



Economic Development & Tourism

Department:
Economic Development & Tourism
NORTHERN CAPE PROVINCE
REPUBLIC OF SOUTH AFRICA

REQUEST FOR BID: RE-ENGINEERING THE NORTHERN CAPE INFORMATION SOCIETY STRATEGY FOR THE FOURTH INDUSTRIAL REVOLUTION

APPOINTMENT OF SERVICE PROVIDER TO RE-ENGINEER THE NORTHERN CAPE INFORMATION SOCIETY STRATEGY FOR THE FOURTH INDUSTRIAL REVOLUTION

TERMS OF REFERENCE

ELIGIBILITY:	Experienced strategists in the technologies, tools and applications of the 4IR, with knowledge on the Presidential Commission on the Fourth Industrial Revolution (PC4IR) and the Department of Communications and Digital Technologies' (DCDT) 4IR Project Management Office (4IR PMO) and any relevant 4IR guidelines that have relevance for the Northern Cape's socio-economic development and transformation to 4IR.
DUTY STATION:	Kimberley
CONTRACT PERIOD:	Not greater than 8 months
REPORTING TO:	The Programme Manager: Economic Planning
APPOINTED BY:	Department of Economic Development and Tourism, Northern Cape.

NB: TWO ENVELOPE SYSTEM

- | | |
|--------------------|---|
| Envelope 1: | Technical proposal with ALL supporting documents |
| Envelope 2: | Financial proposal |

The bidder must submit four (4) copies of the original technical proposal at the closing date and time.

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1 BACKGROUND

The Northern Cape Information Society Strategy (NCISS) is an outcome of the Provincial Information Society Strategy Programme in the Republic of South Africa (INSPIRE). INSPIRE was conceptualized from the proceedings of United Nations World Summit on Information Society (WSIS) and supported by the Government of Finland: Ministry of Foreign Affairs.

WSIS was hosted in two phases. The first phase took place in Geneva hosted by the Government of Switzerland, from 10 to 12 December 2003, and the second phase, took place in Tunis hosted by the Government of Tunisia, from 16 to 18 November 2005. WSIS is in its +20-anniversary year.

In 2007 under the Cooperation Agreement between the Government of the Republic of Finland and the Government of the Republic of South Africa, INSPIRE was agreed for implementation. The Presidential National Commission on Information Society and Development (PNC on ISAD), identified the Northern Cape and Limpopo Provinces' as forerunners towards the establishment of the Information Society in their respective Provinces.

INSPIRE, in the Northern Cape, produced the NCISS. The NCISS was completed in 2012 and has since been superseded by the Presidential Commission of the Fourth Industrial Revolution (PC4IR), the establishment of the 4IR Project Management Office (4IR PMO) at the Department of Communications and Digital Technologies (DCDT) and the general advancement of digital technologies.

The Department of Economic Development and Tourism (DEDaT) is the lead Northern Cape Provincial Government (NCPG) Department responsible for the implementation of the NCISS. The advancements in the use of new technologies, in particular information and communication technology (ICT) in the creation of new economic networks and business models, are improving communications and the exchange of information, knowledge, goods, and services across the World, while despairing developing Nations. The 4IR has since introduced a range of new technologies: Blockchain, Internet of Things, WiFi, Augmented and Virtual Reality, Big Data and Data Analysis, Artificial Intelligence, Robotics, 5G, Cloud Computing, Biometrics, 3D Printing, Drones, amongst others, and more, that are still emergent technologies, such as Quantum Computing and at-home Digital diagnostics, 3D Multi-Sensor Transmitters, which are stimulating new paths towards economic productivity, societal engagement and the emergence of modern, growing, successful locations.

Re-engineering the NCISS to assimilate 4IR into the seven (7) strategic pillars of the NCISS, is core to the outputs of this re-engineering the NCISS. The 7 strategic pillars of the NCISS are:

1. Government Innovation;
2. Broadband Infrastructure;
3. New Culture of Innovation;
4. Skills;
5. Content; and
6. Knowledge Based Economy; for
7. Poverty Alleviation, Job Creation and Growth.

In addition, a step towards answering the questions of HOW can 4IR improve:

- Education delivery in the NC with its dynamics;
- Health Services across the province, especially the rural areas;
- Fast-track innovation to address provincial problems;
- Socio-Economic growth; and
- The Quality of life of our citizens.

