



REQUEST FOR PROPOSAL

TENDER NUMBER	DLCA/2025/03
TENDER NAME	Provision of a Turnkey Solution for Personalization of Smart Driving Licence Cards in South Africa
DESCRIPTION	Provision, installation, maintenance of equipment with related infrastructure, software and raw material for the personalization of Smart Driving Licence Cards. The preferred Bidder will enter a 5-year contract with DLCA, which with a format, term and conditions set by DLCA.
PUBLICATION DATE	06 February 2026
TENDER BRIEFING	<p>There will be a compulsory information session:</p> <p>Date: 19 February 2026</p> <p>Time: 10:00 am</p> <p>Venue: SITA Auditorium, 459A Tsitsa Street, Erasmuskloof, Pretoria, 0048</p> <p>No attendee will be allowed access after 10:30 am. Failure to attend the information session will lead to disqualification.</p>
ENQUIRIES	<p>Enquiries must be in writing ONLY and directed as follows:</p> <ul style="list-style-type: none">▪ Administration: Supply Chain Management - tenders@dlca.gov.za▪ Technical: Project Management Office - pmo@dlca.gov.za
CLOSING DATE	<p>Date: 20 March 2026</p> <p>Time: 11H00 (GMT +2)</p> <p>Address: 459b Tsitsa Street, Erasmuskloof, Pretoria, 0048</p> <p>NB: BIDDERS MUST ENSURE THAT THEY SIGN THE REGISTER AT THE RECEPTION WHEN DELIVERING THEIR BIDS.</p>



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ACRONYMS, ABBREVIATIONS AND TERMINOLOGY

The information listed below is binding to the Bidder.

Item	Definition
4IR	Fourth Industrial Revolution. It is the application of converged digital and physical technologies (cyber-physical systems) to enable software-led automation, interoperability, real-time data capture and analytics, and auditable governance controls that improve operational outcomes.
AES	Advanced Encryption Standard
Best Practice	A procedure, method, or control that has been shown through research and/or demonstrated experience to produce optimal or superior results, and is established or proposed as a standard suitable for widespread adoption, provided it is applicable to the ToR context and constraints.
Bidder	Any legal person (including a company, close corporation, partnership, trust, joint venture or consortium) that submits a Bid in response to this tender invitation.
Blank Card	An ID-1 format (ANSI/ISO/IEC 7810 compliant) which is made from 100% polycarbonate and is not yet personalised but contains pre-printed security features.
Blank smart card	An ID-1 format (ANSI/ISO/IEC 7810 compliant) which is made from 100% polycarbonate, is not personalised yet, but contains pre-printed security features and contains a programmable contactless chip.
CC	Common Criteria
Certified	Verified and attested in writing by an authorised and competent person or body, confirming that (a) a copy is a true copy of the original, or (b) a claim/result meets defined acceptance criteria/standards. Certification must include the certifier's name, role/authority, signature, date, and where applicable,



Item	Definition
	certificate/reference number and scope. DLCA reserves the right to verify certification with the issuing authority.
Chip	It is a slice of semi-conductor material processed to have specified electrical characteristics.
COMESA	Common Market for Eastern and Southern Africa
CSD	Central Supplier Database
CSL	Card Service Life
Demonstrate	To provide objective, verifiable evidence of compliance by performing a practical demonstration and/or executing test procedures (e.g., FAT/SAT), inspection, or analysis against defined acceptance criteria. Demonstration evidence must include the method used, test scripts (where applicable), results/logs, and traceability to the relevant requirement IDs and evaluation criteria. Claims not supported by such evidence will be treated as unproven.
DLCA	Driving Licence Card Account
DLTC	Driving Licence Testing Centre
DOVID	Diffraction Optically Variable Image Device
dpi	Dots per inch
EAC	East African Community
EAC	Extended Access Control
EAL	Evaluation Assurance Level
ECC	Elliptic Curve Cryptography
ECSA	Engineering Council of South Africa
EME	An exempted micro enterprise (EME) in terms of a code of good practice on black economic empowerment issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act.
Equivalent	An alternative product, component, system, configuration, process or evidence item that is not identical to the specified or



Item	Definition
	proposed item, but that meets or exceeds the same minimum requirements and acceptance criteria (functional, performance, security, interoperability, compliance, and supportability) and can be objectively verified by test, demonstration, inspection and/or analysis. No item will be accepted as “equivalent” unless the Bidder provides a documented equivalence matrix mapping the alternative to each relevant requirement and provides supporting evidence.
FAT	Factory Acceptance Testing
FIPS PUB 186	Federal Information Processing Standards Publication 186 - DIGITAL SIGNATURE STANDARD (DSS)
FMOG	Fingerprint Match-on Card
GCC	General conditions of contract
IDL	ISO-compliant driving licence
INCITS 322	International Committee for Information Technology Standards - Information Technology - Card Durability Test Methods
Independent	A person or team that is free from actual or perceived conflicts of interest, is not responsible for the activity or deliverable being assessed, does not assess their own work, and is able to form objective conclusions without bias or undue influence. Independence must be demonstrable in both action and appearance (from the perspective of a reasonable and informed third party). The Bidder/Authority shall disclose any relationships, prior work, or interests that may compromise independence.
IPI®	Innovative Plastics Inc.®
ISO	International Organization for Standardization
ISO 216	Writing paper and certain classes of printed matter — Trimmed sizes — A and B series, and indication of machine direction



Item	Definition
ISO 269:1985 (Withdrawn)	Correspondence envelopes — Designation and sizes
ISO/IEC 7810	Identification cards — Physical characteristics
ISO/IEC 7816	Identification cards — Integrated circuit cards
ISO 9001	Quality management systems — Requirements
ISO/IEC 10373-1	Cards and security devices for personal identification — Test methods
ISO/IEC 10373-6	Identification cards — Test methods — Part 6: Proximity cards
ISO 14001	Environmental management systems — Requirements with guidance for use
ISO 14298	Graphic technology — Management of security printing processes
ISO/IEC 14443-1	Cards and security devices for personal identification — Contactless proximity objects — Part 1: Physical characteristics
ISO/IEC 14443-2	Cards and security devices for personal identification — Contactless proximity objects — Part 2: Radio frequency power and signal interface
ISO/IEC 14443-3	Cards and security devices for personal identification — Contactless proximity objects — Part 3: Initialization and anticollision
ISO/IEC 14443-4	Identification cards — Contactless integrated circuit cards — Proximity cards — Part 4: Transmission protocol
ISO/IEC 15408	Information technology — Security techniques — Evaluation criteria for IT security
ISO/IEC 15438	Information technology — Automatic identification and data capture techniques — PDF417 bar code symbology specification



Item	Definition
ISO/IEC 18013	Information technology — Personal identification — ISO-compliant driving licence
ISO/IEC 18031	Information technology — Security techniques — Random bit generation
ISO/IEC 24727	Identification cards – Integrated circuit card programming interfaces
ISO/IEC 24789	Identification cards — Card service life
ISO standards	Refers to the latest version of the relevant standard published by the International Organization for Standardization.
ITU-T X.509 / ISO/IEC 9594-8	SERIES X: DATA NETWORKS, OPEN SYSTEM COMMUNICATIONS AND SECURITY - Information technology - Open Systems Interconnection - The Directory: Public-key and attribute certificate frameworks
Joint venture or Consortium	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.
Key Components	The essential end-to-end building blocks of the proposed Turnkey Solution and its enabling supply chain that are necessary to deliver an operationally ready capability.
LED	Light emitting diode
mm	Millimetre
MSME	Micro, Small and Medium Enterprise
MTDP	Medium Term Development Plan
NDP	National Development Plan
OEM	Original equipment manufacturer
OS	Operating system
OVD	Optically Variable Device
OVI	Optically Variable Ink
PACE	Password Authenticated Connection Establishment



Item	Definition
Performance Security	A financial guarantee provided by the successful bidder to ensure they will fulfill their contractual obligations as agreed.
P-ICC	Proximity Integrated Circuit Card
PKI	Public Key Infrastructure
PSS	Personalization Sub-System
PS	Personalization System
RFP	Request for proposal
Principal Bidder	The lead bidder/lead partner in a joint venture, consortium or similar arrangement that is authorised (by a power of attorney and/or joint venture/consortium agreement) to submit the Bid and to sign all Bid and contract documents on behalf of all participating parties. The Principal Bidder is the single point of contact for the DLCA and is authorised to receive instructions and payments and to be responsible for the overall execution of the contract, while all joint venture/consortium partners remain jointly and severally liable where applicable.
QA	Quality assurance
QSE	A qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act.
RAM	Random access memory
RBAC	Role Based Access Control
RNG	Random Number Generator
ROM	Read only memory
RSA	Republic of South Africa
RSA	Rivest, Shamir and Adleman
SADC	Southern African Development Community



Item	Definition
SARS	South African Revenue Service
SAT	Site Acceptance Testing
SBD	Standard Bidding Document
Secure	A condition achieved by establishing and maintaining protective measures that preserve confidentiality, integrity and availability of information and systems, and enable continued performance of critical functions despite threats and risks. Secure must be demonstrated by objective, verifiable evidence against defined acceptance criteria.
SHA	Secure Hash Algorithm
Smart Card	Polycarbonate card containing a contactless chip (P-ICC)
SMME	Small, medium and micro enterprises
Subcontract	The primary contractor’s assigning, leasing, making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract.
Supported	The Bidder (and/or the relevant OEM) provides an explicit, ongoing support commitment for the item (product, component, software, interface, or service) for the contract term, including: (i) technical assistance for incident resolution and service requests; (ii) maintenance/sustainment capabilities (including spares, tools and training where applicable); (iii) provision of bug fixes, updates and security patches for software/firmware where applicable; and (iv) a documented product lifecycle status confirming the item is not end-of-life/unsupported. Support must be delivered under defined SLAs (response and resolution times) and evidenced by OEM letters, lifecycle statements, and support terms.



Item	Definition
Tamper-evident	Incorporating one or more indicators or barriers that, if breached or missing, can reasonably be expected to provide evidence that tampering has occurred; and for digital artefacts, employing mechanisms that make alterations easily detectable. Tamper-evident features shall remain intact under reasonable handling during manufacture, distribution, storage, and normal operations.
Tamper-proof	The use of tamper-evident and/or tamper-resistant mechanisms that (i) provide visible or otherwise objectively verifiable evidence if unauthorised access or alteration occurs, and/or (ii) employ defined anti-tamper technologies to detect or prevent physical tampering of designated components.
TCS	Tax Compliance Status
ToR	Terms of Reference
TTTFP	Tripartite Transport & Transit Facilitation Programme
Turnkey Solution	A complete, fully functional, operationally ready Personalisation of Smart Driving Licence Cards solution delivered on an end-to-end basis, for which the Bidder assumes single-point responsibility for all design (where required), supply, delivery, installation, integration, configuration, testing (FAT/SAT), commissioning, documentation, training, warranty and support necessary to meet the requirements and acceptance criteria in this ToR. The Personalisation of Smart Driving Licence Cards solution shall be capable of being placed into production upon acceptance (“turn the key” readiness).
Validity period	This is the period that the bid submission is valid for as from



Item	Definition
	the bid closing date.
UV	Ultraviolet
Warranties	Written guarantees, issued to DLCA of the Total Solution and its subcomponents by the Bidder, promising to repair or replace them if necessary, within a specified period of time.
ZAR	South African Rand

Table1: Acronyms, abbreviation and terms



transport

Department:
Transport
REPUBLIC OF SOUTH AFRICA

PROVISION OF A TURNKEY SOLUTION FOR
PERSONALIZATION OF SMARTDRIVING
LICENCE CARDS IN SOUTH AFRICA
Bid No: DLCA/2025/03

VOLUME 1: BIDDING INFORMATION



Section 1: Introduction

1.1 Purpose

The Driving Licence Card Account (DLCA) is a trading entity of the Department of Transport responsible for the production and delivery of driving licence cards in South Africa.

In compliance with the order of the Gauteng Division of the High Court of South Africa, Pretoria, under case number 105303/2025, handed down on 6 January 2026, DLCA is required to re-advertise the tender for the provision, installation and maintenance of equipment, together with related infrastructure, software and raw materials, for the personalisation of Smart Driving Licence Cards. DLCA would like to invite Bid Proposals from prospective/interested bidders for a Turnkey Solution that includes the supply, installation, and maintenance of a centralized driving Licence card personalization production equipment capability with related infrastructure, software and providing of polycarbonate Blank Smart Cards to be used for the production of Smart Driving Licence Cards.

1.2 New Driving Licence Card Project

As part of its strategy, DLCA has embarked on a project to introduce a new driving Licence card which will involve the following:

- a. A new card design with improved security features, durable and is ISO-18013 compliant.
- b. Procurement of raw material
- c. Procurement of equipment and related services.
- d. Procurement of related IT and supporting infrastructure.
- e. Re-engineering of card production processes.
- f. Development of an end-to-end management capability of the Turnkey Solution.

1.3 Current production environment

The current driving license card and supporting infrastructure was introduced in 1998.



DLCA currently produces and delivers on average of 2,5 million driving license cards annually. Using a centralized production model, enrolment data is collected through enrollment units and produced in-house at DLCA card production facility. The production process includes verification of data, personalization, quality control and packaging of the cards produced. The cards are then dispatched to the relevant centers /DLTC's. The current production environment is using old technology which is no longer efficient and must be replaced.

