and contact centre management solution
- Email security services

## **2.8 TIMEFRAMES FOR DELIVERY OF THE WORK**

2.8.1 This contract will commence from the date of appointment until 31 March 2030.

## **2.9 PRICING**

2.9.1 Bidders are requested to provide an all-inclusive cost of this project assignment on SBD 3.3 of this tender.

## **2.10 ACCOUNTABILITY AND REPORTING**

2.10.1 The service provider will report directly to the ICT Manager for the duration of the assignment.

## **2.11 SUBMISSION OF THE GENERAL CONDITIONS OF CONTRACT (GCC) (ANNEXURE A)**

2.11.1 Bidders are requested to initial each page of the General Conditions of Contract (GCC) *annexure A* and submit their response to this Request for Proposal. The GCC will form part of the contract with the successful Bidder.

## **2.12 INTELLECTUAL PROPERTY**

2.12.1 The service provider will be contracting with SASSETA. All data of this project, in whatever format raw or analysed, will be confidential information for utilisation by SASSETA. All information and documents received from SASSETA is to be kept confidential and may not be used or distributed in any format without the written approval of SASSETA. To this end, the service provider will be required to sign a confidentiality agreement within the SLA. protection of personal information act.

## **2.13 PROTECTION OF PERSONAL INFORMATION ACT**

2.13.1 All Service Providers are to take note of the implications of POPI Act and any other data privacy Act applicable that SASSETA complies to. In compliance to the act, please be advised that the following are applicable to the treatment of vendor information:

2.13.1.1 All requested bid information will be solemnly utilized for the purpose of the bid evaluation processes. The vendor hereby consents the information provided as part of this bid will be utilized for supply chain processes of SASSETA and may be subject to multiple processing to enable the evaluation of this bid.

2.13.1.2 The vendor consents that the information collected will be retained for the duration of the evaluation and archived for records management purposes. The information will be disposed as per the SASSETA records management policies as prescribed by the national archives Act. Furthermore, the information owner acknowledges that the information provided will be scanned into digital records which are retained on the SASSETA backup servers

and that are replicated to backup media. SASSETA does confirm that the organization adopts industry best practice with regards to the safeguarding of digital records whether locally stored or retained in backup media.

2.13.1.3 SASSETA confirms that all submitted records will be retained in their original form and will not be altered with to preserve the quality and originality of information provided.

2.13.1.4 SASSETA confirms that the Information Officer is duly responsible for vendor information provided and exercises stringent measures to ensure that information is secured and solemnly utilized for the purpose of use. No vendor records will be distributed or utilized for any processes outside the current bid that the information has been requested for.

### 3. PROPOSED SELECTION CRITERIA

#### 3.1. Compliance with minimum requirements

- 3.1.1. All bids duly lodged will be examined to determine compliance with bidding requirements and conditions.

#### 3.2. Conditions for selection/short listing

- 3.2.1. All submissions will be evaluated as follows:

##### 3.2.1.1. Phase 1 – Service Providers to:

- Submit their responses/bidding documents by the closing date and time. **Responses/bidding documents submitted after the date and time will be disqualified from further evaluation.**
- Submit evidence for a national presence, (e.g. Map, Letter on company letterhead, Company Profile, Brochure, etc.). **Non submission of the required evidence will lead to automatic disqualification**
- Have ownership of the infrastructure to be implemented at SASSETA. **Bids from the third-party providers, resellers, agents or any entity not directly owning the infrastructure will not be considered and will be automatically disqualified from evaluation**
- Be a licensed Mobile Network Operators (MNOs) registered with the Independent Communications Authority of South Africa (ICASA) and:
  - Attach a valid ICASA Individual Electronic Communications Network Services (IECNS) certificate or license. Non-submission of a valid ICASA IECNS certificate/license will lead to automatic disqualification.
  - Attach a valid ICASA Individual Electronic Communications Service (IECS) certificate/license. Non-submission of a valid ICASA IECS certificate/license will lead to automatic disqualification.
- Submit a valid ISO/IEC 27001 (Information Security Management) certificate in the name of the bidding company. **Non-submission of the ISO/IEC 27001 certificate in the name of the bidding company will lead to automatic disqualification**
- Submit a valid OEM certificate or letter for the proposed e-mail filtering solution. **Non-submission of a valid OEM certificate or letter for the proposed e-mail filtering solution will lead to automatic disqualification**
- Complete and submit all Standard Bidding Documents (SBD) forms mentioned above on page 2 of this document, namely: SBD 1, SBD 3.3, SBD 4, and SBD 6.1
- Be registered on the National Treasury Central Supplier Database (CSD) by the closing date and time of this request for quotation. Bidders are to provide SASSETA with a copy of their CSD registration report downloaded from the National Treasury CSD Website.
- Initial each page of the General Condition of Contract (Annexure A) and submit with the proposal