The Department of Economic Development and Tourism (DEDaT) in the Northern Cape referred to as the Department is seeking to appoint a service provider with the strategic experience to re-engineer the Northern Cape Information Society Strategy (NCISS) for the Fourth Industrial Revolution (4IR) not more than 8 months.

2 PROJECT OBJECTIVE/PURPOSE

The objective of the bid is to appoint a service provider as indicated above to re-engineer the NCISS to refresh the Information Society and Knowledge Economy perspectives of the NC Academia, Government, Business and Civil Society, as they relate to the impact of the 4IR on the economy and in society. The re-engineered NCISS will reflect on the broad aspects of 4IR and its impacts on the 7 pillars of the NCISS.

It is expected that the re-engineered NCISS will identify, clarify, and prioritize 4IR issues, tools, products and services that are relevant to the context and environment of the Northern Cape (NC). The context and environment of the NC, will be informed by the:

- Provincial Growth and Development Plan (PGDP),
- Provincial Spatial Development Framework (PSDF),
- Provincial Economic Blue Print (PEBP),
- Provincial Infrastructure Development Plan (PIDP),
- Northern Cape Economic Development Agency (NCEDA) and
- Statistics South Africa (STASSA).

The anticipated output of the re-engineered NCISS is, a structured articulated approach, (aligned to the interests of Academia, Government, Business and Civil Society), to introducing the 4IR into the NCISS and delivering on the socio-economic needs of a modern, growing, successful Northern Cape.

The appointed Service Provider is therefore required to:

- Re-engineer the NCISS capturing inputs from a broad-set of key stakeholders from Academia, Government, Business and Civil Society, who will provide inputs on relevant aspects of the 4IR, for integration into the strategic pillars of the NCISS.
- Define an approach to integrating 4IR into the pillars of the NCISS.
- Elucidate the processes and possible projects, with an estimated timeline, to address critical issues of the 4IR for the Northern Cape's socio-economic development.
- Host broad stakeholder's workshops, to gather inputs for re-engineering the NCISS.
- Produce a re-engineered NCISS with supporting presentation.

3 COLLABORATIVE PARTNERSHIPS AND RELATIONSHIPS

- 3.1. Presidential Commission on the 4IR (PC4IR)
- 3.2. Department of Communications and Digital Technologies (DCDT) 4IR Project Management Office (4IRPMO)
- 3.3. Department of Science and Innovation (DSI)
- 3.4. Northern Cape Provincial Government (NCPG)
- 3.5. Department of Economic Development and Tourism (DEDaT)
- 3.6. Northern Cape Economic Development Agency (NCEDA)
- 3.7. Statistics South Africa (Statssa)

4 POLICY REGULATORY AND LEGISLATIVE FRAMEWORK

All regulations, policies, acts, frameworks, procedures, and any tort of law applicable must be adhered to and in full compliance. They include but not limited to the following:

- Section 32(1)(a) of the Constitution of the Republic of South Africa, 1996 (Act No. 108 of 1996);

- Public Financial Management Act (Act 1 of 1999);
- Preferential Procurement Policy Framework Act (PPPFA) 2000 (Act 5 of 2000): and Preferential Procurement Regulations, 2022;
- National Industrial Participation Programme (Local Content);
- Prevention and Combating of Corrupt Activities Act (PCCAA) 2004 (Act 12 of 2004);
- Supply Chain Management Practice Notes and Circulars;
- Broad-Based Black Economic Empowerment Act (BBBEEA) 2003 (Act 53 of 2003);
- Competition Act (CA) 1998 (Act 89 of 1998);
- Foreign Corrupt Practices Act, 2004;
- Electronic Communications Amendment Act 2014 Act No. 1 of 2014;
- Electronic Communications and Transactions Act, 2002;
- SA Connect: National Broadband Policy, 2013;
- Technology Innovation Act, 2008
- Astronomy Geographic Advantage Act, 2007;
- Independent Communications Authority of South Africa Act No.13 of 2000;
- National Advisory Council on Innovation Act. 1997;

5 REQUEST FOR BID TERMS AND CONDITIONS

The following guidelines are provided to assist a Bidder in completing a response:

- 5.1. The bid should be written in simple tense English for easy understanding and perusal.
- 5.2. Over and above all conditions stipulated by the Provincial Supply Chain Management, Bidders are advised to familiarize themselves with the following policy document:
 - 5.2.1. PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000, (ACT NO.5 OF 2000) and the PREFERENTIAL PROCUREMENT REGULATIONS, 2022.
- 5.3. The terms and conditions specified in this bid must be read in conjunction with the PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000, (ACT NO.5 OF 2000) and the PREFERENTIAL PROCUREMENT REGULATIONS, 2022 obtainable at <http://www.parliament.gov.za> and which forms an integral part of this bid. Prospective service providers will be well advised to also familiarize themselves with the contents of the Act.
- 5.4. All costs incurred in the preparation and submission of the bid shall be wholly absorbed by the Bidder.
- 5.5. All information, supporting materials and other documentation submitted with the bid will become the property of DEDaT.
- 5.6. DEDaT shall not be liable for any costs incurred by the Bidder in the preparation of response to this Request For Bid. The preparation of response will be made without obligation to acquire any of the items included in the Bidder's proposal or to select any proposal, or to discuss the reasons why such Bidder's or any other proposal was accepted or rejected.
- 5.7. All invoices shall only become payable within 30 days upon receipt of an invoice by DEDaT.
- 5.8. No interest shall be payable in the event of a dispute, nor accrue on any payments due during a period of dispute.
- 5.9. Responses received after the specified due date and time will not be accepted under any circumstances. No late bid will be accepted.
- 5.10. The lowest or only bid would not necessarily have to be accepted by the DEDaT and as such, the DEDaT reserves the right to accept any or no bid at all.
- 5.11. The DEDaT reserves the right to enter into negotiations with Bidders (who have been short-listed) under the conventions embodied in the principles of "Best And Final Offer" (BAFO).
- 5.12. Instructions to the Bidder on what needs to be included in the bid and indicating the failure to which non-compliance will be dealt with as well as how any dispute or grievances are to be dealt with are indicated

in the bid documents. The terms of the general condition of contract (GCC) forms the general basis of the contract which will be further espoused in the special condition of contract (SCC) in the form of a service level agreement (SLA). The GCC is attached.

- 5.13. The Department will become the owner of all information, documents, programmes, advice, and reports collected and compiled by the service provider in the execution of this tender
- 5.14. The copyright of all documents, programmes and report must be regarded as confidential and may not be made available to any unauthorized person or institution without the written consent of the Department.
- 5.15. The Department reserves the right to terminate this appointment or temporarily defer the work, or any part thereof, at any stage of completion should the Department decide not to proceed any further at no cost to the department.
- 5.16. The service provider must be a single legal entity with all other necessary expertise and will be dealt with as such. The Department will enter into a single contract with a single entity for the delivery of the work set out in this tender.
- 5.17. The bidding entity shall be the same entity that will execute the bid. Any bid found to be fronting for another entity or entities shall be disqualified immediately.
- 5.18. Bidders may ask for clarification on these tender documents or any part thereof up to close of business on or before 1 week to the deadline for the submission of the bids.
- 5.19. Bidders may not contact the Department on any matter pertaining to their bid from the time of submission to the contract award. Any effort by the bidder to influence bid evaluation, bid comparison or bid award decisions in any manner, may result in rejection of the bid concerned.
- 5.20. At any time prior to the deadline for submission of bids, the department may for any reason whether at its own initiative or in response to a clarification requested by a service provider, modify the tender document. The Department may, at its discretion extend the deadline for submission of bids by amending the bid documents.
- 5.21. No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the validity period.

6 REQUEST FOR BID REQUIREMENTS

Companies responding to this bid are required to submit the following information:

- 6.1. The following will be the minimum requirements that must be disclosed in the bid/proposal.
 - 6.1.1. General background.
 - 6.1.2. The name and contact details (telephone and/or mobile, fax, email, and postal address) of the project leader (on the front cover of the proposal).
 - 6.1.3. Particulars of project team members who will be involved in the project on an on-going basis (including qualifications and experience -CV's to be included) and a breakdown of race, gender and disability.
 - 6.1.4. The name of company, business addresses and contact details.
 - 6.1.5. Overview of the organisation's capabilities and experience, i.e. Credentials
 - 6.1.6. How long have you been in business?
 - 6.1.7. What is your company's core business, and how long has this been your core business?
 - 6.1.8. What is the total complement of your staff, and what is the statistical breakdown in terms of gender and previously disadvantaged individuals?
 - 6.1.9. What is the complement of your management and technical staff, and what is the numerical breakdown in terms of gender and previously disadvantaged individuals?
 - 6.1.10. Provide details of clients who make use of products and services similar to the ones you offer in this bid, including names, contact persons and the nature of the services.
 - 6.1.11. Any other additional information to strengthen your bid/proposal will be considered