1.4 Objectives

With the issuance of this bid, DLCA intends to contribute to the following objectives:

- a. **Creation of jobs** - The NDP Vision 2030 set a target of reducing unemployment to 6 percent by 2030. The aim of this project is to ensure that there are jobs created through the implementation process.
- b. **Localisation** – The Medium-Term Development Plan (MTDP) 2024 - 2029 focuses on localisation through policy and sector Master Plans, expanded access to markets and public procurement for MSME's, and procurement system reform to enable domestic suppliers. The project must ensure that localisation objectives are taken into consideration.
- c. **Skills Development** – This is a problem for smaller firms, which in particular struggle to find new demand in a stagnant economy and face barriers imposed by incumbents. The skills constraint exacerbates matters, particularly hurting manufacturers, SMME's and emerging entrepreneurs. The project is to ensure that there is skills development and/or transfer in the delivery of the project.
- d. **Regional Harmonisation** – there is an initiative to facilitate the development of a more competitive, integrated, and liberalised regional road transport market in the tripartite region (SADC, EAC, COMESA) through the adoption and/or implementation of driver regulations and standards that conform with international best practices and to allow the use of domestic driving licences for international travel. The new driving licence card project will ensure compliance to regional requirements.
- e. **Operational efficiency** – reduce the current card production time from 14 to 3 working days.



Innovation – adopt the use of 4IR technology and/or concepts such as internet of things, block chain and smart factory to modernise the card production environment.

1.5 Structure of the document

The bidding documents consists of two (2) volumes:

Volume 1: Bidding Information

Section 1: Introduction

Section 2: Bidding Conditions

Section 3: SBD Forms

Volume 2: Requirements for the Provision of a Turnkey Solution for Personalization of Smart Driving Licence Cards in South Africa

Section 4: Functional Requirements

Section 5: Non-Functional Requirements

Section 6: Evaluation Criteria

Section 7: Annexures



Section 2: Bidding Conditions

The below-mentioned information in this section contains the bidding conditions.

2.1 Eligibility

- a. The Bidder must be a suitably qualified, manufacturer and/or supplier of polycarbonate blank smart cards, and/or personalisation equipment and related infrastructure.
- b. Be a company registered under the Companies Act of South Africa.

2.2 General Bidding Conditions

All Bidders must adhere to the bid conditions as stated below:

- 2.2.1 In the event of DLCA undergoing a rationalisation process then the successor-in-title will assume all responsibility and obligations under this bid.
- 2.2.2 The bid will be evaluated in line with the Preferential Procurement Policy Framework Act, No 5 of 2000 (PPPFA).
- 2.2.3 DLCA reserves the right not to award the tender.
- 2.2.4 DLCA does not bind itself to make any selection from the proposals, or quotations received.
- 2.2.5 DLCA reserves the right, at its sole discretion, to cancel this request for proposals and/or not to make any selection of the Bidder/s at all.
- 2.2.6 DLCA may request clarity of further information regarding any aspect of the bid at any time after the closing date. The bidder may request further information regarding any aspect of the bid at any time prior to the closing date. Any prospective bidder should supply the requested information within 48 hours after the request has been made by DLCA, provided, and on request by the bidder, an extension has been given by DLCA. DLCA reserves the right to extend such a period.
- 2.2.7 DLCA reserves the right to conduct a security background check or screening of the Bidder.
- 2.2.8 DLCA reserves the right to conduct mandatory site inspection to the premises of the Bidder.



- 2.2.9 Any conditions imposed by the Bidder that is restrictive or contrary to any part of these Terms of Reference or request for proposal will automatically disqualify the Bidder.
- 2.2.10 The Bidder will be held liable for any damage or loss suffered by DLCA, because of the Bidder's own or his/her employees' negligence or intent, which originated at the site. The Bidder will have to pay damages or replace any stolen item damaged or stolen due to the negligence or intent of the Bidder's own employees. The bidder will be responsible for any damages or loss through theft of any items due to the negligence whatsoever on the part of the bidder or any of its employees.
- 2.2.11 The Bidder must, at his/her own expenses, take out sufficient insurance against any claims, cost, loss and/or damage ensuing from his/her obligations and shall ensure that such insurance remains operative for the duration of this agreement. A copy of such insurance contract must be handed to DLCA Representative on commencement of the service. Evidence that such insurance premiums have indeed been paid or is being sought must be furnished on request.
- 2.2.12 DLCA reserves the right to invite Bidders for presentation at Bidders own cost.
- 2.2.13 Any shortcomings in this specification must be identified by the Bidder prior to the closing of the bid and raised with DLCA for rectification and agreement.
- 2.2.14 Any shortcomings identified by the Bidder after the bid has been awarded and that would have had an impact on the bid price will be for the account of the Bidder.
- 2.2.15 The Successful Bidder shall sign a service level agreement as defined by DLCA.
- 2.2.16 Bidders are expected to initial each page of the tender document.
- 2.2.17 By initialling the document, the Bidder confirms that they have read, understood and agreed to the contents of this document.
- 2.2.18 Parties shall comply with all relevant laws and consents. The Successful Bidder must indemnify DLCA from and against any and all liabilities, damages, claims, fines, penalties, fees, costs and expenses of whatever nature arising out of or resulting from any failure by the Successful Bidder to comply with the relevant laws and obligations.
- 2.2.19 The provisions of the Definitive Agreement shall be kept strictly confidential, except when disclosure is required under any law or to give effect to the provisions of the Definitive Agreement.



2.2.20 The Parties shall each acquire and maintain all consents, approvals and/or authorisations which are necessary for the matters contemplated in the Definitive Agreement and to performance of their respective obligations under the Definitive Agreement.

2.2.21 The Bidder must give warranties and undertakings as are usually found or reasonably expected in the agreements of the nature of the Definitive Agreement. Most warranties and/or undertakings would have already been given by the Bidder under the RFP.

2.3 Special Conditions

2.3.1. A Performance Guarantee at 10% of bid price or R20 million whichever is higher will be accepted. This will only be requested from bidders who qualify for the pricing phase (Phase 5).

2.3.2. Bidders are encouraged to subcontract to either an EME or QSE that is at least 51% black owned. Subcontracting arrangements will be negotiated by DLCA with the appointed service provider(s). Proof of ownership must be submitted. In line with applicable South African procurement laws and regulations, the following subcontracting conditions will apply:

- a. The Bidder cannot subcontract the core (personalization equipment) capability.
- b. The Bidders are advised to consider subcontracting services, including but not limited to, in any of the following areas:
 - i. Maintenance and installation services;
 - ii. Testing services;
 - iii. Training services;
 - iv. Supply of production consumables;
 - v. Packaging materials supply and internal packaging services.

2.3.3. DLCA reserves the right to negotiate the price escalation, however, the escalations should not be above the South African CPI of that particular period.

2.3.4. The value of this bid is estimated to exceed R50 000 000 (all applicable taxes included) and therefore the 90/10 preferential points system shall be applicable.

2.3.5. Only firm prices will be accepted. Non-firm prices (including prices subject to rates of exchange variations) will not be considered.



- 2.3.6. All monetary amounts must be in South African Rand (ZAR) and inclusive of 15% Value Added Tax (VAT).
- 2.3.7. Payment will be made in ZAR and in line with the prescribe procurement regulations of South Africa.
- 2.3.8. DLCA will not make any upfront payments before the rendering of services.
- 2.3.9. The Successful Bidder shall provide the service required based on the set timelines and as per the schedule to be provided by DLCA.
- 2.3.10. DLCA reserves the right to have the certificates of compliance submitted by bidders to be verified. Any irregularity identified at any stage of the contract shall render the bid non-responsive.
- 2.3.11. The successful Bidder will be required to undergo a security vetting process.
- 2.3.12. The contract price will be as set out in the Successful Bidder's Tender Submission. Prices to be all-inclusive (i.e. inclusive of any taxes, packaging, insurance, transportation, etc.)
- 2.3.13. A pricing schedule with one of the specified elements omitted from the costing will be considered non-responsive.
- 2.3.14. The bid security will be requested at pricing stage. The bid security amount should not be disclosed in the technical spec and will only be requested at pricing stage.
- 2.3.15. The price proposal must be valid for 120 days from the Closing Date. DLCA reserves the right to reject any Tender Submission that is valid for a period less than 120 days. DLCA reserves the right to extend the validity of the tender.
- 2.3.16. Crating and/or Packaging of the components for the Turnkey Solution shall be of sufficient quality to protect the relevant components against any damage that may occur during transportation.
- 2.3.17. The Successful Bidder notes that DLCA will not accept delivery of any goods (e.g., machines, equipment, components, etc.) with any kind of damage whatsoever.
- 2.3.18. Delivery will be Incoterm: DDP (Delivered Duty Paid), delivered at the Premises of DLCA. Ownership of, benefits in and risk to the Turnkey Solution shall only pass to DLCA after DLCA has accepted delivery of the Turnkey Solution and has confirmed in writing that it is satisfied with the quality and functioning of the Turnkey Solution after it is installed and tested ("Acceptance of Delivery"). If DLCA does not confirm its satisfaction with the quality and functioning of the Turnkey Solution or does not



indicate that it is/not satisfied within 90 (ninety) Calendar Days after installation and testing, ownership of, benefits in and risk to the Turnkey Solution shall pass from the Successful Bidder to DLCA on the 91st (ninety-first) Calendar Day. If DLCA indicates that it is not satisfied, the Successful Bidder shall, at its own costs, remedy the cause of complaint within a reasonable time as specified by DLCA until DLCA confirms in writing that it is satisfied with the quality of the Turnkey Solution. DLCA's right to cancel the Definitive Agreement to be reserved in line with the SLA.

- 2.3.19. Insurance of the Turnkey Solution until Acceptance of Delivery date shall be the responsibility of the Successful Bidder.
- 2.3.20. The installation and commissioning service required by DLCA includes the receiving, inspection, conveying, un-crating, adjustment for operation, testing and demonstration of the offered Turnkey Solution, prior to handing it over, to the satisfaction of DLCA.
- 2.3.21. Installation and commissioning of the total items of equipment offered, is required to be undertaken by the Successful Bidder to the designated position within DLCA designated Premises. Prior to issuance of an order, DLCA will invite the Successful Bidder to assess the layout, access entrances and other related information pertaining to the designated position for installation of the Turnkey Solution.
- 2.3.22. Where the services of a registered engineering professional are required by codes, laws and regulations, the Bidder shall contract the services from a South African legal entity that employs a duly qualified South African citizen registered in the appropriate category with the Engineering Council of South Africa (ECSA).
- 2.3.23. The Successful Bidder shall guarantee that the Turnkey Solution is free of defects. The Successful Bidder shall (among other things) promptly at its cost repair and/or replace all defects, omissions or damage that arise prior to Acceptance of Delivery. The Successful Bidder shall bear all costs of removal, associated with the repair, replacement or making good of any defect. DLCA may rectify any defect or deficiency at the Successful Bidder's cost where the Successful Bidder fails to do so within a reasonable time.
- 2.3.24. The Turnkey Solution should accord with the specifications, designs and instructions set out in the RFP. DLCA shall not be liable for any infringement of any patent, trademark, copyright or manufacturing design and Successful Bidder to accept full



responsibility for and indemnify DLCA against any claims that may be brought against DLCA by reason of any alleged infringement of a trademark, patent, copyright, design or otherwise arising out of the production, reproduction or use of the Turnkey Solution or other documents in relation thereto. Despite this, the Successful Bidder shall not be relieved of liability to DLCA in the event that the Successful Bidder is restrained from supplying the Turnkey Solution and shall be liable to DLCA for the full loss it sustains as a result of any breach under the Definitive Agreement. It shall be the responsibility and obligation of the Successful Bidder to contest any action brought against DLCA which would attempt to restrain production, sale or distribution of the Turnkey Solution or alleges any infringement of any trademark, patent, copyright or design by the Successful Bidder.

2.3.25. Cards must be delivered to DLCA in securely sealed blocks. Each block must contain a batch control sheet (certified by the card manufacturer) containing the serial numbers, production batch and production date in text and machine-readable formats (whitelist).

2.3.26. All materials are sensitive and shall be kept under secure conditions at all times. The Bidder shall confirm premises and processes for materials and information according to ISO 14298:2013 or equivalent.

2.3.27. Packing shall be done as follows:

- i. Packaged 500 cards per lot
- ii. Dust-free packaging must be used
- iii. Packaging must be labelled appropriately as to allow for identification.
- iv. Lots shall be packaged to protect them from dust, spillage, water and weather conditions.

2.3.28. Packaging must meet the following environmental requirements:

- i. The packaging for the consumables should not contain PVC or other chlorinated plastics.
- ii. The packaging materials should be possible to separate into mono-material parts, and at least 80% of the packaging by weight should consist of materials that are readily recyclable or can be composted (biodegradable).
- iii. Bidders should provide (if/when requested) a list of the different packaging materials used for the product, their weight and a declaration by the packaging



producer/s where the percentage of recycled content for cardboard in their packaging is specified.

2.3.29. Quantity tolerances of excess and short delivery on the total quantity ordered shall not exceed 5% of the original total quantity ordered.

2.3.30. The initial production batch is an estimated quantity of three million (3 000 000) cards per annum. The initial delivery scheduled quantity is seven hundred and fifty thousand (750 000) per quarter. If the level of utilisation changes, an alternative delivery schedule will be negotiated with the Bidder.