### 3.2.1.2. Phase 2 – Functionality evaluation

- Bidders who meet the mandatory items requirements above will be evaluated on functionality requirements as per the table below:
- All acceptable proposals from phase 1 will be evaluated on a scale of 0 to 1 as follows:

0: Required document/item not submitted /Unacceptable, doesnot meet set criteria

1: Satisfactory should be adequate for stated element

## FUNCTIONALITY EVALUATION

ELEMENT	FUNCTIONALITY EVALUATION		FUNCTIONALITY WEIGHT	TOTAL SCORE
Suitability of the bidder:	Rating out of 1	Evaluation criteria	100%	
Bidders must submit a detailed technical proposal that fully addresses the entire scope of work.  ✓ All tasks, activities and timelines ✓ Task Dependencies ✓ Resources with roles and responsibilities ✓ Milestones and contingency plan to manage milestones ✓ Risk assessment and management plan ✓ Implementation plan ✓ Service take-on	0	Bidder did not submit detailed technical proposal that fully addresses the entire scope of work/Bidder submitted an incomplete technical proposal.	20%	
	1	Bidder submitted detailed technical proposal that fully addresses the entire scope of work: ✓ All tasks, activities and timelines ✓ Task Dependencies ✓ Resources with roles and responsibilities ✓ Milestones and contingency plan to manage milestones ✓ Risk assessment and management plan ✓ Implementation plan ✓ Service take-on		
The bidder to provide a dedicated Project Manager's CV demonstrating assignments in implementing and maintaining each of the following services: ✓ Last mile and SDWAN	0	Bidder did not provide a dedicated Project Manager's CV with two (2) assignments in implementing and maintaining each of the required services:	15%	

<ul style="list-style-type: none"> <li>✓ Internet services</li> <li>✓ Access point name (APN)</li> <li>✓ Cloud PBX and contact centre management solution</li> <li>✓ Email security services</li> </ul>	1	<p>Bidder provided a dedicated Project Manager's CV demonstrating two (2) or more assignments in implementing and maintaining each of the services:</p> <ul style="list-style-type: none"> <li>✓ Last mile and SDWAN</li> <li>✓ Internet services</li> <li>✓ Access point name (APN)</li> <li>✓ Cloud PBX and contact centre management solution</li> <li>✓ Email security services</li> </ul>		
<p>The bidder to provide a dedicated Solution Architect's CV demonstrating assignments in implementing and maintaining each of the following services:</p> <ul style="list-style-type: none"> <li>✓ Last mile and SDWAN</li> <li>✓ Internet services</li> <li>✓ Access point name (APN)</li> <li>✓ Cloud PBX and contact centre management solution</li> <li>✓ Email security services</li> </ul>	0	Bidder did not provide a dedicated Solution Architect's CV with a minimum of two (2) assignments/ Bidder provide a dedicated Solution Architect's CV with less than the minimum of two (2) assignments per service.	15%	
	1	<p>Bidder provided a dedicated Solution Architect's CV demonstrating two (2) or more assignments in implementing and maintaining each of the services:</p> <ul style="list-style-type: none"> <li>✓ Last mile and SDWAN</li> <li>✓ Internet services</li> <li>✓ Access point name (APN)</li> <li>✓ Cloud PBX and contact centre management solution</li> <li>✓ Email security services</li> </ul>		
<p>Bidders to submit reference letters where the provision, support, maintenance, and management of last mile and S-D Wide Area Network (SD-WAN) services and Cloud PBX were fully implemented within the SETA space.</p>	0	Bidder did not submit 3 reference letters where the provision, support, maintenance, and management of last mile and S-D Wide Area Network (SD-WAN) services and Cloud PBX were fully implemented within the SETA space	12%	
	1	Bidder submitted 3 or more reference letters where the provision, support, maintenance, and management of last mile and S-D Wide Area Network (SD-WAN) services and Cloud PBX were fully implemented within the SETA space.		



