

SSASSA 01 (QO)

INVITATION FOR QUOTATIONS

**THE SOUTH AFRICAN SOCIAL SECURITY AGENCY INVITES QUOTATIONS  
FOR THE PROVISION OF *description of works***

<b>Project title:</b>	<b>REQUEST FOR PROPOSAL FROM SERVICE PROVIDERS TO PROCURE SECURE FILE TRANSFER PROTOCOL (SFTP) SERVER SOFTWARE FOR A PERIOD OF TWELVE (12) MONTHS</b>
-----------------------	---

<b>RFQ No:</b>	<b>14/23/ICT</b>	<b>Closing Date:</b>	<b>20 JULY 2023</b>
<b>Closing time:</b>	<b>11:00</b>	<b>Validity period:</b>	<b>30 days</b>

**1. COMPLETION OF QUOTATION/BID DOCUMENTS:**

**1.1 All quotations documents must be completed in ink.**

All quotations and completed SBD forms must be addressed to the South African Social Security Agency and must be hand delivered in a sealed envelope marked with the RFQ number stated above. **NB: PLEASE SIGN THE QUOTATION REGISTER AT RECEPTION. Quotations that are e-mailed to any other e-mail address other than the one mentioned above WILL not be considered.**

**1.2 Where the quotations are above R 30 000 Vat inclusive, suppliers are encouraged to hand deliver their quotations and must be deposited in the QUOTATION BOX situated at the reception at **SASSA House, 501 Prondisa Building Cnr Steve Biko & Pretorius Streets, Arcadia, Pretoria 0083. Late quotations will not be considered.****

**1.3 This quotation is subject to the GCC (General Conditions of Contract) and any other special conditions of contract where applicable.**

**1.4 The taxes of the successful bidder must be in order, or satisfactory arrangements must be made with the Receiver of Revenue to meet the bidder's tax obligations. **SARS PIN SHOULD BE SUBMITTED TOGETHER WITH THE QUOTATION FOR TAX COMPLIANCE VERIFICATION PURPOSE.****



*paying the right social grant, to the right person,  
at the right time and place. NJALO!*

South African Social Security Agency  
Head Office

SASSA House • 501 Prondisa Building Cnr Beatrix & Pretorius Street  
Pretoria • Private Bag X55662 Arcadia • Pretoria 0083  
Tel: +27 12 400 2000 • Fax: +27 12 400 2257  
[www.sassa.gov.za](http://www.sassa.gov.za)

- 1.5 Your quotation must include **costs breakdown** and that is inclusive VAT inclusive, (where applicable)
- 1.6 Quotations above R30 000 must be accompanied by **an original or certified original** B-BBEE certificate issued by SANAS accredited agencies. Exempted Macro Enterprise (EME's) must submit **an original** Sworn Affidavit signed by EME's representative and attested by commissioner of oath. Failure to submit will results into the supplier not awarded points for B-BBEE level of contribution.
- 1.7 Quotations equal to or above R30, 000 Vat inclusive shall be evaluated on 80\20 point system.
- 1.8 Suppliers to **indicate validity of quotation and delivery date for goods and services.**
- 1.9 The quotation must be detailed as per the SASSA attached specification and where the quotation is itemised, the supplier must indicate price for each line item. Failure to comply with this condition (paragraph 1.10) WILL result in the invalidation of your quotation.

## 2. DESCRIPTION OF SERVICE REQUIRED:

Description of Goods / Services	Quantity
<b>REQUEST FOR PROPOSAL FROM SERVICE PROVIDERS TO PROCURE SECURE FILE TRANSFER PROTOCOL (SFTP) SERVER SOFTWARE FOR A PERIOD OF TWELVE (12) MONTHS</b>	

**NB: Please find attached SBD Forms and Detailed Specification or TOR's**

## 3. ENQUIRIES RELATED TO DOCUMENTS MUST BE ADDRESSED TO:

<b>BUYER:</b>	L.MAKENA	<b>Telephone no:</b>	012 400 2306
<b>Cell no:</b>	N/A	<b>Fax no:</b>	