2.3.31. The offered Turnkey Solution must have a supported life expectancy of longer than 10 years.

2.3.32. DLCA reserves the right to appoint other service providers, thus the Service Provider may not be the exclusive provider of the Services to DLCA. DLCA shall be entitled to appoint third parties to provide the Services or services similar thereto.

2.4. Format and Submission of the Proposal

2.4.1. All the official forms (SBD forms in Section 3) must be completed and signed in all respects by Bidders. Failure to comply will invalidate a bid.

2.4.2. This is a two-stage bidding process in which proposals submitted must include technical and price, submitted in separate envelopes. For this purpose, the Bidder must provide in respect of:

- a. Clearly marked **Technical** one (1) original hard copy plus electronic copies in three (3) memory/USB sticks. Bidders must ensure that the hard copy and electronic copies are aligned. No pricing to be included in memory stick. The soft copies and flash drive should not be editable.
- b. Clearly marked **separate price bid sheet, one (1)** original hard copy should include the name of Bidder and certification that the person signing the proposal is entitled to represent the Bidder and empowered to submit the bid and authorized to sign a contract with DLCA.

2.4.3. For ease of reference, Technical copy bids should be packaged in the following format:



- a. Tab A - Signed Tender Document and Completed SBD Forms (refer to [Section 3](#))
- b. Tab B - Mandatory Documents (Refer to [Section 6.1](#))
- c. Tab C - Functionality / Technical Proposal (refer to sections 4, 5, and 6.2)
- d. Tab D – Pricing in a separate envelope. No pricing to be included on the memory stick. ([Section 6.5](#)).

2.5. Contract Performance

- 2.5.1. Preferred Bidder will enter into a five (5) year contract with DLCA, this will be in a format, term and conditions set by DLCA.
- 2.5.2. The performance of the Bidder shall be reviewed quarterly during the period of the signed Service Level Agreement (SLA).
- 2.5.3. If it is found that information provided is false, including the breach of the General Condition of Contract, DLCA reserves the right to terminate this contract with immediate effect.
- 2.5.4. The Successful Bidder will be required to provide Performance Security as part of the finalisation of the contract.

2.6. Partnership, Consortium, Joint Venture, and Company Requirements

- 2.6.1. Partnerships, consortiums, or joint ventures are allowed within the applicable laws and regulations. SBD forms need to be submitted in line with the applicable laws and regulations of procurement in South Africa.
- 2.6.2. A proposal submitted by a company, close corporation or other legal person must be accompanied by a resolution or agreement of the directors or members and be signed by a duly authorized person.
- 2.6.3. A proposal submitted by a partnership must be accompanied by a written partnership agreement.
- 2.6.4. A proposal submitted by a consortium or joint venture of two or more parties must be accompanied by a signed memorandum of understanding between the parties to such consortium indicating:
 - a. the conditions under which the consortium will function;
 - b. its period of duration;



- c. the persons authorized to represent it;
- d. the participation of the several parties forming the consortium;
- e. the benefits that will accrue to each party;
- f. any other information necessary to permit a full appraisal of its functioning.

2.7. Security and Confidentiality of Information

2.7.1. No material or information derived from the provision of the services under the Contract shall be used for any purposes other than those of DLCA, except when authorized in writing to do that. All information shall be kept strictly confidential. The successful Bidder shall be required to sign a Confidentiality Agreement with DLCA.

2.8. Compulsory Information Session & Enquiries

- 2.8.1. A compulsory information session would be held as stipulated on the first page of this document.
- 2.8.2. After the briefing session, a signed briefing certificate will be issued to all the bidders who were part of the briefing session. The bidder must submit the fully filled in briefing session certificate as part of the bid documents on the closing date of this bid.

NB: The mentioned briefing certificate must be attached on the bid documents upon submission on the closing date of the bid. (Failing which will invalidate the bid)

2.8.3. Enquiries **SHALL** be made in writing to the following:

Supply Chain Management Office / Admin	Technical
Supply Chain Management Office tenders@dlca.gov.za	Project Management Office pmo@dlca.gov.za

2.8.4. The cut-off date for enquiries is **3 March 2026 at 16h00**. The questions submitted after the cut-off date will not be answered.



2.9. Closing Date

- 2.9.1. Proposals must be submitted on or before the **20 March 2026** at 11:00 am at DLCA Offices Reception, 495b Tsitsa Street, Erasmuskloof, Pretoria. No late submissions will be accepted.
- 2.9.2. There will be a submission register which the Bidder must sign upon submitting their bid.
- 2.9.3. Bidders are therefore strongly advised to ensure that bids be dispatched allowing enough time for any unforeseen events that may delay the timeous delivery of the bid.

2.10. General conditions of contract (GCC)

- 2.10.1. The Bidder shall have to comply with the GCC which will be defined upon awarding of contract.
- 2.10.2. The Bidder shall, along with the service level agreement, sign the GCC.



Section 3: SBD forms

SBD 1

PART A

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)

Table with columns: BID NUMBER: DLCA/2025/03, CLOSING DATE: 20 March 2026, CLOSING TIME: 11H00

DESCRIPTION Provision of a Turnkey Solution for Personalization of Smart Driving Licence Cards in South Africa

THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)

495B Tsitsa Street Erasmuskloof Pretoria

SUPPLIER INFORMATION

Supplier information form with fields for Name, Address, Telephone, Cellphone, Facsimile, E-mail, VAT, TCS PIN, B-BBEE status, and Accounting Officer options.



TICK BOX	<input type="checkbox"/>	A REGISTERED AUDITOR	
		NAME:	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT (FOR EMEs& QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]			
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 BELOW]
SIGNATURE OF BIDDER	DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)			
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE (ALL INCLUSIVE)	Do NOT Complete. To be included in a separate pricing schedule as indicated in Annexure B
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT/ PUBLIC ENTITY		CONTACT PERSON	
CONTACT PERSON		TELEPHONE NUMBER	
TELEPHONE NUMBER		FACSIMILE NUMBER	
FACSIMILE NUMBER		E-MAIL ADDRESS	
E-MAIL ADDRESS			



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 ONLINE)
- 1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
- 1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
- 1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.

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 VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.



- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUBCONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / 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.

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- 3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? YES NO
- 3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA? YES NO
- 3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? YES NO
- 3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? YES NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.



SBD 3.1

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 QUANTITY DESCRIPTION BID PRICE IN RSA CURRENCY NO/YES.** (ALL APPLICABLE TAXES INCLUDED)

- 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.

Table with 4 columns: Full Name, Identity Number, Name of institution, State. It contains 8 empty rows for data entry.

2.2

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.



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 consortium will not be construed as collusive bidding.
3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution



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

3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation 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



THE NATIONAL INDUSTRIAL PARTICIPATION PROGRAMME

INTRODUCTION

The National Industrial Participation (NIP) Programme, which is applicable to all government procurement contracts that have an imported content, became effective on the 1 September 1996. The NIP policy and guidelines were fully endorsed by Cabinet on 30 April 1997. In terms of the Cabinet decision, all state and parastatal purchases / lease contracts (for goods, works and services) entered into after this date, are subject to the NIP requirements. NIP is obligatory and therefore must be complied with. The Industrial Participation Secretariat (IPS) of the Department of Trade, Industry and Competition (DTIC) is charged with the responsibility of administering the programme.

1. PILLARS OF THE PROGRAMME

1.1 The NIP obligation is benchmarked on the imported content of the contract. Any contract having an imported content equal to or exceeding US\$ 10 million or other currency equivalent to US\$ 10 million will have a NIP obligation. This threshold of US\$ 10 million can be reached as follows:

- (a) Any single contract with imported content exceeding US\$10 million.
or
- (b) Multiple contracts for the same goods, works or services each with imported content exceeding US\$3 million awarded to one seller over a 2-year period which in total exceeds US\$10 million.
or
- (c) A contract with a renewable option clause, where should the option be exercised the total value of the imported content will exceed US\$10 million.
or
- (d) Multiple suppliers of the same goods, works or services under the same contract, where the value of the imported content of each allocation is equal to or exceeds US\$ 3 million worth of goods, works or services to the same



government institution, which in total over a two (2) year period exceeds US\$10 million.

- 1.2 The NIP obligation applicable to suppliers in respect of sub-paragraphs 1.1 (a) to 1.1 (c) above will amount to 30 % of the imported content whilst suppliers in respect of paragraph 1.1 (d) shall incur 30% of the total NIP obligation on a pro-rata basis.
- 1.3 To satisfy the NIP obligation, the DTIC would negotiate and conclude agreements such as investments, joint ventures, subcontracting, Licensee production, export promotion, sourcing arrangements and research and development (R&D) with partners or suppliers.
- 1.4 A period of seven years has been identified as the time frame within which to discharge the obligation.

2. REQUIREMENTS OF THE DEPARTMENT OF TRADE AND INDUSTRY

- 2.1. In order to ensure effective implementation of the programme, successful Bidders (contractors) are required to, immediately after the award of a contract that is in excess of R10 million (ten million Rands), submit details of such a contract to the DTIC for reporting purposes.
- 2.2. The purpose for reporting details of contracts in excess of the amount of R10 million (ten million Rands) is to cater for multiple contracts for the same goods, works or services; renewable contracts and multiple suppliers for the same goods, works or services under the same contract as provided for in paragraphs 1.1. (b) to 1.1. (d) above.

3. BID SUBMISSION AND CONTRACT REPORTING REQUIREMENTS OF BIDDERS AND SUCCESSFUL BIDDERS (CONTRACTORS)

- 3.1. Bidders are required to sign and submit this Standard Bidding Document (SBD 5) together with the bid on the closing date and time.



- 3.2. In order to accommodate multiple contracts for the same goods, works or services; renewable contracts and multiple suppliers for the same goods, works or services under the same contract as indicated in sub-paragraphs 1.1 (b) to 1.1 (d) above and to enable the DTIC in determining the NIP obligation, successful Bidders (contractors) are required, immediately after being officially notified about any successful bid with a value in excess of R10 million (ten million Rands), to contact and furnish the DTIC with the following information:
- Bid / contract number.
 - Description of the goods, works or services.
 - Date on which the contract was accepted.
 - Name, address and contact details of the government institution.
 - Value of the contract.
 - Imported content of the contract, if possible.
- 3.3 The information required in paragraph 3.2 above must be sent to the Department of Trade, Industry and Competition, Private Bag X 84, Pretoria, 0001 for the attention of Mr Elias Malapane within five (5) working days after award of the contract. Mr Malapane may be contacted on telephone (012) 394 1401, facsimile (012) 394 2401 or e-mail at Elias@thedti.gov.za for further details about the programme.

4. PROCESS TO SATISFY THE NIP OBLIGATION

- 4.1 Once the successful Bidder (contractor) has contacted and furnished the DTIC with the information required, the following steps will be followed:
- a. the contractor and the DTIC will determine the NIP obligation;
 - b. the contractor and the DTIC will sign the NIP obligation agreement;
 - c. the contractor will submit a performance guarantee to the DTIC;
 - d. the contractor will submit a business concept for consideration and approval by the DTIC;
 - e. upon approval of the business concept by the DTIC, the contractor will submit detailed business plans outlining the business concepts;
 - f. the contractor will implement the business plans; and



- g. the contractor will submit bi-annual progress reports on approved plans to the DTIC.

4.2 The NIP obligation agreement is between the DTIC and the successful Bidder (contractor) and, therefore, does not involve the purchasing institution.

Bid number Closing date:.....

Name of bidder.....

Postal address

.....

Signature..... Name (in print).....

Date.....



SBD 6.1

**REVISED PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL
PROCUREMENT REGULATIONS**

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for the Strategic Empowerment Goals of DLCA.

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL
CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF
STRATEGIC EMPOWERMENT GOALS.**

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to all bids:
- 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 The value of this bid is estimated to exceed R50 000 000 (all applicable taxes included) and therefore the 90/10 preference point system will be applicable to this tender.
- 1.3 Points for this bid shall be awarded for:
- (a) Price; and
 - (b) Strategic Empowerment Goals.
- 1.4 The maximum points for this bid are allocated as follows:



Item	POINTS
PRICE	
STRATEGIC EMPOWERMENT GOALS:	
BLACK OWNED COMPANY= 5 POINTS	
WOMEN OWNED COMPANY = 5 POINTS	
Total points for Price and Strategic Empowerment Goals must not exceed	100

- 1.5 Bidders must submit proof for the strategic empowerment targets (CIPC) Certificate.
- 1.6 The purchaser reserves the right to require of a Bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;



(h) “proof of B-BBEE status level of contributor” means:

- 1) B-BBEE Status level certificate issued by an authorized body or person;
- 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
- 3) Any other requirement prescribed in terms of the B-BBEE Act;

(i) “QSE” means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;

(j) “rand value” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 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

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

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{min} = Price of lowest acceptable bid

4. POINTS AWARDED FOR STRATEGIC EMPOWERMENT GOALS

4.1 In terms of new amended Preferential Procurement Regulations, preference points must be awarded to a Bidder for attaining the Strategic Empowerment Goals in accordance with the table below:



Strategic Empowerment Goals	Number of points (90/10 system)
Black Owned	5
Women Owned	5
Non-compliant contributor	0

5. BID DECLARATION

5.1 Bidders who claim points in respect of Strategic Empowerment Goals to complete the following

6. SUBCONTRACTING

6.1 Will any portion of the contract be subcontracted?

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

6.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the subcontractor.....
- iii) The Strategic Empowerment Goals of the subcontractor.....
- iv) Whether the subcontractor is an EME or QSE

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of new amended Preferential Procurement Regulations:



Table with 3 columns: Designated Group, EME, QSE. Rows include categories like Black people, youth, women, etc., and checkboxes for EME and QSE.