Bidders to submit reference letters where the provision, support, maintenance, and management of contact centre management solution was fully implemented.	0	Bidder did not submit 3 reference letters where the provision, support, maintenance, and management of contact centre management solution was fully implemented	12%	
	1	Bidder submitted 3 or more reference letters where the provision, support, maintenance, and management of contact centre management solution was fully implemented.		
Bidders to submit reference letters where the provision, support, maintenance, and management of Access Point Name (APN) services were fully implemented.	0	Bidder did not submit 2 reference letters where the provision, support, maintenance, and management of Access Point Name (APN) services were fully implemented.	7%	
	1	Bidder submitted 2 or more reference letters where the provision, support, maintenance, and management of Access Point Name (APN) services were fully implemented.		
Bidders to submit reference letters where the provision, support, maintenance, and management of email security services were fully implemented.	0	Bidder did not submit 2 reference letters where the provision, support, maintenance, and management of email security services were fully implemented	7%	
	1	Bidder submitted 2 or more reference letters where the provision, support, maintenance, and management of email security services were fully implemented.		
Bidders to submit reference letters where the provision, support, maintenance, and management of internet services were fully implemented.	0	Bidder did not submit 2 reference letters where the provision, support, maintenance, and management of internet services were fully implemented.	12%	
	1	Bidders submitted 2 or more reference letters where the provision, support, maintenance, and management of internet services were fully implemented		
<b>TOTAL</b>			<b>100</b>	

**N/B: Bidders need to obtain 90% functionality for them to be evaluated further. Bidders who do not meet the required functionality threshold will be disqualified from further evaluation.**

### 3.2.1.3. Phase 3 – Price and Specific Goals

The value of this bid is estimated not to exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 system shall be applicable where 80 points will be allocated to price and 20 points for Specific Goals as follows:

Evaluation Criterion on Price and Specific Goals	
Relative competitiveness of proposed price	80
Specific Goals	20
<b>TOTAL FOR PRICE AND PREFERENCE</b>	<b>100</b>

### 3.2.1.4. ADJUDICATION OF BID

- The Bid Adjudication Committee will consider the recommendations of the Bid Evaluation Committee (BEC) and make a recommendation to the Award Authority to make the final award. The successful bidder will usually be the service provider scoring the highest number of points or it may be a lower scoring bid based on firm, verifiable and justifiable grounds or no award at all.

## PART A - INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR THE REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>				
BID NUMBER:	RFP/SASSETA/24251128/1		CLOSING DATE:	15 August 2025
			CLOSING TIME:	11h00
DESCRIPTION	Appointment of a service provider for the implementation, support and maintenance of SD Wan Services (Software Defined-Wide Area Network), Internet Connectivity, Voice solution, Cloud PBX and Contact Centre Management Solution from the date of appointment until 31 March 2030			
<b>PROPOSALS TO BE EMAILED:</b>				
Proposals to be submitted electronically only via email to <a href="mailto:internet@sasseta.org.za">internet@sasseta.org.za</a>				
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>	
CONTACT PERSON	Ms. Lebo Hlombe		CONTACT PERSON	Ms. Lebo Hlombe
E-MAIL ADDRESS	scm01@sasseta.org.za		E-MAIL ADDRESS	scm01@sasseta.org.za
<b>SUPPLIER INFORMATION</b>				
NAME OF BIDDER				
POSTAL ADDRESS				
STREET ADDRESS				
TELEPHONE NUMBER	CODE		NUMBER	
CELLPHONE NUMBER				
FACSIMILE NUMBER	CODE		NUMBER	
E-MAIL ADDRESS				
VAT REGISTRATION NUMBER				
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No: MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>				
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3 ]
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>				
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			<input type="checkbox"/> YES <input type="checkbox"/> NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.				

## PART B

### TERMS AND CONDITIONS FOR BIDDING

#### 1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

#### 2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

**NAME OF SIGNATORY** .....

**SIGNATURE OF BIDDER:** .....

**N/B.:** If a Company has one director as listed on CSD, the one Director to sign these documents on behalf of the Company. Any other member of the Company will require a Company Resolution to be attached to this submission signed by the duly Authorised Director.