- 6.2. The taxes of the successful Bidder must be in order, or satisfactory arrangements must have been made with the Receiver of Revenue to meet his/her tax obligations. This information must be clearly updated on the CSD. This include bids that are of a joint venture.
- 6.3. In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must have a separate Tax Clearance Certificate, SBD 4, upon submission. International companies are to make arrangements with South African Revenue Services for a Tax Clearance certificate. Need not to submit the tax clearance it will be verified at SARS.
- 6.4. In the event of a consortium, details of roles and responsibilities of each party are to be provided and the overall management structure of the consortium and business model thereof.
- 6.5. The Standard bidding documents to be completed SBD 1, 2, 3.1,4, and 6.1 must be completed in full and the signed declaration forms must be attached to the bid.

Table 1 Standard Bidding Document (SBD)

SBD 1	Invitation to bid/Request for proposal
SBD 2	Tax Clearance certificate must reflect on CSD. Need not submit
SBD 3.1	Pricing schedule – firm prices
SBD 4	Declaration of interest
SBD 6.1	Preference points claim

6.6. Mandatory Requirements

6.6.1.Registration on Central Supplier Database (CSD)

All prospective bidders must be registered as a service provider on the Centralized Supplier Database. If you are not registered proceed to complete the registration of your company prior to submitting your proposal. Refer to <https://secure.csd.gov.za/> to register your company. Ensure that all documentation on the database are updated and valid. Attach a copy of the CSD registration “Summary Report” to your bid.

6.6.2.Valid and original tax clearance certificate

The validity of the tax clearance certificate issued by the South African revenue services certifying that the taxes of the Bidder are in order will be verified against the information recorded in the Central Supplier Database (CSD).

7 SPECIAL REQUIREMENTS

- Proven experience in formulating strategies for the 4IR.
- Proven experience or in preparing strategies related to the Information Society or Knowledge Economy.

8 INDEMNITY

The Northern Cape Department of Economic Development and Tourism shall not be liable for any injury, loss or damage to the preferred bidder’s employees, equipment, or vehicles during the contract period.

9 TRANSFER AND CESSION

The successful bidder shall render the service. The successful bidder shall not cede, transfer, sell or alienate in any way this contract awarded or any part thereof to any person or company with the exception of complying with the subcontracting regulation/rule.

10 BREACH AND TERMINATION

Should either party commit or breach the provisions of this contract and fail to remedy that breach (es) within 14 (fourteen) days after the receipt of a written complaint, the party that is not in default shall be entitled to cancel this contract per written notice delivered to the other party's domicilium et executandi as per bid documents without prejudice to any other right which the non-defaulting party may have as a result of such breach.

11 SCOPE OF WORK

The project scope has the following primary deliverables:

- 11.1. Summaries of key 4IR products and services relevant to the NCISS strategic pillars as they relate to the PGDP, PSDF, PEBP, PIDP, NCEDA, STATSSA.
- 11.2. Summaries of key 4IR products and services necessary to meet the priorities of the NC.
- 11.3. Informed inputs from Academia, Government, Business and Civil Society on the readiness of the identified 4IR products and services to be adopted by the NC and its environments.
- 11.4. An articulated methodological approach to inculcating the 4IR into the socio-economic environments of the Northern Cape.
- 11.5. HOW can 4IR improve:
 - Education delivery in the NC with its dynamics;
 - Health Services across the province, especially the rural areas;
 - Fast-track innovation to address provincial problems;
 - Socio-Economic growth; and
 - The Quality of life of our citizens.

12 REQUIRED KEY COMPETENCIES

- 12.1. Proven experience in the scope of work with verifiable references
- 12.2. The service provider must demonstrate his/her ability to undertake the work
- 12.3. The service provider must demonstrate how compliance to legislation will be met.
- 12.4. The proposal must demonstrate a clear understanding of the scope.