7. DECLARATION WITH REGARD TO COMPANY/FIRM

- 7.1 Name of company/firm:
7.2 VAT registration number:
7.3 Company registration number:
7.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
One person business/sole propriety
Close corporation
Company
(Pty) Limited

[TICK APPLICABLE BOX]

7.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....
.....
.....
.....



7.6 COMPANY CLASSIFICATION

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

7.7 Total number of years the company/firm has been in business:.....

7.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the Strategic Empowerment Goals as indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the Strategic Empowerment Goals has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser 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 by the National Treasury 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.



WITNESSES

1.

2.

.....

SIGNATURE(S) OF BIDDERS(S)

DATE :.....

ADDRESS

.....

.....

.....

.....



transport

Department:
Transport
REPUBLIC OF SOUTH AFRICA

PROVISION OF A TURNKEY SOLUTION FOR
PERSONALIZATION OF SMARTDRIVING
LICENCE CARDS IN SOUTH AFRICA
Bid No: DLCA/2025/03

**VOLUME 2: REQUIREMENTS FOR THE PROVISION OF A
TURNKEY SOLUTION FOR PERSONALIZATION OF SMART
DRIVING LICENCE CARDS IN SOUTH AFRICA**



Section 4: Functional Requirements

4.0 Evidence-Based Compliance (Mandatory)

4.0.1 All requirements in Section 4 must be capable of objective verification. *Where a requirement includes “shall” or “must”, the Bidder must submit the evidence specified to demonstrate compliance.*

4.0.2 No requirement in Section 4 may be evaluated, scored, or treated as compliant in the absence of the specified evidence. *Where a requirement is designated “Mandatory – Pass/Fail” failure to submit the required evidence shall render the bid non-responsive.*

4.0.3 All evidence submitted must be traceable to the bidding legal entity or to a contractually bound party whose role, responsibility, and enforceable undertaking to DLCA is clearly described in the Bidder’s submission, including the relevant agreements/authorisations.

4.1 Scope of Work (Mandatory)

1. DLCA requires a Turnkey Solution for the personalisation of Smart Driving Licence Cards.
2. The operational context for the envisaged DLCA Smart Driving Licence Card Personalisation Turnkey Solution (Turnkey Solution) is shown in Figure 1 **Error! Reference source not found.** below. The objective of the Turnkey Solution is to personalize smart licence Proximity Integrated Circuit Cards (P-ICCs) at a required production volume as specified in the document.
3. The proposed Turnkey Solution must include best-practice and must incorporate automation technology and/or principles. The Turnkey Solution must highlight how automation, information management and software are utilised in the solution and how the capabilities will enable DLCA to improve their business operations and contribute to the service delivery objectives.
4. DLCA shall provide the human resources to operate the Turnkey Solution.
5. The infrastructure requirements related to operations of the machine need to be provided by all bidders e.g. air supply, power supply, environmental control etc. **as per paragraph 5.7**

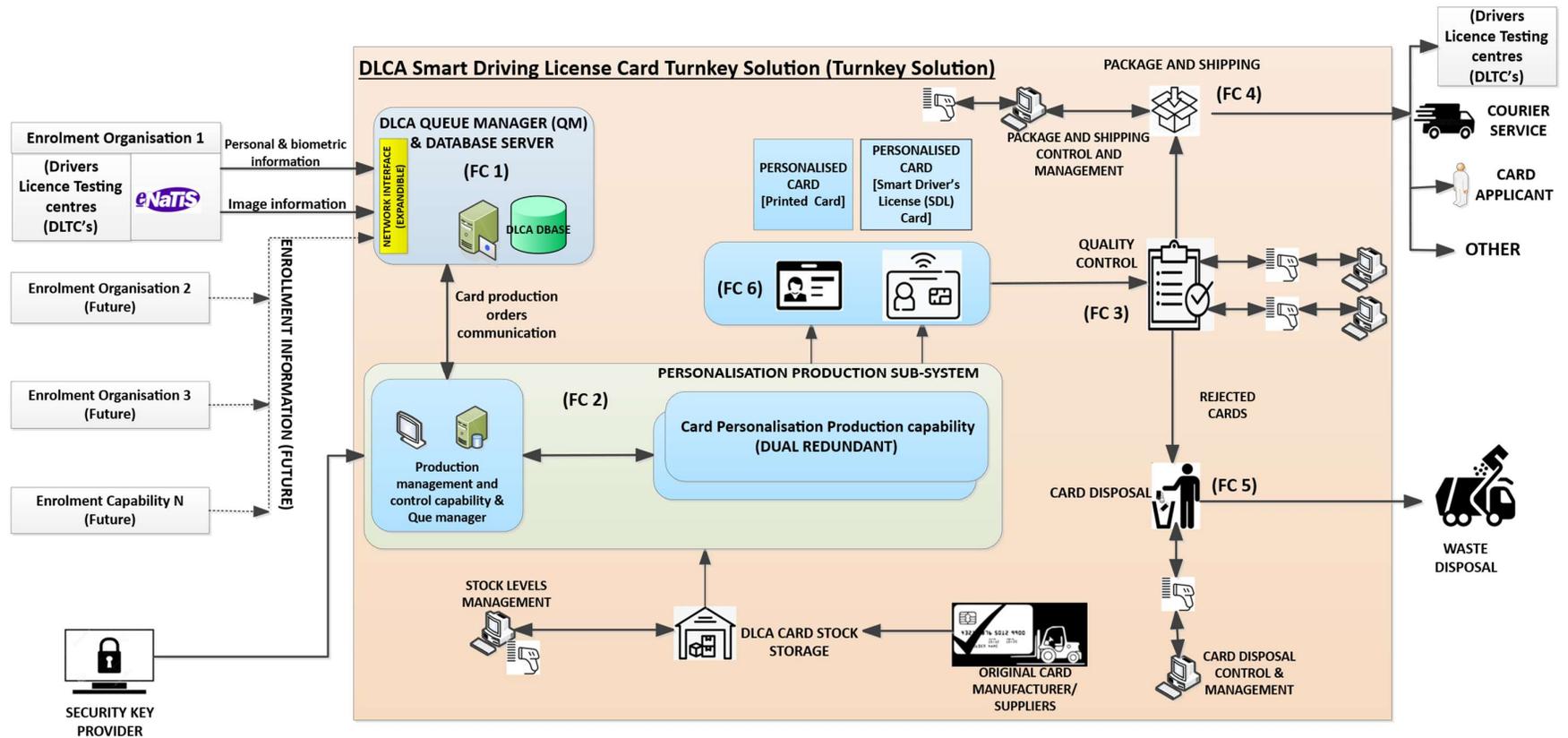


Figure 1: Operational context for DLCA Smart Driving Licence Card Personalisation Turnkey Solution (Turnkey Solution)



- 6.
- 7. The electricity from the mains supply to the equipment will be provided by DLCA and the successful Bidder will be responsible for the wiring and connection of all equipment of the Turnkey Solution at DLCA premises **as per paragraph 5.7**
- 8. The machine shall produce all the required personalisation characteristics of the Smart Driving Licence Card.

4.2 Turnkey Solution Breakdown Structure (Mandatory)

The Turnkey Solution configuration, depicted in Figure 1, shall consist, as a minimum, out of the sub-system capabilities as shown in Figure 2.

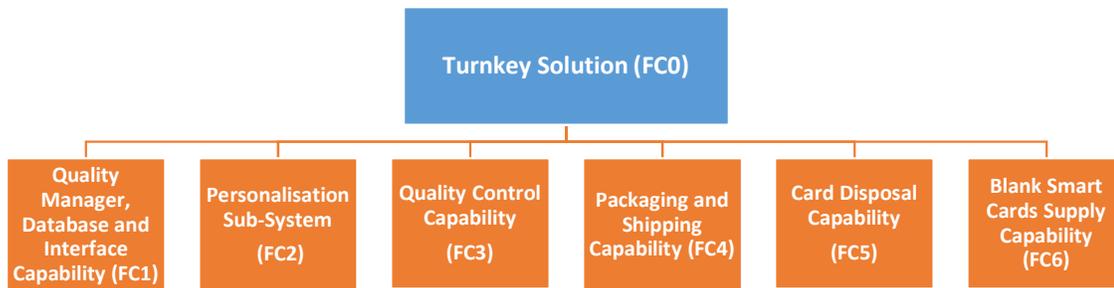


Figure 2: The Turnkey Solution breakdown structure



Reference to Figure 3	Sub-System Capability	Purpose
FC1	Queue manager, database server and interface capability	The Queue-Manager and database server shall be able to receive Smart Driving Licence Card applications from external enrollment organizations, and process applications in a suitable file format for transfer to the P-ICC personalization sub-system.
FC2	Personalization sub-system	The smart card personalization sub-system shall receive production orders from the FC1 Queue manager server, for execution by the P-ICC personalization production process.
FC3	Quality Control capability	The quality control capability shall be a manual quality check process function executed by DLCA quality workers to quality check personalized P-ICCs at a rate of 1% of the production run.
FC4	Packaging and shipping capability	This capability shall be responsible for the reception of completed personalized P-ICCs from the production sub-system for the purpose of packaging and shipment according to client service requirements.
FC5	Card disposal capability	The disposal capability shall be responsible for the reception and record keeping of rejected cards for the purpose of the destruction of the rejected P-ICCs according to best practices.
FC6	Blank Smart Cards Supply Capability	The supplying capability of pre-printed polycarbonate Smart Cards used as input material in the production of the Smart Driving Licence Card.



4.2.1 Turnkey Solution constraints

The following Turnkey Solution constraints have been identified:

- a. The Turnkey Solution shall depend on Public Key Infrastructure (PKI) services supplied by a designated security key supplier. The PKI supplier requirements shall not form part of the scope of this document.

ID	Requirement	Mandatory status	Verification and Validation	Bidder must Complete	
				Submitted (Yes/No)	Reference Paragraph in Proposal
4.2.1.b	Where the solution depends on PKI services, the Bidder shall submit a PKI Integration Plan defining:	Mandatory – Pass/Fail	Inspection of interface specifications, security controls description, and integration test plan during Phase 2		
4.2.1.b.i	responsibility split between DLCA, PKI provider, and Bidder;	Mandatory – Pass/Fail	Inspection of documents during Phase 2		
4.2.1.b.ii	key management lifecycle (generation, storage, rotation, revocation)	Mandatory – Pass/Fail	Inspection of documents during Phase 2		



4.2.1.b.iii	integration interfaces and security controls;	Mandatory – Pass/Fail	Inspection of documents during Phase 2		
4.2.1.iv	fallback/continuity procedures.	Mandatory – Pass/Fail	Inspection of documents during Phase 2		

4.2.2 FC0: Turnkey Solution Capabilities

The Turnkey Solution to be offered, shall be able to integrate within the existing DLCA production management framework, and shall provide for the following high-level features:

ID	Requirement	Mandatory status	Verification and Validation	Bidder must Complete	
				Submitted (Yes/No)	Reference Paragraph in Proposal
4.2.2.a	The Turnkey Solution capability shall be a re-configurable production system with the ability to personalize/produce more than one type of card document configuration, ranging from Smart Card types to standard printed (“dumb”) identity card types.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 Demonstration during Phase 4 and contract delivery		



4.2.2.b	The Turnkey Solution shall have the capability to integrate with LDAP (Light-weight directory access protocol) for the purpose of user identification and access control.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 Demonstration at contract delivery		
4.2.2.c	The Turnkey Solution shall provide for the capacity to manage different types of documents and coordinate all personalization/production steps during a single-run continuous production process.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 Demonstration during Phase 4 and at contract delivery		
4.2.2.d	The Turnkey Solution shall provide for the capacity to provide for post personalization processes such as automated quality assurance and integration with the card mailing solution, as well as card disposal sub-systems.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 Demonstration during Phase 4 and at contract delivery		
4.2.2.e	The Turnkey Solution Workflow Management System shall have the capability to provide a suite of production operations reports, reporting on all key production operations.	Mandatory – Pass/Fail	Inspection of documents during Phase 2		



			Demonstration during Phase 4 and at contract delivery		
4.2.2.f	The Turnkey Solution shall have the capability to sense, capture and track key production process data and provide reports on all captured data of key processes.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 Demonstration during Phase 4 and at contract delivery		
4.2.2.g	The Turnkey Solution shall have the capability to enable production workers to manage (record and track) manually rejected production batch jobs.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 Demonstration during Phase 4 and at contract delivery		
4.2.2.h	The Turnkey Solution shall have the capability to provide functionalities for the dispatch of final products from the personalization/production workstations to different recipients (i.e. couriers), including reporting on dispatch lists.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 Demonstration during Phase 4 and at contract delivery		



4.2.2.i	The Turnkey Solution shall provide interfaces and APIs with external systems, such as personalisation data, card suppliers, logistics companies, etc.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 Demonstration at contract delivery		
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4.2.3 FC1: Queue Manager, Database (DB) server and interface capability

ID	Requirement	Mandatory status	Verification and Validation	Bidder must Complete	
				Submitted (Yes/No)	Reference Paragraph in Proposal
4.2.3.a	DLCA Queue-Manager and database server shall be able to receive and process Smart Driving Licence Card (P-ICC) applications via the existing external system. All applications with its associated personal and biometric information received via the external system as submitted at the enrolment centres shall be stored by DLCA Que database server. The existing DLCA dataset will be required to be migrated to the new Queue manager server.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 Demonstration at contract delivery		