**N/B.:** If the Company has more than one Director as listed on CSD, a signed Company Resolution to be attached to confirm that the one Director can sign on behalf of the Company. Any other member of the Company will require a Company Resolution to be attached to this submission signed by the duly Authorised Directors.

**CAPACITY UNDER WHICH THIS BID IS SIGNED:** .....  
(Proof of authority must be submitted e.g. company resolution)

**DATE:** .....

**PRICING SCHEDULE****(Professional Services)**

NAME OF BIDDER: .....

BID NO.: RFP/SASSETA/24251128/1

CLOSING TIME: **11h00**CLOSING DATE: **15 August 2025**OFFER TO BE VALID FOR **120** DAYS FROM THE CLOSING DATE OF BID

ITEM NO	DESCRIPTION **(ALL APPLICABLE TAXES INCLUDED)	BID PRICE IN RSA CURRENCY
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1. The accompanying information must be used for the formulation of proposals.
2. **Service Providers are requested to provide an all-inclusive cost of this project.**
3. **ALL BID COSTING SHOULD BE INCLUSIVE OF ALL HARDWARE, LICENSING, IMPLEMENTATION, SUPPORT AND MAINTENANCE FOR ALL SERVICES (ONSITE AND OFFSITE) LISTED BELOW.**

**A. FIXED COSTS: PROJECT MANAGEMENT & IMPLEMENTATION FOR ALL THREE OFFICES****i. HEAD OFFICE**

No	Service Description	Price (Inc. VAT)
1.	Internet Services ( <b>setup, configurations, licensing and hardware</b> )	R
2.	Last Mile and WAN Services: ( <b>setup, configurations, licensing and hardware</b> )	R
3.	Cloud PBX and Contact Centre Management Solution ( <b>setup, configurations, licensing</b> )	R
4.	150 handsets (Yearlink)	R
5.	10 Headset (Yearlink)	R

6.	2 Earpiece (Yearlink)	R
7.	E-mail security services (filtering and archiving) <b>(setup, configurations, licensing and hardware)</b>	R
8.	APN <b>(setup, configurations, licensing and hardware)</b>	R
<b>TOTAL</b>		<b>R</b>

## ii. NEWCASTLE

No	Service Description	Price (Inc. VAT)
1.	Internet Services <b>(setup, configurations, licensing and hardware)</b>	R
2.	Last Mile and WAN Services: <b>(setup, configurations, licensing and hardware)</b>	R
3.	Cloud PBX linked to head office <b>(setup, configurations, licensing and hardware)</b>	R
4.	5 Handsets	R
<b>TOTAL</b>		<b>R</b>

## iii. DURBAN

No	Service Description	Price (Inc. VAT)
1.	Internet Services <b>(setup, configurations, licensing and hardware)</b>	R
2.	Last Mile and WAN Services: <b>(setup, configurations, licensing and hardware)</b>	R
3.	Cloud PBX linked to head office <b>(setup, configurations, licensing and hardware)</b>	R
4.	5 Handsets (Yearlink)	R
<b>TOTAL</b>		<b>R</b>

**iv. ADDITIONAL OFFICE**

No	Service Description	Price (Inc. VAT)
1.	Internet Services (setup, configurations, licensing and hardware)	R
2.	Last Mile and WAN Services: (setup, configurations, licensing and hardware)	R
3.	Cloud PBX linked to head office (setup, configurations, licensing and hardware)	R
<b>TOTAL</b>		<b>R</b>

**v. SATELLITE OFFICE: RECIPROCAL ARRANGEMENT FOR DISASTER RECOVERY PLAN**

No	Service Description	Price (Inc. VAT)
1.	Internet Services (setup, configurations, licensing and hardware)	R
<b>TOTAL</b>		<b>R</b>

**B. MONTHLY COSTS**

**NB:** It is to be noted that telephone billing cost will be on a monthly pay as you go arrangement.

**1. HEAD OFFICE: MIDRAND**

No	Service Description	Monthly cost (Inc. VAT) Y1 (date of appointment until 31 March 2026)	Monthly cost (Inc. VAT) Y2 (1 April 2026 31 March 2027)	Monthly cost (Inc. VAT) Y3 (1 April 2027 31 March 2028)	Monthly cost (Inc. VAT) Y2 (1 April 2028 31 March 2029)	Monthly cost (Inc. VAT) Y2 (1 April 2029 31 March 2030)
1.	Internet and data	R	R	R	R	R
2.	SIP trunk service	R	R	R	R	R
<b>TOTAL</b>		<b>R</b>	<b>R</b>	<b>R</b>	<b>R</b>	<b>R</b>