**Name: L.MAKENA**

**Signature:**

**Date:13 July 2023**



*[ paying the right social grant, to the right person,  
at the right time and place. NJALO! ]*

South African Social Security Agency  
Head Office

SASSA House • 501 Prondisa Building Cnr Beatrix & Pretorius Street  
Pretoria • Private Bag X55662 Arcadia • Pretoria 0083  
Tel: +27 12 400 2000 • Fax: +27 12 400 2257  
[www.sassa.gov.za](http://www.sassa.gov.za)



# sassa

SOUTH AFRICAN SOCIAL SECURITY AGENCY

---

## **TERMS OF REFERENCE**

**REQUEST FOR PROPOSAL FROM SERVICE PROVIDERS TO PROCURE SECURE FILE TRANSFER  
PROTOCOL (SFTP) SERVER SOFTWARE FOR A PERIOD OF TWELVE (12) MONTHS**

---

## Contents

1. BID OVERVIEW.....	3
1.1 OVERVIEW OF SASSA .....	3
2. PURPOSE AND BACKGROUND .....	4
3. DELIVERABLES .....	5
4. INSTRUCTIONS TO BIDDERS .....	5
5. CONTRACT DURATION.....	5
6. EVALUATION PROCESS .....	5
6.1. STAGE ONE: PHASE 1 – Administrative Compliance.....	5
6.2. STAGE ONE: PHASE 2 – Functionality Evaluation. ....	5
6.3. STAGE TWO: Price and Specific Goals.....	7
7. BID CONDITIONS.....	8

## 1. BID OVERVIEW

### 1.1 OVERVIEW OF SASSA

The South African Social Security Agency (SASSA), listed as a schedule 3A public entity in terms of the PFMA, is an extension of government's delivery arm that administers the delivery of grants to the poor in South Africa. Through SASSA, government must ensure improvement of the social security service delivery system.

The Agency aims to deliver quality and comprehensive social security services in partnership with non-governmental, community-based, faith-based organisations, business, and civil society structures and labour movement.

The founding legislation of this entity, which is the South African Social Security Agency Act, 2004 was enacted at the beginning of 2004. The [SASSA Act](#) also makes provision for the effective management, administration and payment of social assistance and services through the establishment of the SA Social Security Agency.

The key functions of SASSA are the administration and payment of social grants and include:

- a) The processing of applications for social grants;
- b) Verification and approval of applications;
- c) Ongoing entitlement reviews of Beneficiaries;
- d) Disbursement and payment of grants to eligible beneficiaries; and
- e) Quality service assurance ensuring compliance with norms and standards and fraud prevention and detection.

SASSA provides the following types of social grants:

- a) Old Age;
- b) War Veterans;
- c) Disabled Persons;
- d) Grant-in-Aid;
- e) Child support;
- f) Foster Care;
- g) Social Relief;
- h) Care Dependency;
- i) As well as the correspondence related to these grants.

## **2. PURPOSE AND BACKGROUND**

- 2.1. The Agency's Information Technology landscape comprise of a hybrid model with Information and Communication Technology (ICT) systems hosted on premise and a few being cloud based, through both private cloud environments. The Agency currently has established a requirement for data exchange with external entities that use external applications for some of its data processing needs and business objectives.
- 2.2. Currently basic platforms for file and data exchange are used which are prone to interception, compromise and other technical limitations such as:
  - 2.2.1. The current unsecured method of file and data exchange exposes the Agency to audit findings which negatively affect the Agency.
  - 2.2.2. A limited number of files gets to be exchanged with SASSA's business partners for processing and exchange which ultimately affects overall business performance and turnaround times.
- 2.3. SASSA needs to automate file transfers by using batch scripts or secure file transfer protocols (SFTP). The Agency needs a server software that will:
  - 2.3.1. Provide fast and reliable software to deploy and maintain the file transfer workflows.
  - 2.3.2. Provide extended visibility and control over secure file transfers.
  - 2.3.3. Provide straightforward and dependable end-to-end automation.
- 2.4. SASSA would like to implement a secure mechanism for its file and data exchange with its external stakeholders, that covers:
  - 2.4.1. A Secure File Transfer Protocol (SFTP) server software for secure file transfers, such as GoAnywhere Managed File Transfer (MFT).
  - 2.4.2. SASSA needs an SFTP server software that is great at managing complex and mission-critical file transfers such as Globalscape MFT.
  - 2.4.3. A solution that securely manages the Agency's files during transfer, such as JSCAPE.
  - 2.4.4. Protect Agency data at rest and in transit and assure the safe delivery, such as IBM Sterling Secure File Transfer.