	The current DLCA database size is at least 1TB at time of bid advertisement.				
4.2.3.b	DLCA Queue-Manager and database server shall be able to receive text, “images” (e.g. fingerprint, facial image, etc) in various formats as captured at enrolment centres.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 Demonstration during Phase 4 and at contract delivery		
4.2.3.c	DLCA database server shall be able to receive applicants’ personal information, via external source, as captured at enrolment centres.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 Demonstration at contract delivery		
4.2.3.d	DLCA Queue-Manager shall be able to process and prepare P-ICC production orders in the required format, to be communicated to DLCA personalization production sub-system. The Queue-manager server shall be able to communicate the production orders via a network interface to the personalization production sub-system.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 Demonstration during Phase 4 and at contract delivery		
4.2.3.e	DLCA Queue-manager and database server shall have a modular, adaptable and upgradeable network interface capability, which shall allow third party developers to adapt and/or	Mandatory – Pass/Fail	Inspection of documents during Phase 2		



	re-configure the network interface hardware and software requirements to implement network links to various different future enrolment organization agencies. Open industry standards shall be adhered to.		Demonstration at contract delivery		
4.2.3.f	Bidders shall be required to supply and integrate the hardware and software components for the Queue Manager, database server to provide the interface between the external source and the P-ICC personalization sub-system.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 Demonstration at contract delivery		
4.2.3.g	Bidders shall be required to liaise with external sources and DLCA to determine the server hardware and software interface requirements for the integration between the existing external system and the P-ICC personalization sub-system.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 Demonstration at contract delivery		
4.2.3.h	The Queue manager server shall have the capability to provide for all the required hardware and software network interface capabilities to provide for the data communications interface between a specific Enrolment Organisation, and DLCA Queue Manager (QM) and Database Server (FC1). The Bidder shall have the capability to implement the required Application Programming Interfaces (APIs) when required.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 Demonstration during Phase 4 and at contract delivery		



4.2.4 FC2: Smart Card Personalization Sub-System (PSS) capabilities

4.2.4.1 P-ICC card personalization machine capabilities

ID	Requirement	Mandatory status	Verification and Validation	Bidder must Complete	
				Submitted (Yes/No)	Reference Paragraph in Proposal
4.2.4.1.a	The Personalization Sub-System (PSS) machine(s) shall have the capability to produce P-ICCs at a constant sustainable production rate of at least 2000 cards per hour.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 Demonstration during Phase 4 and at contract delivery		
4.2.4.1.b	The Production Management and Control Capability (FC2) shall have the hardware and software interface capabilities to implement the required Application Programming Interfaces (APIs) specified by the Original Equipment Manufacturer (OEM) of the Personalisation Production Subsystem (FC2) to interface with DLCA Queue Manager (FC1).	Mandatory – Pass/Fail	Inspection of documents during Phase 2 Demonstration during Phase 4 and at contract delivery		



4.2.4.1.c	The Personalization Sub-System (PSS) machine(s) shall maintain not less than 50% of the specified sustainable production rate during scheduled maintenance, by means of dual redundancy or at least equivalent architecture that is pre-defined and proven.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 and capability during Phase 4. Demonstration at contract delivery		
4.2.4.1.d	The Personalization Sub-System (PSS) machine(s) personalization process shall require the capability to print or engrave text, images and complex security features on the front and back layer surfaces of 100% polycarbonate P-ICC materials. The process shall include the capability for electronic generation and storing of secure electronic data on the P-ICC chip.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 Demonstration during Phase 4 and at contract delivery		
4.2.4.1.e	The Personalization Sub-System (PSS) machine(s) shall have the capability to print on preprinted and blank cards to enable DLCA production workers to re-configure and change the artwork layout and printing format of information on the front and back of the card, in accordance with the various DLCA client requirements.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 Demonstration during Phase 4 and at contract delivery		
4.2.4.1.f	The electronic writing (saving) of personalized information onto the P-ICC shall implement on-chip functionalities for the secure access to	Mandatory – Pass/Fail	Inspection of documents during Phase 2 and		



	on-card storage resources, authentication and encryption functions.		functionality during Phase 4 Demonstration at contract delivery		
4.2.4.1.g	The Personalization Sub-System (PSS) machine(s) shall have the capability to program a P-ICC's on-card chip which shall be pre-installed with a Global Platform Card V2.3.1 compliant Card Operating System (OS), i.e., Java Card 3.05 (minimum) or another open Card OS similar in security and features.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 Demonstration at contract delivery		
4.2.4.1.h	The Personalization Sub-System (PSS) machine(s) shall have the capability to store personalization information on a P-ICC chip that has been pre-installed with a Card OS which complies with a minimum CC EAL6+ rating for the Card OS and chip resources.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 Demonstration at contract delivery		
4.2.4.1.i	The Personalization Sub-System (PSS) machine(s) shall have the capability to personalize the P-ICC by capturing of the personal visual data, e.g. name, signature, surname, etc. by high quality laser engraving on both sides of a card in a single pass.	Mandatory – Pass/Fail	Inspection of documents during Phase 2		



			Demonstration during Phase 4 and at contract delivery		
4.2.4.1.j	The Personalization Sub-System (PSS) shall have the functional capability to perform tactile engraving of specified data elements i.e. date of issue, on either the front or rear side of a card.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 Demonstration during Phase 4 and at contract delivery		
4.2.4.1.k	The Personalization Sub-System (PSS) shall have the functional capability to deliver sensitive laser engraved features (e.g., IPI®-features).	Mandatory – Pass/Fail	Inspection of documents during Phase 2 Demonstration during Phase 4 and at contract delivery		
4.2.4.1.l	The Personalization Sub-System (PSS) shall have the functional capability to deliver sharp, crisp micro-text images such as a personalized micro-text line.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 Demonstration during Phase 4 and at contract delivery		



4.2.4.1.m	<p>The Personalization Sub-System (PSS) shall have the functional capability to engrave (print):</p> <ul style="list-style-type: none"> i. at least two data elements on an MLI-patch, at a typical swivel of 15 degrees, of one element of fixed data and one element of variable data. ii. the MLI-patch shall be positioned on the front and/or rear side of a card. 	Mandatory – Pass/Fail	<p>Inspection of documents during Phase 2</p> <p>Demonstration during Phase 4 and at contract delivery</p>		
4.2.4.1.n	<p>The Personalization Sub-System (PSS) shall have the functional capability to perform the laser engraving process in such a way to not interfere with the OVD feature which could partly cover the primary photo.</p>	Mandatory – Pass/Fail	<p>Inspection of documents during Phase 2</p> <p>Demonstration during Phase 4 and at contract delivery</p>		
4.2.4.1.o	<p>The Personalization Sub-System (PSS) shall have an XY-positioning system to enable highly accurate positioning of laser marking features within the required accuracy parameters of the pre-printed zones on the card.</p>	Mandatory – Pass/Fail	<p>Inspection of documents during Phase 2</p>		



			Demonstration during Phase 4 and at contract delivery		
4.2.4.1.p	The Personalization Sub-System (PSS) shall have the functional capability to create high quality barcodes of different types (e.g., line-barcodes and ISO/IEC 15438 type barcodes.)	Mandatory – Pass/Fail	Inspection of documents during Phase 2 Demonstration at contract delivery		
4.2.4.1.q	The Personalization Sub-System (PSS) shall have the functional personalization capability to process contactless P-ICC chip and cards without any chips.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 Demonstration at contract delivery		
4.2.4.1.r	The Personalization Sub-System (PSS) shall have an automated personalization processing capability to capture the following data in a single production pass:	Mandatory – Pass/Fail			
4.2.4.1.r.i	all related electrical (on-chip) data.	Mandatory – Pass/Fail	Inspection of documents during Phase 2		



			Demonstration at contract delivery		
4.2.4.1.r.ii	all related visual personalization (photo, name, etc.) data on both sides of a card.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 Demonstration during Phase 4 and at contract delivery		
4.2.4.1.s	The Personalization Sub-System (PSS) equipment shall have the following capabilities:	Mandatory – Pass/Fail			
4.2.4.1.s.i	automated feeding of cards from multiple infeed cartridges (min 2), with each cartridge holding a different card type.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 Demonstration during Phase 4 and at contract delivery		
4.2.4.1.s.ii	infeed capacity to hold at least 2000 cards.	Mandatory – Pass/Fail	Inspection of documents during Phase 2		



			Demonstration during Phase 4 and at contract delivery		
4.2.4.1.s.iii	a secure collection bin to receive rejected (faulty) cards.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 and capability during Phase 4 Demonstration at contract delivery		
4.2.4.1.t	A visual recognition system shall be required for purposes of reading a pre-printed card number from any position on the rear side of the card. The pre-printed card number shall be incorporated into the personalization data of the P-ICC. The pre-printed card number shall be a minimum font-size of ±1,6 mm high (4,25 points Didot).	Mandatory – Pass/Fail	Inspection of documents during Phase 2 Demonstration during Phase 4 and at contract delivery		
4.2.4.1.u	The design configuration of the P-ICC Personalization Sub-System (PSS) equipment shall make provision for safe operation practices by using suitable safety shrouding, screening, guards and insulating,	Mandatory – Pass/Fail	Inspection of documents during Phase 2		



	as far as practicable, of all moving as well as stationery parts which may pose any danger to operators.		Demonstration during Phase 4 and at contract delivery		
4.2.4.1.v	The Personalization Sub-System (PSS) shall have Access Control & Auditability:	Mandatory – Pass/Fail			
4.2.4.1.v.i	The PSS shall implement role-based access control (RBAC) with defined roles for operations, maintenance, security administration, and audit review.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 and capability during Phase 4 Demonstration at contract delivery		
4.2.4.1.v.ii	The PSS shall record immutable audit logs for	Mandatory – Pass/Fail			
4.2.4.1.v.ii.a	log-on attempts	Mandatory – Pass/Fail	Inspection of documents during Phase 2 and capability during Phase 4 Demonstration at contract delivery		



4.2.4.1.v.ii.b	configuration changes	Mandatory – Pass/Fail	Inspection of documents during Phase 2 and capability during Phase 4 Demonstration at contract delivery		
4.2.4.1.v.ii.c	production overrides/rework decisions	Mandatory – Pass/Fail	Inspection of documents during Phase 2 and capability during Phase 4 Demonstration at contract delivery		
4.2.4.1.v.ii.d	security-relevant events	Mandatory – Pass/Fail	Inspection of documents during Phase 2 and capability during Phase 4 Demonstration at contract delivery		
4.2.4.1.V.iii	Audit logs shall be exportable for independent review and retained for a minimum period of at least 10 years.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 and at contract delivery		



4.2.4.2 Operators Control

ID	Requirement	Mandatory status	Verification and Validation	Bidder must Complete	
				Submitted (Yes/No)	Reference Paragraph in Proposal
4.2.4.2.a	The Personalization Sub-System (PSS) machine(s) shall incorporate a front-end operator's console (e.g., touch screen monitor & working desk) capability which shall provide for the purpose of managing of all the typical machine operating functions from a central workstation.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 Demonstration during Phase 4 and at contract delivery		
4.2.4.2.b	The language used on all Turnkey Solution operator's monitors and console displays shall be in English and customized for the solution.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 and at contract delivery		
4.2.4.2.c	Access to the Personalization Sub-System (PSS) software and hardware functionalities, shall be protected by RBAC to prevent unauthorized access and use of the equipment.	Mandatory – Pass/Fail	Inspection of documents during Phase 2		



			Demonstration during Phase 4 and at contract delivery		
4.2.4.2.d	The Personalization Sub-System (PSS) Control panels for each item of equipment offered, shall be fitted with at least the following:	Mandatory – Pass/Fail			
4.2.4.2.d.i	A mains power-supply switch and clearly visible mains power switch indicator, either LED or similar.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 and capability during Phase 4 Demonstration at contract delivery		
4.2.4.2.d.ii	Emergency-stop switch clearly marked and easily accessible.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 and capability during Phase 4 Demonstration at contract delivery		



4.2.5 FC3: Quality Control Capabilities

ID	Requirement	Mandatory status	Verification and Validation	Bidder must Complete	
				Submitted (Yes/No)	Reference Paragraph in Proposal
4.2.5.a	The Bidder shall supply all the required P-ICC Quality Assurance (QA) equipment (hardware and software) with required quality verification procedures to enable DLCA quality workers to manually inspect personalized P-ICCs. The manual quality inspection equipment shall enable quality workers to inspect P-ICCs at a rate of at least 1% of the production rate capacity.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 and capability during Phase 4 Demonstration at contract delivery		
4.2.5.b	The Bidder shall supply Quality Assurance (QA) equipment for at least two (2) manual QA inspection workstations. The QA workstations shall be equipped with all required computer terminals and P-ICC reading devices to	Mandatory – Pass/Fail	Inspection of documents during Phase 2 Demonstration at contract delivery		



	manually confirm the quality requirements of a personalized P-ICC.				
4.2.5.c	The Bidder shall supply all the equipment and software to enable DLCA quality inspectors to electronically capture quality inspection data of all manually verified P-ICCs into a quality management database.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 and at contract delivery		
4.2.5.d	The Personalization Sub-System (PSS) equipment shall have the capability to perform automated quality inspection processes and chip data verification operations during a continuous production run.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 Demonstration during Phase 4 and at contract delivery		
4.2.5.e	The Personalization Sub-System (PSS) shall have the capability to verify all personalization data fields for completeness and filter out all incomplete records.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 Demonstration at contract delivery		
4.2.5.f	The Personalization Sub-System (PSS) solution offered shall provide a management	Mandatory – Pass/Fail	Inspection of documents during Phase 2		



	system for rework of all automatically and manually rejected cards.		Demonstration during Phase 4 and at contract delivery		
4.2.5.g	The Personalization Sub-System (PSS) shall have the capability to perform a photo and signature match after personalization of the primary photo and signature. The PS shall have the capability to verify the following for correctness prior to delivering the card.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 Demonstration during Phase 4 and at contract delivery		
4.2.5.g.i	Compare the photo on the database and match with the picture on the card for correctness.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 Demonstration at contract delivery		
4.2.5.g.ii	Compare the signature on the database and match with the signature on the card for correctness.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 Demonstration at contract delivery		