## 2. NEW CASTLE

No	Service Description	Monthly cost (Inc. VAT) Y1 (date of appointment until 31 March 2026)	Monthly cost (Inc. VAT) Y2 (1 April 2026 31 March 2027)	Monthly cost (Inc. VAT) Y3 (1 April 2027 31 March 2028)	Monthly cost (Inc. VAT) Y2 (1 April 2028 31 March 2029)	Monthly cost (Inc. VAT) Y2 (1 April 2029 31 March 2030)
1.	Internet and data	R	R	R	R	R
2.	SIP trunk service	R	R	R	R	R
<b>TOTAL</b>		R	R	R	R	R

## 3. DURBAN

No	Service Description	Monthly cost (Inc. VAT) Y1 (date of appointment until 31 March 2026)	Monthly cost (Inc. VAT) Y2 (1 April 2026 31 March 2027)	Monthly cost (Inc. VAT) Y3 (1 April 2027 31 March 2028)	Monthly cost (Inc. VAT) Y2 (1 April 2028 31 March 2029)	Monthly cost (Inc. VAT) Y2 (1 April 2029 31 March 2030)
1.	Internet and data	R	R	R	R	R
2.	SIP trunk service	R	R	R	R	R
<b>TOTAL</b>		R	R	R	R	R

## 4. ADDITIONAL OFFICE

No	Service Description	Monthly cost (Inc. VAT) Y1 (date of appointment until 31 March 2026)	Monthly cost (Inc. VAT) Y2 (1 April 2026 31 March 2027)	Monthly cost (Inc. VAT) Y3 (1 April 2027 31 March 2028)	Monthly cost (Inc. VAT) Y2 (1 April 2028 31 March 2029)	Monthly cost (Inc. VAT) Y2 (1 April 2029 31 March 2030)
1.	Internet and data	R	R	R	R	R
2.	SIP trunk service	R	R	R	R	R
<b>TOTAL</b>		R	R	R	R	R



## 5. SATELLITE OFFICE: RECIPROCAL ARRANGEMENT FOR DISASTER RECOVERY PLAN

No	Service Description	Price (Inc. VAT) Y1 (date of appointment until 31 March 2026)	Price (Inc. VAT) Y2 (1 April 2026 31 March 2027)	Price (Inc. VAT) Y3 (1 April 2027 31 March 2028)	Price (Inc. VAT) Y2 (1 April 2028 31 March 2029)	Price (Inc. VAT) Y2 (1 April 2029 31 March 2030)
1.	Internet and data	R	R	R	R	R
<b>TOTAL</b>		R	R	R	R	R

## 6. REPORTING

No	Service Description	Price (Inc. VAT) Y1 (date of appointment until 31 March 2026)	Price (Inc. VAT) Y2 (1 April 2026 31 March 2027)	Price (Inc. VAT) Y3 (1 April 2027 31 March 2028)	Price (Inc. VAT) Y2 (1 April 2028 31 March 2029)	Price (Inc. VAT) Y2 (1 April 2029 31 March 2030)
1.	Statistical Reporting (monthly) for all identified offices	R	R	R	R	R
<b>TOTAL</b>		R	R	R	R	R

## C. AD HOC COSTS

No	Service Description	Price (Inc. VAT) Y1 (date of appointment until 31 March 2026)	Price (Inc. VAT) Y2 (1 April 2026 31 March 2027)	Price (Inc. VAT) Y3 (1 April 2027 31 March 2028)	Price (Inc. VAT) Y2 (1 April 2028 31 March 2029)	Price (Inc. VAT) Y2 (1 April 2029 31 March 2030)
1.	SASSETA remote site (comprehensive costing including of all hardware, licensing, implementation, support and maintenance for all services	R	R	R	R	R
2.	1 Handset (Yearlink)	R	R	R	R	R
3.	1 Headset (Yearlink)	R	R	R	R	R
4.	1 Earpiece (Yearlink)	R	R	R	R	R
5.	Support, repairs and maintenance (hourly rate)	R	R	R	R	R

	<b>TOTAL</b>	<b>R</b>	<b>R</b>	<b>R</b>	<b>R</b>	<b>R</b>
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**Bidders are to record the name and surname of the proposed team on this assignment and ensure that a comprehensive CV is member is attached to the proposal:**