### 3. DELIVERABLES

- 3.1. Six (6) SFTP server software licences.

### 4. INSTRUCTIONS TO BIDDERS

- 4.1. **SASSA does not require an implementation plan or cost thereof from the suppliers and SASSA will implement the licensed software.**
- 4.2. **SASSA has its own management team that is responsible for management and monitoring the SFTP servers after implementation.**
- 4.3. **SASSA is not looking for an integration software such as IBM MQ or IBM ACE and others, but an SFTP server software.**
- 4.4. **SASSA is also not procuring any security event manager through this request for quotation.**
- 4.5. **Bidder's proposal should be of a single software implementation and not a collaboration of software to fully meet SASSA's requirements.**

### 5. CONTRACT DURATION

- 5.1. The licenses should be valid for a period of twelve (12) months.

### 6. EVALUATION PROCESS

Proposals will be evaluated in accordance with the 80/20 preference point system, as contemplated in the Preferential Procurement Policy Framework Act (Act 5 of 2000). The evaluation shall be conducted as follows:

#### **Stage One:**

- Phase 1: Administrative Compliance
- Phase 2: Functionality evaluation

#### **Stage Two:**

- Price and Specific Goals

#### **6.1. STAGE ONE: PHASE 1 – Administrative Compliance.**

6.1.1. Bidders must submit the following:

- SARS Tax Compliance Status Pin.
- Proof of Registration with Central Supplier Database(CSD)
- Fully completed and signed standard bidding documents (SBD)

#### **6.2. STAGE ONE: PHASE 2 – Functionality Evaluation.**

6.2.1. Only bidder(s) who score a minimum of 70 points out of 100 points for functionality will proceed to be evaluated further on Price and Specific Goals.

6.2.2. The bidder must provide supporting technical write-up for each evaluation criterion for functionality proposed for their solution.

6.2.3. The criteria and values below will be used to evaluate bidders on functionality criteria:

NO	FUNCTIONALITY CRITERIA	WEIGHT
1	<p><b>1. Automatically secure file transfers:</b> Proposed SFTP server software should be able to automatically secure file transfers at least using any of the following protocols (AS2, FTPS, SFTP, OFTP2, WebDAV and HTTPS):</p> <p><b>Rating</b>            No protocols to automatically secure file transfers = 1 points            1 protocol to automatic secure file transfers = 2 points            2 protocols to automatic secure file transfers = 3 points            3 protocols to automatic secure file transfers = 4 Points            4 or more protocols to automatic secure file transfers = 5 points</p>	25
2	<p><b>2. File security and data encryption features:</b> Proposed SFTP server software should be able to provide file security and data encryption features with listed below:</p> <ul style="list-style-type: none"> <li>• Compatible with FIPS 140-2 validated AES encryption.</li> <li>• Protect transmissions with SFTP, SCP, FTPS, AS2 and HTTPS protocols.</li> <li>• Encrypt and decrypt files using the Open PGP standard.</li> <li>• Encrypt files "at rest" and "in motion".</li> </ul> <p><b>Rating</b>            No file security and data encryption features = 1 points            1 file security and data encryption features = 2 points            2 file security and data encryption features = 3 points            3 file security and data encryption features = 4 points            4 file security and data encryption features = 5 points.</p>	25
3	<p><b>3. File transfer and data movement capabilities:</b> Proposed SFTP server software should be able to provide file transfer and data movement capabilities using the following capabilities for a variety of servers for exchanging data:</p> <ul style="list-style-type: none"> <li>• Secure FTP servers using SFTP, SCP and FTPS protocols.</li> <li>• AS2 and HTTP(S) servers, including Web Services.</li> <li>• Standard FTP and Email servers.</li> <li>• PeSIT servers for moving files over TCP or SSL.</li> <li>• Local file systems, network shares and MQ servers.</li> <li>• Moving data to and from cloud platforms such as Amazon S3 Buckets and Azure Blob Storage.</li> <li>• Popular applications such as Box, Google Drive, and SharePoint with Cloud Connectors.</li> </ul> <p><b>Rating</b>            No file transfer and data movement capabilities = 1 points            1 file transfer and data movement capabilities = 2 points            2 file transfer and data movement capabilities = 3 points            3 file transfer and data movement capabilities = 4 points            4 or more file transfer and data movement capabilities = 5 points.</p>	25
4	<p><b>4. Ability to read/interpret data formats and databases:</b> Proposed</p>	25