4.2.5.h	The Personalization Sub-System (PSS) shall have the capability to verify the P-ICC personalization data correctness prior to delivering of the card, by:	Mandatory – Pass/Fail	Inspection of documents during Phase 2 and capability during Phase 4 Demonstration at contract delivery		
4.2.5.h.i	Reading data on the chip for comparison with target data from the database.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 Demonstration at contract delivery		
4.2.5.h.ii	Perform optical data verification (OCV) by comparing actual data (e.g., name, surname) on the card against individual target data from the data-record.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 Demonstration at contract delivery		
4.2.5.i	The Personalization Sub-System (PSS) shall have the capability to verify the barcodes (both ISO/IEC 15438 and linear type barcodes) for correctness prior to delivering of the card.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 Demonstration at contract delivery		



4.2.5.j	The Personalization Sub-System (PSS) shall have the capability to verify the X-Y position measurements of personalized data against pre-determined limits for specific zones before delivering the card.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 Demonstration during Phase 4 and at contract delivery		
4.2.5.k	The Personalization Sub-System (PSS) shall have the functional capability to perform an automated rejection of a card which registers a verification mismatch on any verification condition. The system shall provide a rejection report with associated rationale for rejecting a card.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 Demonstration at contract delivery		
4.2.5.l	The Personalization Sub-System (PSS) shall allow the operator to reject a document manually by providing reasons for such rejection.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 Demonstration at contract delivery		
4.2.5.m	Should an operator manually inspect a rejected card and determine the document to	Mandatory – Pass/Fail	Inspection of documents during Phase 2		



	bear only minor defects, the system shall allow for the operator to assign the document as valid to avoid reproduction of such card.		Demonstration at contract delivery		
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4.2.6 FC4: Packaging and shipping capabilities

ID	Requirement	Mandatory status	Verification and Validation	Bidder must Complete	
				Submitted (Yes/No)	Reference Paragraph in Proposal
4.2.6.a	The Personalization Sub-System (PSS) shall have a packaging and shipping function which shall enable DLCA workers with the capability to prepare P-ICC shipment batches according to predefined shipment criteria.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 Demonstration during Phase 4 and at contract delivery		
4.2.6.b	The Turnkey Solution shall have the packaging and shipping capability to enable DLCA packaging and shipment workers to	Mandatory – Pass/Fail	Inspection of documents during Phase 2		



	confirm shipment batches for correctness, against the approved shipping database.		Demonstration at contract delivery		
4.2.6.c	The Turnkey Solution shall have a shipping capability to enable DLCA shipment workers to package P-ICCs in a suitable batch size format for the purpose of sending and distribution to designated courier services for delivery.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 Demonstration at contract delivery		
	A premium courier service will provide for P-ICC delivery to the applicant's preferred address, as well as a standard service for a regular batch delivery service which will deliver to enrolment centres across the RSA.	Information			
4.2.6.d	The Bidder shall have the capability to provide a fit-for-purpose P-ICC materials handling capability for the manual and/or automatic continuous transitioning of completed cards from the personalisation sub-system to the packaging and shipment capability.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 Demonstration during Phase 4 and at contract delivery		



4.2.6.e	The Personalization Sub-System (PSS) shall have a card mailing system capability with the functionality to provide for the following:	Mandatory – Pass/Fail			
4.2.6.e.i	Flexible personalization (printing) of the address field in a defined zone on a pre-printed carrier sheet (80 g/m ² A4-format paper), using variable/fixed data from a database.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 Demonstration during Phase 4 and at contract delivery		
4.2.6.e.ii	Pick finished cards and automatically attach individual cards accurately onto a pre-defined zone on the carrier sheet.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 Demonstration during Phase 4 and at contract delivery		
4.2.6.f	The Personalization Sub-System (PSS) shall have the production capability to: (1) fold the carrier sheet with its attached card, (2) insert the folded carrier sheet into a window type envelope, (3) seal each individual envelope,	Mandatory – Pass/Fail	Inspection of documents during Phase 2 Demonstration during Phase 4 and at contract delivery		



	and (4) stack the sealed envelopes in an output tray.				
4.2.6.g	The Personalization Sub-System (PSS) mailing sub-system shall have the capability to automatically feed the pre-printed 80 g/m ² A4-format paper carrier sheets into a printing device for personalization.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 Demonstration during Phase 4 and at contract delivery		
4.2.6.h	The Personalization Sub-System (PSS) mailing sub-system shall have the capability for an additional in-feed (e.g., information leaflet in 80 g/m ² A4-format paper) when required.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 Demonstration at contract delivery		
4.2.6.i	The Personalization Sub-System (PSS) mailing sub-system shall have an automated feeding capability for DL-format (110 mm x 220 mm) ISO/IEC 269 standard window envelopes into the mailing system.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 Demonstration during Phase 4 and at contract delivery		



4.2.6.j	The mailing system's in-line printing device shall have the capability to:	Mandatory – Pass/Fail			
4.2.6.j.i	Print high quality barcodes (minimum 300 dpi) on a carrier sheet when required.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 Demonstration at contract delivery		
4.2.6.j.ii	Print variable data e.g., names as may be applicable to individual cards, in a fixed zone on the carrier sheet.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 Demonstration at contract delivery		
4.2.6.j.iii	Print mono-chrome colour on stationary (no colour printing is required on stationary).	Mandatory – Pass/Fail	Inspection of documents during Phase 2 Demonstration at contract delivery		
4.2.6.k	The mailing sub-system shall interface with the card personalization system to ensure correct assignment of a card, mailing address and covering (carrier sheet) letter.	Mandatory – Pass/Fail	Inspection of documents during Phase 2		



			Demonstration during Phase 4 and at contract delivery		
4.2.6.l	The mailing sub-system shall incorporate stop/start manual intervention functions to assist the operator with issues such as paper/envelope jams, etc.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 and capability during Phase 4 Demonstration at contract delivery		

4.2.7 FC5: Card disposal capabilities

ID	Requirement	Mandatory status	Verification and Validation	Bidder must Complete	
				Submitted (Yes/No)	Reference Paragraph in Proposal
a.	The Personalization Sub-System (PSS) shall have a disposal capability to ensure that all discarded invalid Licence cards are destroyed	Mandatory – Pass/Fail	Inspection of documents during Phase 2		



	in accordance with acceptable best practice processes.		Demonstration during Phase 4 and at contract delivery		
b.	The disposal capability shall have the capability to enable DLCA disposal workers to verify the rejected status of P-ICCs against an approved disposal request database, prior to disposal.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 and capability during Phase 4 Demonstration at contract delivery		
c.	The Bidder shall have the capability to supply DLCA with disposal equipment and operating procedures to enable DLCA disposal workers to destroy the rejected P-ICCs in accordance with best practice procedures.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 and capability during Phase 4 Demonstration at contract delivery		
d.	The Bidder shall have the capability to supply DLCA disposal workers with the equipment, software, procedures and training to keep an electronic secure database of all disposed Smart Driving Licence Cards.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 and capability during Phase 4 Demonstration at contract delivery		



e.	The Turnkey Solution shall have application interface capabilities to enable the capture (recording) of P-ICC stock levels onto the production system database.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 and capability during Phase 4 Demonstration at contract delivery		
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4.2.8 FC6: Blank Smart Cards Supply Capability

4.2.8.1 Card Design

- 4.2.8.1.1 The required cards shall be polycarbonate Blank Smart Cards.
- 4.2.8.1.2 The card shall be of a non-propriety design satisfying the specifications in 4.2.8.
- 4.2.8.1.3 The card design/artwork and related information shall be provided by DLCA after the contract award and the signing of a Non-Disclosure Agreement.
- 4.2.8.1.4 The front of the card will typically contain the information as indicated in the figure below after the personalisation process is completed.

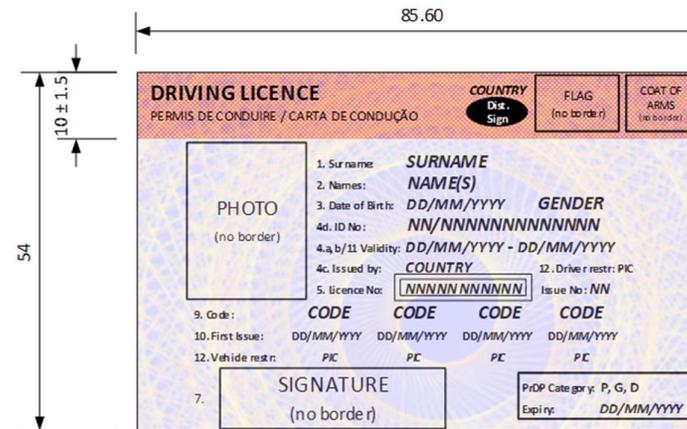


Figure 5: Driving licence card design outline (Front)

4.2.8.1.5 The front of the card will typically contain the following features:

Feature	Details
Design features	<p>The Security background will be printed with an appropriate security printing method and should include capability for rainbow printing. The following features must be provided for:</p> <ul style="list-style-type: none"> a. Anti-scan design features b. Duplex security pattern c. Fine-line design with integrated guilloche patterns, and lines with variable line width. d. Micro text



Feature	Details
	<ul style="list-style-type: none"> e. Micro and hidden images f. Enhanced security elements will be overlapping the facial area (front side of the card only)
Image of the Licence Holder (Portrait)	The image of the license holder/portrait must be <u>laser-engraved</u> and in color.
Tactile Features	Tactile design on top layer of the polycarbonate card. This tactile image will be added during the pre-printing process (front side only).
Clear Window	Clear window (see-through) must be incorporated in the card body during the manufacturing process, for the purpose of laser engraving of a secondary image of the face of the licence holder. (Size: 4.32 x 5.54 mm).
Diffractive Optically Variable Image Device (DOVID)	An Optically Variable Device (OVD) with integrated security features must be embedded within the polycarbonate layers during the manufacturing process of the card. This DOVID will protect the face image of the holder of the card during the personalization process. A concept design of the DOVID has been done by DLCA and the design will be finalized with the successful bidder.
Security inks	<ul style="list-style-type: none"> a. Ink with infra-red properties b. Optically Variable Ink (OVI) c. Ability to print UV ink in either rainbow printing, multicolour ink, Bi-fluorescent ink or a combination of the different options. <p>The ink combination will be finalized with DLCA once the Successful Bidder has been appointed.</p>



4.2.8.1.6 The back of the card will typically contain the following information as indicated in the figure below:



Figure 6: Driving licence card design outline (Back)

4.2.8.1.7 The card stock serial number will be a 1-D bar code printed at the back of the card.

4.2.8.1.8 The card will have a ghost image in a clear window.



4.2.8.2 Polycarbonate Smart Card Requirements

Indicate if the required substantiation of the requirements were submitted, and if so, provide the reference paragraph in the submitted technical proposal.