<b>NO.</b>	<b>ROLE IN THE TEAM</b>	<b>NAME AND SURNAME (Bidders to indicate <u>one</u> (1) name per role below.</b>	<b>IS THE CV ATTACHED (Circle the response below)</b>
1.	1 X Project manager/ Team Manager		Yes/No
2.	1 X Dedicated Solution Architect's		Yes/No

.....  
**Signature**

.....  
**Date**

.....  
**Position**

.....  
**Name of bidder**

**(To be signed by a duly Authorised Delegate)**

## 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 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.

Full Name	Identity Number	Name of State institution

**N/B. If more space required, Service providers are to copy this table onto their letterhead and provide information as per the table above**

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

**2.2.1** If so, furnish particulars:

.....  
 .....

**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?

**YE**

**S/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>1</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.
- 3.5 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.
- 3.6 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.
- 3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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.

.....

1 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.

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

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

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

### 1. GENERAL CONDITIONS

**1.1** The following preference point systems are applicable to invitations to quote:

- the 80/20 system for requirements with a Rand value of up to R1 000 000 (all applicable taxes included).

**1.2 To be completed by the organ of state**

The applicable preference point system for this quotation is the **80/20** preference point system.

- a) The lowest acceptable quotation will be used to determine the accurate system once quotations are received.

**1.3** Points for this quotation (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:**

**1.5** The maximum points for this quotation are allocated as follows:

	POINTS
<b>PRICE</b>	80
<b>SPECIFIC GOALS</b>	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

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

**1.7** The organ of state reserves the right to request a bidder, either before a quotation 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. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3. POINTS AWARDED FOR PRICE

#### 3.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

**80/20**

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

Where

$P_s$  = Points scored for the price of the quotation under consideration

$P_t$  = Price of the quotation under consideration

$P_{min}$  = Price of lowest acceptable quotation

#### 3.2 POINTS AWARDED FOR SPECIFIC GOALS

- a) In terms of Regulations 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 quotation.
- b) For the purposes of this quotation, the bidder 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 bid:

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

The specific goals allocated points in terms of this bid	Number of points allocated (80/20 system)	<u>Bidders to record the number of points claimed in the rows below (80/20 system)</u> (To be completed by the bidder)
At least 100% Black People Ownership	10.00	
At least 30% Black Women Ownership	5.00	
At least 30% Black youth ownership	5.00	
<b>Total</b>	<b>20.00</b>	

**NB: Specific goals will not be rewarded to bidders who do not record their points in the table above**

**DECLARATION WITH REGARD TO COMPANY/FIRM**

3.3 Name of company/firm.....

3.4 Company registration number:.....

3.5 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]

3.6 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 quotation, 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 1.4and 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 bidding 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 bidder 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 BIDDER(S)**

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

**DATE:** .....

**ADDRESS:** .....

.....

.....

## DOCUMENTS REQUIRED FOR CLAIMING SPECIFIC GOALS

As per bullet 1.6 and 1.7 of the Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022, bidders are required to submit the SASSETA verification document(s) in order to be allocated the specific goals claimed:

- a) An Original/Certified copy of a valid B-BBEE Certificate or Sworn Affidavit.
- b) Certified copy/ies of Identity documents of the Company Directors
- c) CSD report
- d) Shareholder Certificates

**NB.: Non-submission of the documents required above will lead to specific goal points NOT being awarded.**

.....  
**Signature**

.....  
**Date**

.....  
**Position**

.....  
**Name of bidder**

(To be signed by a duly authorised Delegate. A signed Company Resolution must be submitted).