13 TECHNICAL PROPOSAL

The service provider must clearly outline the following:

- 13.1. Executive Summary
- 13.2. Introduction
- 13.3. Background: Provide relevant background information on your company. What industry are you in? Who are your customers?
- 13.4. Description of the project management experience, also where it relates to referrals of past clients.
- 13.5. Description of your financial capability and financial management of project.
- 13.6. Methodology to reflect how the scope of work can be achieved.
- 13.7. The proposal must be submitted with all other required documents.
- 13.8. The technical proposal must be put in a separate envelope with all supporting documents.

14 COMPULSORY BID CRITERIA

The following bid criteria will apply and must be fully complied with.

1. Provide proof of experience.
2. Bidders must have administrative and management infrastructure to manage, control and perform the service as required at the time of the contract commencement.

3. Must be registered on the Centralised Supplier Database System (CSD). Service providers not registered must do so before submitting their proposal. Submit proof of registration on the Central Supplier Database. The tax matters of the bidder must be compliant and in good standing with SARS. It must reflect on the CSD. In a case where arrangements have been made with SARS to comply, the proof must be submitted.
4. All standard bid documents (1, 2, 3.1, 4, 6.1) indicated in this tender must be completed, signed and submitted. (As issued).
5. All bids must be submitted on the official forms.
6. This bid is subject to the general conditions of the bid, the special conditions of the bid, the General Conditions of Contract (GCC) and, if applicable, any other special conditions of contract. A Service Level Agreement will be signed upon appointment to administer the contract. The GCC is attached.
7. The Department reserve the right to terminate the tender or its process or not to appoint any service provider.
8. All prices must be in South African Rand and inclusive of VAT.
9. The bid validity period is 120 days. In exceptional cases, the Department may solicit the Bidder's consent to extend the validity period. Bidders are expected to know what that entails.
10. No bid may be withdrawn in the interval between the deadlines of submission of bids and expiration of validity specified by the bidder on the invitation to bid form.
11. No interest will be payable in the event of a dispute accruing on any payment due during a period of dispute.
12. Bidders should ensure that bids are delivered in time to the correct address. If the bid is late, it shall not be accepted.
13. SUB-CONTRACT
A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher BBBEE status Level than the person concerned, unless the contract is sub-contracted to an Exempted Micro Enterprise (EME) that has the capability and ability to execute the contract.
14. This request for proposal is prepared in accordance with the Public Finance Management Act, 1999 and its regulation and relevant procurement legislation.
15. SERVICE LEVEL AGREEMENT
The Service Level Agreement (SLA) will be administered in relation to the conditions of the General and Special contracts of the Bid and the General conditions of Contract (GCC). The requirements/conditions of the SLA are non-negotiable and must be adhered to at all times. Failure to adhere will necessitate a consequence management in regards to non-performance. Insufficient materials or the lack thereof will be purchased by the Department and deducted from the service provider's payment.
16. GOVERNING LAW
South African law governs this bid and the bid response process. The bidder agrees to submit to the exclusive jurisdiction of the South African courts in any dispute of any kind that may arise out of or in connection with the subject matter of this bid, the bid itself and all processes associated with the bid. This agreement is binding upon submitting your bid.
17. TENDER DEFAULTERS AND RESTRICTED SUPPLIERS
No tender shall be awarded to a bidder whose name (or any of its members, directors, partners or trustees) appear on the Register of Tender Defaulters kept by National Treasury, or who have been placed on National Treasury List of Restricted Suppliers. The DEDaT reserves the right to withdraw an award, or cancel a contract concluded with a bidder should it be established at any time that the bidder has been blacklisted with National Treasury or by another government institution.
18. FRONTING
 - a. Government supports the spirit of broad based black economic empowerment and recognizes that it can only be achieved through individuals and businesses conducting themselves in accordance with

- the constitution and in an honest, fair, equitable, transparent and legally compliant manner. Against this background the Department of Economic Development and Tourism condemn any form of fronting
- b. The government in ensuring that Bidders conduct themselves in an honest manner will as part of the bid evaluation processes, conduct or initiate the necessary investigations to determine the accuracy of the representation made in the bid documents. Should any of the fronting indicators as contained in the guidelines on complex structures and transactions and fronting, issued by the Department of Trade and Industry, be established during such enquiry/investigation, the onus will be on the Bidder/contractor to prove that fronting does not exist. Failure to do so within a period of 14 days from date of notification may invalidate the bid/contract and may also result in the restriction of the Bidder/contractor to conduct business with the public sector for a period not exceeding ten years, in addition to any other remedies the Department of Economic Development and Tourism may have against the Bidder/contractor concerned.