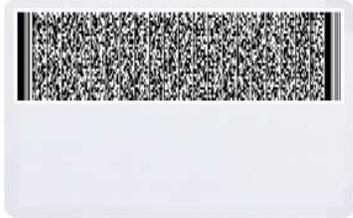
4.2.8.2.1 Card body

ID	Requirement	Mandatory status	Verification and Validation	Bidder must Complete	
				Submitted (Yes/No)	Reference Paragraph in Proposal
4.2.8.2.1.a	The card body shall be 100% Polycarbonate.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 and items at contract delivery Demonstration during Phase 4		
4.2.8.2.1.b	The Bidder shall submit an independent laboratory test certificate verifying the polycarbonate composition and relevant physical characteristics.	Mandatory – Pass/Fail	Inspection of documents during Phase 2		



4.2.8.2.1.c	The certificate in 4.2.8.2.1.b above shall identify: issuer, accreditation status, test method, date, batch/lot reference, and linkage to the submitted sample cards in 4.2.8.2.1.p below	Mandatory – Pass/Fail	Inspection of documents during Phase 2		
4.2.8.2.1.d	The card body must be multilayered card with a minimum of 5 layers.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 and items at contract delivery Demonstration during Phase 4		
4.2.8.2.1.e	All layers of the card must be fused to form a uniform card body capable of withstanding the applicable durability tests.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 Demonstration during Phase 4		
4.2.8.2.1.f	a. The 2D Barcode must be of type PDF417 and adhere to ISO/IEC 15438	Mandatory – Pass/Fail	Inspection of documents during Phase 2 Demonstration at contract delivery		



					
	2D Barcoded card				
4.2.8.2.1.g	The minimum area to be provided on the card for the personalisation of the PDF417 barcode is 85.6 x 26.3 mm.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 Demonstration at contract delivery		
4.2.8.2.1.h	Thickness of each layer must be given by the bidder. Mentioning the thickness is compulsory. Bidder must provide test certificate and/or report from an independent laboratory as proof of compliance.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 and item at contract delivery		



4.2.8.2.1.i	UV-A dull substrate material shall be used as a security feature compliant with ISO/IEC 18013.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 and item at contract delivery Demonstration during Phase 4		
4.2.8.2.1.j	Pre-printed serial number shall appear on all blank cards.	Mandatory – Pass/Fail	Inspection of documents during Phase 2, capability during Phase 4 and item at contract delivery		
4.2.8.2.1.k	<p>b. The following features shall be used in the card design</p> <ul style="list-style-type: none"> i. No CMYK colours and at least 2 special colours ii. Guilloche design compliant with ISO/IEC 18013 iii. Anti-scan pattern compliant with ISO/IEC 18013 iv. Micro printed text compliant with TTTPF requirements v. Duplex security pattern compliant with TTTPF requirements 	Mandatory – Pass/Fail	Inspection of documents during Phase 2 Demonstration during Phase 4 and at contract delivery		



	<ul style="list-style-type: none"> vi. Use of non-standard type-fonts compliant with TTPF requirements vii. UV fluorescent ink in security background printing compliant with ISO/IEC 18013 				
4.2.8.2.1.l	The inks used for printing personalised data shall be UV fluorescent ink compliant with ISO/IEC 18013.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 Demonstration during Phase 4 and at contract delivery		
4.2.8.2.1.m	<p>c. The following personalisation security features shall be used:</p> <ul style="list-style-type: none"> i. Printing dynamic data elements using digital imaging technologies compliant with ISO/IEC 18013. ii. Security background pattern overlapping the portrait image area compliant with ISO/IEC 18013. iii. Visible security element overlapping the portrait image 	Mandatory – Pass/Fail	Inspection of documents during Phase 2 Demonstration during Phase 4 and at contract delivery		



	area fonts compliant with TTTPF requirements. iv. Redundant personalised data fonts compliant with TTTPF requirements				
4.2.8.2.1.n	A Diffractive Optically Variable Image Device (DOVID) with integrated security features must be added during the card manufacturing process and is embedded within the polycarbonate layers. The concept design of the DOVID has been done by DLCA and the design will be finalized with the successful bidder.	Mandatory – Pass/Fail			
4.2.8.2.1.n.i	The DOVID shall be of any shape and three-dimensional design.	Mandatory – Pass/Fail	Inspection of documents during Phase 2, capability during Phase 4 and item at contract delivery		
4.2.8.2.1.n.ii	The DOVID shall be transparent and shall not obscure the card artwork and personalization.	Mandatory – Pass/Fail	Inspection of documents during Phase 2, capability during Phase 4 and item at contract delivery		



4.2.8.2.1.n.iii	The DOVID position on card shall be partially over the main photo area and shall be protected by artwork and UV-A dull substrate material.	Mandatory – Pass/Fail	Inspection of documents during Phase 2, capability during Phase 4 and item at contract delivery		
4.2.8.2.1.n.iv	<p>The DOVID security features shall consist of</p> <ul style="list-style-type: none"> • holographic image effect (level 1) • standard reflection / movements (level 1) • colour shift (level 1 & 2) • microtext (level 2) • nano text (level 3) • transparency (level 1) 	Mandatory – Pass/Fail	<p>Inspection of documents during Phase 2</p> <p>Demonstration during Phase 4 and at contract delivery</p>		
4.2.8.2.1.o	Clear window (see-through) must be incorporated in the card body during the manufacturing process, for the purpose of laser engraving of a secondary image of the face of the licence holder. (Size: 4.32 x 5.54 mm).	Mandatory – Pass/Fail	<p>Inspection of documents during Phase 2</p> <p>Demonstration during Phase 4 and at contract delivery</p>		



4.2.8.2.1.p	All the cards design features indicated in item 4.2.8.1.4 must be accommodated. Bidder must provide 5 sample cards covering the security features indicated.	Mandatory – Pass/Fail	Inspection of documents during Phase 2, capability during Phase 4 and item at contract delivery		
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4.2.8.2.2 Card Physical Characteristics

ID	Requirement	Mandatory status	Verification and Validation	Bidder must Complete	
				Submitted (Yes/No)	Reference Paragraph in Proposal
4.2.8.2.2.a	Physical properties of the card must comply with the requirements of ISO 7810:2019.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 and item at contract delivery		
4.2.8.2.2.b	The nominal dimensions of the card must be in conformance with ISO/IEC 7810 for ID-1 type cards: i. 85.60 × 53.98 millimeter (mm), ii. 30 mil thickness, and	Mandatory – Pass/Fail	Inspection of documents during Phase 2, capability during Phase 4 and item at contract delivery		



	iii. Rounded corners with a radius of 2.88–3.48 mm.				
4.2.8.2.2.c	The Bidder shall submit	Mandatory – Pass/Fail			
4.2.8.2.2.c.i	an independent ISO/IEC 7810:2019 compliance test report/certificate	Mandatory – Pass/Fail	Inspection of documents during Phase 2		
4.2.8.2.2.c.ii	not fewer than five (5) sample cards.	Mandatory – Pass/Fail	Inspection of documents during Phase 2		
4.2.8.2.2.c.iii	Each sample card shall be uniquely serialised and traceable to the submitted test report/certificate by batch/lot references recorded in the Bidder’s submission.	Mandatory – Pass/Fail	Inspection of documents during Phase 2		

4.2.8.2.3 Proximity Integrated Circuit Card (P-ICC) - Operational Capability

The polycarbonate Blank Smart Card must be a Proximity Integrated Circuit Card (P-ICC). The information to be kept on the P-ICC include:

1. Demographic, licence holder and issuing authority data



- 2. Portrait data
- 3. Biometric data

The details and data format shall be provided by DLCA after the contract award and the signing of a Non-Disclosure Agreement.

ID	Requirement	Mandatory status	Verification and Validation	Bidder must Complete	
				Submitted (Yes/No)	Reference Paragraph in Proposal
4.2.8.2.3.a	<p>The chip of the P-ICC shall be able to operate contactless in compliance with ISO/IEC 14443.</p>  <p style="text-align: center;">P-ICC</p>	Mandatory – Pass/Fail	Inspection of documents during Phase 2 and item at contract delivery		



4.2.8.2.3.b	The physical characteristics of the P-ICC must adhere to ISO/IEC 14443-1.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 and item at contract delivery		
4.2.8.2.3.c	The P-ICCs must adhere to the following supporting infrastructure and key ISO Standards: i. Existing manufacturing standards ISO/IEC 14443 that ensure support for a broad range of cards and devices by multiple manufacturers. ii. <i>ISO/IEC 24727, which may optionally be used.</i>	Mandatory – Pass/Fail	Inspection of documents during Phase 2 and item at contract delivery		
4.2.8.2.3.d	Location and size of contactless coupling area for P-ICCs must adhere to ISO/IEC 14443-1.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 and item at contract delivery		
4.2.8.2.3.e	Magnetic fields and radio frequency power for P-ICCs must adhere to ISO/IEC 14443-2.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 and item at contract delivery		



4.2.8.2.3.f	Transmission protocols for P-ICCs must be compatible with ISO/EC 14443-1 to ISO/IEC 14443-4 and support half-duplex transmission protocol specified by ISO/EC 14443-4.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 and item at contract delivery		
4.2.8.2.3.g	The P-ICC ROM memory size shall be sufficient to contain the Card OS compliant with at least a Global Platform Card V2.3.1 and, in future , a Fingerprint Match-on Card (FMOC) capability.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 and item at contract delivery		
4.2.8.2.3.h	The P-ICC on-chip RAM memory size should be at least 8KB.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 and item at contract delivery		
4.2.8.2.3.i	The P-ICC EEPROM, FLASH or Non-Volatile Memory (NVM) size shall be at least 80KB	Mandatory – Pass/Fail	Inspection of documents during Phase 2 and item at contract delivery		
4.2.8.2.3.j	The bidder must provide 10 sample P-ICCs.	Mandatory – Pass/Fail	Inspection of documents during Phase 2		



4.2.8.2.3.k	The bidder must provide test reports from an independent laboratory verifying compliance to ISO 14443: 1 – 4 or optionally ISO 24727. All required ISO certificates must be in the name of the Bidder or the name of the P-ICC original equipment manufacturer.	Mandatory – Pass/Fail	Inspection of documents during Phase 2		
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4.2.8.2.4 Proximity Integrated Circuit Card (P-ICC) – Software Capability

ID	Requirement	Mandatory status	Verification and Validation	Bidder must Complete	
				Submitted (Yes/No)	Reference Paragraph in Proposal
4.2.8.2.4.a	The chip on the P-ICC shall be equipped with a Global Platform Card V2.3.1 compliant Card OS, i.e., Java Card 3.05 (minimum) or another open OS similar in security and features that do not require the signing of non-disclosure	Mandatory – Pass/Fail	Inspection of documents during Phase 2 and item at contract delivery		



	agreements for applet development and deployment.				
4.2.8.2.4.b	The on-chip Operating System (OS) shall be a Global Platform Card V2.3.1 compliant Card OS and shall meet a minimum Common Criteria (CC) rating of EAL6+ , as defined in ISO/IEC 15408.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 and item at contract delivery		
4.2.8.2.4.c	All the required P-ICC on-card software applications [applet(s)] shall be pre-loaded by the Original Equipment Manufacturer (OEM) at the time of original manufacturing. The bidder shall provide a certified electronic copy of required on-card software applets to DLCA.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 and item at contract delivery		
4.2.8.2.4.d	The chip on the P-ICC shall have the capability to implement software patch management functions with the ability to apply software patches for new cards at DLCA manufacturing site.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 and item at contract delivery		



4.2.8.2.4.e	Access control mechanisms must comply with ISO/ IEC 18013-3 rules and means by which to confirm data validity and authenticity, specifically: i. Password Authenticated Connection Establishment (PACE) ii. Extended Access Control version 1 (EACv1)	Mandatory – Pass/Fail	Inspection of documents during Phase 2 and item at contract delivery		
4.2.8.2.4.f	Secure messaging communication must be protected according to ISO 7816-4	Mandatory – Pass/Fail	Inspection of documents during Phase 2 and item at contract delivery		



4.2.8.2.5 Proximity Integrated Circuit Card (P-ICC) – Cryptographic Capability

ID	Requirement	Mandatory status	Verification and Validation	Bidder must Complete	
				Submitted (Yes/No)	Reference Paragraph in Proposal
4.2.8.2.5.a	The P-ICC chip shall have the capability to be personalized only once. On completion of the personalization process, the P-ICC chip shall implement a “blow-a-fuse” capability to ensure personalization can only be performed once.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 and item at contract delivery		
4.2.8.2.5.b	The chip of the P-ICC shall be equipped with a cryptographic module. This module shall ensure data protection (i.e. encryption and decryption) in the P-ICC through the use of cryptography.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 and item at contract delivery		
4.2.8.2.5.c	The chip of the P-ICC shall have a cryptographic hardware co-processor with the minimum of following capabilities: i. PKI key pair based on Rivest, Shamir and Adleman (RSA);	Mandatory – Pass/Fail	Inspection of documents during Phase 2 and item at contract delivery		



	<ul style="list-style-type: none"> ii. Elliptic Curve Cryptography (ECC); iii. Advanced Encryption Standard (AES); iv. Secure Hash Algorithm (SHA) algorithms, and v. Random Number Generator (RNG); <p>The card processor shall be able to generate numbers in compliance with ISO/IEC 18031.</p>				
4.2.8.2.5.d	The smart card chip shall be able to generate a hash key to be used during hashing operations, in accordance with ISO/IEC 18013.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 and item at contract delivery		
4.2.8.2.5.e	The P-ICC shall have the capability to implement a PKI digital certificate message for trust establishment. The PKI digital certificate shall be an electronic message attached to send data, to be used to verify if the sending entity can be trusted and to provide a means to	Mandatory – Pass/Fail	Inspection of documents during Phase 2 and item at contract delivery		



	encode a reply message, in accordance with ICU-T X.509 and FIPS PUB 186 or equivalent.				
4.2.8.2.5.f	The P-ICC shall have a software applet that enables the read, write and verification of the P-ICC bearer's personal data during the personalization process, in compliance with ISO/IEC 7816.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 and item at contract delivery		
4.2.8.2.5.g	The P-ICC shall have the capability to use PKI asymmetric keys, in the form of public and private key pairs for mutual authentication processes between the P-ICC, and the card reader/terminal device and DLCA back-end server and shall be compliant with ICU-T X.509.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 and item at contract delivery		
4.2.8.2.5.h	The P-ICC chip shall have the capability to implement symmetric (identical) key data encryption and decryption capabilities to ensure that any attempt to read the smart card without the correct key passed to the decryption module shall return scrambled data.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 and item at contract delivery		



4.2.8.2.5.i	The P-ICC shall have the capability to implement data hashing functions, a minimum of SHA2-512 will be accepted (SHA3 is optional) to ensure data integrity is maintained, in accordance with ISO/IEC 18013. Modification attempts of hashed data sent to the smart card shall result in the smart card rejecting the credibility of the data.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 and item at contract delivery		
4.2.8.2.5.j	Where security assurance levels (e.g., CC EAL6+) are specified, the Bidder shall submit the verifiable applicable certificates and evaluation report references from independent test authorities, internal reports and/or OEMs.	Mandatory – Pass/Fail	Inspection of documents during Phase 2		
4.2.8.2.5.k	Where cryptographic mechanisms are specified (e.g., AES, RSA/ECC, SHA), the Bidder shall submit verifiable applicable certificates and evaluation report references from independent test authorities, internal reports and/or OEMs.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 and item at contract delivery		