<p>SFTP server software should be able to read/interpret all data formats or databases and be able to perform the below listed features/functionality in terms of data translation (formats or databases):</p> <ul style="list-style-type: none"> <li>• Connect to popular databases to export or import records/rows.</li> <li>• Translate data to/from X12 EDI, Excel, XML, Delimited text and Flat File or Fixed Width file formats.</li> <li>• Simplify ETL processes with the ability to filter records, map columns and transform values.</li> <li>• Replicate records/rows between database tables.</li> </ul> <p><b>Rating</b>            No ability to read/interpret data formats and databases = 1 points            1 ability to read/interpret data formats and databases = 2 points            2 abilities to read/interpret data formats and databases = 3 points            3 abilities to read/interpret data formats and databases = 4 points            4 abilities to read/interpret data formats and databases = 5 points</p>	
<b>Total Points</b>	100
<b>Minimum Threshold</b>	70

### 6.3. STAGE TWO: Price and Specific Goals.

6.3.1. This bid will be evaluated in terms of 80/20 preference point system.

#### EVALUATION CRITERIA ON PRICE AND SPECIFIC GOALS

<b>Price and Preference</b>	<b>100</b>
<b>Price</b>	<b>80</b>
<b>Specific Goals</b>	<b>20</b>

80 points will be for price and the 20 points will be for specific goals.

#### Price

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

Where

P<sub>s</sub> = Points scored for price of tender under consideration

P<sub>t</sub> = Price of tender under consideration

P<sub>min</sub> = Price of lowest acceptable tender

#### Specific Goals

Preference points will be awarded to a bidder for attaining the specific goals in accordance with the table below:

<b>Specific Goals</b>	<b>Number of points (80/20)</b>
B-BBEE Status Level 1 - 2 contributor with at least 51% black women ownership	20

B-BBEE Status Level 3 - 4 contributor with at least 51% women ownership	18
B-BBEE Status Level 1 - 2 contributor with at least 51% black youth or disabled ownership	16
B-BBEE Status Level 1 - 2 contributor	14
B-BBEE Status Level 3 - 8 contributor with at least 51% youth or disabled ownership	12
B-BBEE Status Level 3 - 4 contributor	8
B-BBEE Status Level 5 - 8 contributor	4
Others (Non-Compliant)	0
<b>Note: In the event of a bidder claiming more than one specific goal category, SASSA will allocate points based on specific goal with the highest points.</b>	

- Failure to submit the required documents shall be interpreted to mean that preference points for specific goals are not claimed.

## 7. BID CONDITIONS

- 6.1 The Agency reserves the right not to accept the lowest proposal, as other criteria, including the functionality, price and specific goals will be taken into consideration, when bids are evaluated.
- 6.2 The Agency reserves the right to cancel or not to award the bid to any bidder.
- 6.3 The Agency will not be held liable for any expenses incurred by the bidder for preparing and submitting the proposal.
- 6.4 The Agency reserves the right to negotiate price with the successful bidder.
- 6.5 Submission of the personal information by the bidder serves as a consent to process submitted information, publishing or disclosing information in line with applicable SCM legislation, prescripts and Protection of Personal Information Act (POPIA).
- 6.6 Bidder must respond to all elements of the bid with diligence as SASSA intends to appoint one successful bidder to provide these services.
- 6.7 General Conditions of contract as stipulated by the National Treasury of the Republic of South Africa will be applicable.
- 6.8 No briefing session will be conducted as part of this bid.