15 EVALUATION CRITERIA

This is a two-stage bidding process which is firstly to evaluate the functionality/technical proposal and then the pricing proposal. **The technical proposal must be put in a separate envelope from the financial proposal but both envelopes must be submitted at the same time. The bidder must submit four (4) copies of the original technical proposal at the closing date and time.**

15.1 FUNCTIONALITY CRITERIA

The functionality assessment involves evaluating the capabilities and abilities of the service provider to undertake the contract. The Technical Proposal Assessment will carry 100 points based on the criteria below. **Bidders must obtain at least 65% to qualify on functionality. Bidders who do not achieve the minimum of 65% will be disqualified and not evaluated further.**

15.2.1. TECHNICAL -100 points

Table 2. Technical assessment evaluation criteria

TECHNICAL ASSESSMENT – 100 POINTS			
CRITERIA	RATING	WEIGHT	TOTAL
1. Proven experience in scope of work			
a. Number of years of experience		15	
b. Verifiable clients		15	
2. Financial capability		15	
3. Human Resource Capabilities			
a. Number of years of experience of key personnel		15	
b. Qualification		10	
4. Demonstration of methodology to achieve project scope		30	
Total		100	

Below is the detail breakdown of the evaluation criteria to measure the technical proposal

1. Proven experience in the scope of work or similar work done. Verifiable referrals and/or contract

Table 3. Evaluation criteria for experience

Criteria	Rating
0 Year	0
≤1 Year	1
2 Years	2
3 Years	3
4 Years	4
≥5 Years	5

Table 4 Proof of verifiable clients

Indicator	Rating
Did not submit any client or contract or contact details. Non compliance	0
Submitted one or more contracts with only one corresponding correct contact details.	1
Submitted two or more contracts with only two corresponding correct contact details.	2
Submitted three or more contracts with only three corresponding correct contact details.	3
Submitted four or more contracts with only four corresponding correct contact details.	4
Submitted five or more contracts with only five corresponding correct contact details.	5

2. Financial capability

The bidder must submit proof of bank statement indicating sufficient cash flow, and a letter from the bank indicating availability of credit facility in relation to table 4 or optionally, can comply with public interest score regulation in terms of financial reporting compliance

Table 5 Evaluation criteria for financial capability

Criteria	Rating
R 0	0
R 1-10 000	1
R 10 001 – R30 000	2
R 30 001 – R 500 000	3
R 500 001 – R 1 000 000	4
≥ R1 million	5

3. Human Resource

The following are the minimum requirements;

1. Organisational structure indicating number of employees.
2. Proper recruitment strategy.
3. Qualified admin staff

Table 6 . Evaluation criteria for Human Resource capability

Criteria	Rating
Non-Submission	0
Diploma	1
Degree	2
Post Graduate	3
Masters	4
PHD	5

- ICT
- Computer science
- Information processing and strategy
- Related field – give a break down

4. Methodology

The proposal should be properly structured with a layout that is easy to understand and follows a sequential flow of the scope of work.

The methodology must reflect how the scope of work can be achieved. It must illustrate how the work is going to be done. What are the issues in regulation that must be covered and how? Which institutions and organisations will be consulted? The reporting time? And Conflict resolution?

Table 7 The criteria below will be utilised to evaluate the scope of work.

Criteria	Description	Rating
0%	Does not satisfy the minimum requirements. Non compliance	0
20%	Satisfies the requirement with major reservations. Considerable reservations of the supplier's relevant ability, understanding, experience, skills, resource and quality measures required to provide the goods / services, with little or no supporting evidence.	1
40%	Satisfies the requirement with minor reservations. Some minor reservations of the supplier's relevant ability, understanding, experience, skills, resource and quality measures required to provide the goods / services, with little or no supporting evidence.	2
60%	Satisfies the requirement. Demonstration by the supplier of the relevant ability, understanding, experience, skills, resource, and quality measures required to provide the goods / services, with supporting evidence.	3
80%	Satisfies the requirement with minor additional benefits. Above average demonstration by the supplier of the relevant ability, understanding, experience, skills, resource and quality measures required to provide the goods / services. Response identifies factors that will offer potential added value, with supporting evidence.	4
100%	Exceeds the requirement. Exceptional demonstration by the supplier of the relevant ability, understanding, experience, skills, resource and quality measures required to provide the goods / services. Response identifies factors that will offer potential added value, with supporting evidence.	5

15.2 POINT SYSTEM CALCULATION

Bidders who qualify on functionality will then move to the point system calculation. The bidder with the highest point will be the successful bidder for each service. The 80/20 point system will be applicable.