**BIDDERS ARE ENCOURAGED TO USE THE FOLLOWING CHECKLIST WHEN SUBMITTING THEIR BIDS:**

NO.	DETAILS - Bidders are to set out their bid in the following format:	TICK BY BIDDER
1.	Part 1: Completed and signed the invitation to bid document (SBD 1) <b>To be signed by a duly Authorised Delegate.</b>	
2.	Part 2: Completed and signed pricing schedule (SBD 3.3) <b>To be signed by a duly Authorised Delegate.</b>	
3.	Part 3: Completed and signed the Bidder's disclosure (SBD 4). <i>(In case of a consortium/ joint venture, or where sub-Service providers are utilised, each party to the bid to complete and sign the declaration of interest document).</i> <b>To be signed by a duly Authorised Delegate</b>	
4.	Part 4: Completed and signed the Preference Points Claim form in terms of the Preferential Procurement Regulations 2022 (SBD 6.1) <b>To be signed by a duly Authorised Delegate. Not claiming points as per SBD 6.1 will lead to Specific Goals points not awarded</b>	
5.	Part 5: Submitted the General Conditions of Contract (initialed each page)	
6.	Part 6: Bidders National Treasury Central Supplier Database (CSD) forms indicating the validity of the bidder's registration	
7.	Part 7: Bidder's attached quotation on the Company letterhead inclusive of VAT and any other applicable costs in line with the SBD 3.3	
8.	Part 8: Bidder attached evidence for a national presence in bidders' submission. <b>(e.g. Map, Letter on company letterhead, Company Profile, Brochure, etc.). Non submission of the required evidence will lead to automatic disqualification</b>	
9.	Part 9: Have ownership of the infrastructure to be implemented at SASSETA. <b>Bids from the third-party providers, resellers, agents or any entity not directly owning the infrastructure will not be considered and will be automatically disqualified from evaluation.</b>	
10.	Part 10: Bidder is a licensed Mobile Network Operators (MNOs) registered with the Independent Communications Authority of South Africa (ICASA) and:  <ul style="list-style-type: none"> <li>➤ Attach a valid ICASA Individual Electronic Communications Network Services (IECNS) certificate or license. <b>Non-submission of a valid ICASA IECNS certificate/license will lead to automatic disqualification.</b></li> <li>➤ Attach a valid ICASA Individual Electronic Communications Service (IECS) certificate/license. <b>Non-submission of a valid ICASA IECS certificate/license will lead to automatic disqualification.</b></li> </ul>	
11.	Part 11: Attach a valid ISO/IEC 27001 (Information Security Management) certificate in the name of the bidding company. <b>Non-submission of the ISO/IEC 27001 certificate in the name of the bidding company will lead to automatic disqualification</b>	
12.	Part 12: Bidders attached a valid OEM certificate or letter for the proposed e-mail filtering solution. <b>Non-submission of a valid OEM certificate or letter for the proposed e-mail filtering solution will lead to automatic disqualification</b>	
13.	Part 13: Bidders submitted a detailed technical proposal that fully addresses the entire scope of work	
14.	Part 14: The bidder provided a dedicated Project Manager's CV demonstrating two (2) or more (2) assignments in implementing and maintaining each of the following services: <ul style="list-style-type: none"> <li>✓ Last mile and SDWAN</li> <li>✓ Internet services</li> <li>✓ Access point name (APN)</li> <li>✓ Cloud PBX and contact centre management solution</li> <li>✓ Email security services</li> </ul>	
15.	Part 15: The bidder provided a dedicated Solution Architect's CV demonstrating two (2) or	

	<p>more assignments in implementing and maintaining each of the following services:</p> <ul style="list-style-type: none"> <li>✓ Last mile and SDWAN</li> <li>✓ Internet services</li> <li>✓ Access point name (APN)</li> <li>✓ Cloud PBX and contact centre management solution</li> <li>✓ Email security services</li> </ul>	
15.	Part 15: Bidders submitted three (3) or more reference letters where the provision, support, maintenance, and management of last mile and S-D Wide Area Network (SD-WAN) services and Cloud PBX were fully implemented within the SETA space.	
16.	Part 16: Bidders submitted three (3) or more reference letters where the provision, support, maintenance, and management of contact centre management solution was fully implemented.	
17.	Part 17: Bidders submitted two (2) or more reference letters where the provision, support, maintenance, and management of Access Point Name (APN) services were fully implemented	
18	Part 18: Bidders submitted two (2) or more reference letters where the provision, support, maintenance, and management of email security services were fully implemented.	
19.	Part 19: Bidders submitted two (2) or more reference letters where the provision, support, maintenance, and management of internet services were fully implemented.	
20.	<p><b>Part 20: Bidders to submit the following documents. Non-submission of the below-mentioned documents (under 6) will lead to specific goal points NOT being awarded.</b></p> <p>An Original/Certified copy of a valid B-BBEE Certificate or Sworn Affidavit.</p> <p>Certified copy/ies of Identity documents of the Company Directors</p> <p>CSD report</p>	

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