## STANDARD BIDDING DOCUMENT (SBD) 4

### BIDDER'S DISCLOSURE

#### 1. PURPOSE OF THE FORM

- 1.1** 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.
- 1.2** Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

#### 2. BIDDER'S DECLARATION

- 2.1** Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES / NO**
- 2.1.1** If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

---

<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.



## STANDARD BIDDING DOCUMENT (SBD) 4

**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? **YES/NO**

**2.3.1** If so, furnish particulars:

.....

.....

.....

.....

.....

### 3. DECLARATION

I, the undersigned, (name) ..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

**3.1** I have read and I understand the contents of this disclosure;

**3.2** I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

**Stamp out social grants fraud and corruption**  
**Call 0800 60 10 11 / 0800 701 701**

## **STANDARD BIDDING DOCUMENT (SBD) 4**

- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5 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

---

<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

**STANDARD BIDDING DOCUMENT (SBD) 4**

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.**

.....  
**Signature** **Date**

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

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

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

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

### 1. GENERAL CONDITIONS

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

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

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

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

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

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

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

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

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

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

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \\
 \mathbf{Ps} = \mathbf{80} \left( \mathbf{1} - \frac{\mathbf{Pt} - \mathbf{Pmin}}{\mathbf{Pmin}} \right) & \mathbf{or} & \mathbf{Ps} = \mathbf{90} \left( \mathbf{1} - \frac{\mathbf{Pt} - \mathbf{Pmin}}{\mathbf{Pmin}} \right)
 \end{array}$$

Where

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

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

#### 3.2.1. POINTS AWARDED FOR PRICE

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

$$\begin{array}{ccc} 80/20 & \text{or} & 90/10 \\ Ps = 80 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right) & \text{or} & Ps = 90 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right) \end{array}$$

Where

- Ps = Points scored for price of tender under consideration  
Pt = Price of tender under consideration  
Pmax = Price of highest acceptable tender

#### 4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
B-BBEE Status Level 1 - 2 contributor with at least 51% black women ownership	10	20		
B-BBEE Status Level 3 - 4 contributor with at least 51% women ownership	9	18		
B-BBEE Status Level 1 - 2 contributor with at least 51% black youth or disabled ownership	8	16		
B-BBEE Status Level 1 - 2 contributor	7	14		
B-BBEE Status Level 3 - 8 contributor with at least 51% youth or disabled ownership	5	12		
B-BBEE Status Level 3 - 4 contributor	4	8		
B-BBEE Status Level 5 - 8 contributor	2	4		
Others (Non-Compliant)	0	0		
<b>Note: In the event of a bidder claiming more than one specific goal category, SASSA will allocate points based on specific goal with the highest points.</b>				

Returnable document to claim points	Please tick below for the attached document
1. B-BBEE Certificate	
2. Sworn Affidavit (EME or QSE)	
3. CSD registration number	

#### DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary.

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

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

**DATE:** .....

**ADDRESS:** .....

## CONTRACT FORM - RENDERING OF SERVICES

**THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.**

### PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution)..... in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid .
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
  - (i) Bidding documents, viz
    - Invitation to bid;
    - Proof of tax compliance status;
    - Pricing schedule(s);
    - Filled in task directive/proposal;
    - Preference claim form for Preferential Procurement in terms of the Preferential Procurement Regulations;
    - Bidder's Disclosure form;
    - Special Conditions of Contract;
  - (ii) General Conditions of Contract; and
  - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT) .....

CAPACITY .....

SIGNATURE .....

NAME OF FIRM .....

DATE .....

#### WITNESSES

1 .....

2 .....

DATE: .....

## CONTRACT FORM - RENDERING OF SERVICES

### PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I..... in my capacity as..... accept your bid under reference number .....dated.....for the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	TOTAL PREFERENCE POINTS CLAIMED	POINTS CLAIMED FOR EACH SPECIFIC GOAL

4. I confirm that I am duly authorised to sign this contract.

SIGNED AT .....ON.....

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL STAMP

WITNESSES

1 .....

2 .....

DATE: .....