The 100 points system will be allocated as follows; Price= 80 and Departmental specific goals=20

16 SUPPLIER DUE DILIGENCE

The Department of Economic Development and Tourism reserves the right to conduct supplier due diligence prior to final award or at any time during the contract period. This may include site visit. A negative report might lead to performance management with its related consequences.

17 SUBMISSION OF BID

Interested Service Providers must place bid in the Tender Box with the following details:

a. Physical Address

Northern Cape Economic Development and Tourism
Cnr. of Knight and Stead Street
MetLife Towers (Entrance)
Ground Floor
Kimberley
8301

b. Online on e-portal

c. Closing Details

Date: 8 August 2023

Time: 11:00

d. Collection of documents

Departmental website –

http://www.northern-cape.gov.za/dedat/index.php?option=com_phocadownload&view=category&id=14&Itemid=824

Eportal - <https://www.etenders.gov.za/>

18 STANDARD BID DOCUMENTS

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	N/A	CLOSING DATE:	8 AUGUST 2023	CLOSING TIME:	11H00
DESCRIPTION	APPOINTMENT OF SERVICE PROVIDER TO RE-ENGINEER THE NORTHERN CAPE INFORMATION SOCIETY STRATEGY FOR THE FOURTH INDUSTRIAL REVOLUTION				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
Northern Cape Economic Development and Tourism Cnr. of Knight and Stead Street MetLife Towers (Entrance) Ground Floor Kimberley 8300					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	MS Y. PHEIFFER		CONTACT PERSON	MR RODWYN GREWAN	
TELEPHONE NUMBER	076 673 9917		TELEPHONE NUMBER	0684361536	
FACSIMILE NUMBER	053 831 3668		FACSIMILE NUMBER	0538313668	
E-MAIL ADDRESS	YPheiffer@ncpg.gov.za		E-MAIL ADDRESS	RGrewan@ncpg.gov.za	
SUPPLIER INFORMATION					
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
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?		☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?					☐ YES ☐ NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?					☐ YES ☐ NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?					☐ YES ☐ NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?					☐ YES ☐ NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?					☐ YES ☐ 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, 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 PIN 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.

SIGNATURE OF BIDDER:

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

DATE:

**PRICING SCHEDULE – FIRM PRICES
(PURCHASES)**

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder.....	Bid number.....
Closing Time 11:00	Closing date.....

OFFER TO BE VALID FOR.....DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)
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-
- Required by:

 - At:

 - Brand and model
 - Country of origin

 - Does the offer comply with the specification(s)? *YES/NO
 - If not to specification, indicate deviation(s)

- Period required for delivery
*Delivery: Firm/not firm

- Delivery basis

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

** "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

*Delete if not applicable

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 interest¹ in the enterprise,
employed by the state? **YES/NO**

- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

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

2.2 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;

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process

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

prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

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

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.

.....

SignatureDate

.....

PositionName 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**

(delete whichever is not applicable for this tender).

~~a) The applicable preference point system for this tender is the 90/10 preference point system.~~

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

~~c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/highest acceptable tender will be used to determine the accurate system once tenders are received.~~

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

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

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

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	
SPECIFIC GOALS	
TOTAL POINTS FOR PRICE AND SPECIFIC GOALS	100

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

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

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

80/20 or 90/10

$$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right) \quad \text{or} \quad Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

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

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

3.2.1. POINTS AWARDED FOR PRICE

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

80/20 or 90/10

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

Where

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

4. POINTS AWARDED FOR SPECIFIC GOALS

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

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Youth	9,72	
Women	9,72	
People With Disabilities	0,56	

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:	
	
	
	

19 ANNEXURE - A

ANNEXURE A – NORTHERN CAPE INFORMATION SOCIETY STRATEGY