4.2.8.2.6 Proximity Integrated Circuit Card (P-ICC) – Machine Readable Data

ID	Requirement	Mandatory status	Verification and Validation	Bidder must Complete	
				Submitted (Yes/No)	Reference Paragraph in Proposal
4.2.8.2.6.a	The P-ICC shall have the capability to store the card holders personal data groups in a chip master file logical data structure as a minimum, as prescribed by ISO/IEC 18013-2	Mandatory – Pass/Fail	Inspection of documents during Phase 2 Demonstration at contract delivery		
4.2.8.2.6.b	The data elements stored within the card’s master file logical data structure shall be accessible to the terminal after active asymmetric authentication.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 Demonstration at contract delivery		



4.2.8.2.7 Proximity Integrated Circuit Card (P-ICC) – Antenna Requirements

ID	Requirement	Mandatory status	Verification and Validation	Bidder must Complete	
				Submitted (Yes/No)	Reference Paragraph in Proposal
4.2.8.2.7.a	The operating range for the Smart Driving Licence Card shall not exceed 5 cm.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 Demonstration at contract delivery		
4.2.8.2.7.b	The antenna of the smart card shall be a Class 1 as per ISO/IEC 14443-A2.	Mandatory – Pass/Fail	Inspection of documents during Phase 2		
4.2.8.2.7.c	During normal smart card operation, the antenna shall draw a maximum of 2.8mA (DC).	Mandatory – Pass/Fail	Inspection of documents during Phase 2		
4.2.8.2.7.d	The smart card shall interface with a terminal through the antenna and comply with ISO/IEC 14442 part 1 and 2.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 Demonstration at contract delivery		



4.2.8.2.8 Proximity Integrated Circuit Card (P-ICC) – Operating Environment

ID	Requirement	Mandatory status	Verification and Validation	Bidder must Complete	
				Submitted (Yes/No)	Reference Paragraph in Proposal
4.2.8.2.8.a	The P-ICC and the terminal shall comply with the Electromagnetic Disturbance Handling required by in ISO/IEC 14443-2 A1:2011 and shall be testable under ISO/IEC 10373-6. The bidder must provide test certificate/report from an independent laboratory verifying compliance to ISO/IEC .	Mandatory – Pass/Fail	Inspection of documents during Phase 2		
4.2.8.2.8.b	The P-ICC chip and antenna shall be able to function without any degradation in ambient temperatures ranging between -25 degrees C and +85 degrees Celsius.	Mandatory – Pass/Fail	Inspection of documents during Phase 2		



4.2.8.2.8.c	a. The P-ICC chip shall function without degradation within levels ranging between 5% to 95% relative humidity, non-condensing.	Mandatory – Pass/Fail	Inspection of documents during Phase 2		
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4.2.8.2.9 Service Life

ID	Requirement	Mandatory status	Verification and Validation	Bidder must Complete	
				Submitted (Yes/No)	Reference Paragraph in Proposal
4.2.8.2.9.a	The card must be durable and survive under normal use and must be warranted by the Bidder for a period of minimum ten (10) years from the date of personalisation.	Mandatory – Pass/Fail	Inspection of documents during Phase 2		
4.2.8.2.9.b	Cards must be in compliance to ISO/IEC 24789 or any relevant tests for a Card Service Life	Mandatory – Pass/Fail	Inspection of documents during Phase 2		



	<p>(CSL) (including shelf life) period of minimum of ten (10) years:</p> <p>The bidder must provide test reports from an independent laboratory verifying compliance to ISO 24789.</p>				
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4.2.8.2.10 **Stock Control Number**

ID	Requirement	Mandatory status	Verification and Validation	Bidder must Complete	
				Submitted (Yes/No)	Reference Paragraph in Proposal
4.2.8.2.10.a	Each card must have a unique serial number or stock control number, including the TTTFP specified checksum digit, allocated and preprinted on it. The stock control number must be engraved into the card in human readable format. The calculation of the	Mandatory – Pass/Fail	<p>Inspection of documents during Phase 2</p> <p>Demonstration during Phase 4 and at contract delivery</p>		



	checksum digit shall be provided to the successful Bidder once the contract is awarded.				
4.2.8.2.10.b	The stock control number must be stored in the P-ICC.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 and capability during Phase 4 Demonstration at contract delivery		
4.2.8.2.10.c	The stock control number will be added to an electronic approval list (whitelist) and provided to DLCA for the delivered cards.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 Demonstration during Phase 4 and at contract delivery		
4.2.8.2.10.d	The stock control number will be verified against the approval list and printed on the back of the card during the personalization process.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 Demonstration during Phase 4 and at contract delivery		



4.2.8.2.11 Testing and Certification

ID	Requirement	Mandatory status	Verification and Validation	Bidder must Complete	
				Submitted (Yes/No)	Reference Paragraph in Proposal
4.2.8.2.11.a	The cards must be tested in accordance with the requirements of ISO 18013-4 for IDL.	Mandatory – Pass/Fail	Inspection of documents during Phase 2		
4.2.8.2.11.b	The cards must be tested in line with the requirements ISO 10373-1. A Test Report prepared by an ISO approved independent laboratory shall be submitted which demonstrates the card construction proposed and represented by the samples submitted have met the requirement of ISO/IEC 10373-1. Test report(s) may be from a prior project, provided it is representative of the cards proposed in regard to materials and construction and manufactured on the same or	Mandatory – Pass/Fail	Inspection of documents during Phase 2		



	identical equipment to that proposed within the tender submission.				
4.2.8.2.11.c	Test methods used for measurements must comply with INCITS 322 test method related to peel strength, bending stiffness, opacity, stability, resistance to chemicals, and warpage.	Mandatory – Pass/Fail	Inspection of documents during Phase 2		
4.2.8.2.11.d	The Bidder shall submit a testing and certification dossier covering all standards referenced in Section 4.2.8	Mandatory – Pass/Fail	Inspection of documents during Phase 2		
4.2.8.2.11.e	Each report shall be traceable to the product/version offered and linked to submitted samples by serial/batch references.	Mandatory – Pass/Fail	Inspection of documents during Phase 2		



4.2.8.3 Stock Control Methodology

- 4.2.8.3.1 The Smart Driving Licence Card is a security document. Thus, the Bidder shall have full control over all input/output material and information related to a production run during the manufacturing of the cards.
- 4.2.8.3.2 **The Bidder shall submit a comprehensive Stock Control Methodology that provides a complete audit trail from blank card receipt through personalisation, QC, dispatch, rejection, and destruction. The methodology must address the following minimum requirements:**

ID	Requirement	Mandatory status	Verification and Validation	Bidder must Complete	
				Submitted (Yes/No)	Reference Paragraph in Proposal
4.2.8.3.2.a	All card blanks, and other security-sensitive components must be serialized with a full audit trail capability.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 and items at contract delivery Demonstration during Phase 4		
4.2.8.3.2.b	The Bidder must have a full audit trail capability, including blind audits, with reconciliation of all materials (used, unused,	Mandatory – Pass/Fail	Inspection of documents during Phase 2		



	defective or spoiled) and must provide certified records.		Demonstration during Phase 4 and at contract delivery		
4.2.8.3.2.c	Good physical security of the premises with controlled access to delivery and/or shipment and production areas, card storage facilities, etc. must be specified.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 Demonstration during Phase 4		
4.2.8.3.2.d	The Bidder must ensure secure transit of blank cards to DLCA.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 Demonstration during Phase 4 and at contract delivery		
4.2.8.3.2.e	Serialisation rules, reconciliation steps, segregation of duties, secure storage controls, exception handling, and reporting.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 and capability during Phase 4 Demonstration at contract delivery		



4.2.8.3.2.f	The Bidder shall provide sample artefacts (templates, log extracts, etc.) demonstrating the audit trail outputs.	Mandatory – Pass/Fail	Inspection of documented commitment during Phase 2 and capability during Phase 4 Demonstration at contract delivery		
4.2.8.3.2.g	Evidence required: <i>unique references</i> to internal SOPs, process flow diagrams, sample logs, and secure-premises controls evidence.	Mandatory – Pass/Fail	Inspection of documented references to artefacts during Phase 2 and capability during Phase 4		



Section 5: Non-functional Requirements

5.1 Implementation methodology

The Bidder shall provide a Turnkey Solution implementation plan, with required timescales and objectives for the installation and commissioning of the Turnkey Solution at DLCA designated facilities.

The plan shall make provision for the following estimated timeline:

- The timelines for duration on each item below are fixed.
- The contract negotiations shall start no later than two (2) weeks after the bid award.
- **Manufacturing / Assembly** shall start no later than six (6) weeks after the **Contract Signing**.

Item	Start Date	Duration
Contract Signing	T0	event
Manufacturing/Assembly	T0 + 1.5 months	6 months
Shipping, Commissioning and Training (Implementation)	T0 + 7.5 months	4.5 months
Testing, Piloting and Handover	T0 + 12 months	4 months
Live	T0 + 16 months	event
Prepare Disaster Recover Site Implementation Plan	T0 + 16 months	4 months



ID	Requirement	Mandatory status	Verification and Validation	Bidder must Complete	
				Submitted (Yes/No)	Reference Paragraph in Proposal
5.1.1	The Bidder must provide a detailed project plan for successful and timely project implementation in line with the provided outline schedule which include:	Mandatory – Pass/Fail			
5.1.1.a	Comprehensive work breakdown structure identifying activities, roles, related responsibilities and information flow encompassing the phases to deliver the Turnkey Solution.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 and at contract delivery		
5.1.1.b	For each phase, the Bidder should identify and explain:	Mandatory – Pass/Fail			
5.1.1.b.i	principal activities with milestones and dependencies	Mandatory – Pass/Fail	Inspection of documents during Phase 2 and at contract delivery		



5.1.1.b.ii	principal contractor/client roles and related responsibilities	Mandatory – Pass/Fail	Inspection of documents during Phase 2 and at contract delivery		
5.1.1.c	The implementation plan should form the basis for the payment schedule.	Guideline	Inspection of documents during Phase 2 and at contract delivery		
5.1.1.d	Must include costs related to the phases in the production.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 and at contract delivery		
5.1.1.e	State the delivery lead time (in weeks) for the offered Turkey Solution, with an equipment delivery timescale requirement not exceeding the above estimated timeline.	Mandatory – Pass/Fail	Inspection of documents during Phase 2		



5.2 Localization

ID	Requirement	Mandatory status	Verification and Validation	Bidder must Complete	
				Submitted (Yes/No)	Reference Paragraph in Proposal
5.2.a	The Bidder shall indicate the current proposed percentage of products and services sourced locally for the Turnkey Solution.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 and at contract delivery		
5.2.b	The Bidder shall submit a localization development plan to develop local capacity for the Turnkey Solution, which shall include, but not limited to, the development of local service technicians to provide maintenance services to at least maintenance level 2.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 and capacity at contract delivery		
5.2.c	The Bidder shall indicate in the localization development plan the progression from the current localization of services percentage to the future local content of 100% for level 2	Mandatory – Pass/Fail	Inspection of documents during Phase 2 and at contract delivery		



	maintenance of the Turnkey Solution within a period of two (2) years.				
5.2.d	The localization development plan must indicate any, but not limited to, EME and QSE development, skills transfer and any other relevant capacity building areas for the Turnkey Solution.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 and at contract delivery		
5.2.e	The localization development plan shall be included in the contract for the successful Bidder and penalties will be levied in the case of non-compliance.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 and at contract delivery		



5.3 Maintenance & Support for the Turnkey Solution

ID	Requirement	Mandatory status	Verification and Validation	Bidder must Complete	
				Submitted (Yes/No)	Reference Paragraph in Proposal
5.3.a	Level 1 maintenance and support requirements: The Bidder shall have the capability to train DLCA maintenance team(s) with the capability to diagnose Turnkey Solution failures on-site by means of diagnostic software and/or hardware test equipment. It shall be possible for on-site maintenance teams to re-configure, repair or replace identified Level 1 parts, and consumables as required, and to be suitably skilled to know when to escalate the maintenance task to a level 2 status.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 Demonstration at contract delivery		
5.3.b	Level 2 maintenance and support requirements: It is required that the Bidder has local infrastructure to provide DLCA with	Mandatory – Pass/Fail	Inspection of documents during Phase 2 and		



	access to the services of at least two (2) competent technicians, who will provide on-site maintenance services to DLCA upon request. The local supplier's maintenance personnel shall have the capability to escalate a required maintenance intervention to a level 3 status intervention, according to service level agreements, when required.		capacity at contract delivery		
5.3.c	Level 3 maintenance and support requirements: The Bidder shall have an expert diagnosis and support capability to resolve Level 3 problems by means of in-depth analysis and troubleshooting techniques.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 and capacity at contract delivery		
5.3.d	The Bidder shall provide a maintenance and support plan for the Turnkey Solution and also indicate all required spares levels that DLCA will have to keep in-stock to support the maintenance and support of the Turnkey Solution.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 Demonstrate at contract delivery		



5.3.e	The Bidder shall provide a document to identify all the required Turnkey Solution consumables, i.e., spares, envelopes, paper, printer toners, ink etc.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 and at contract delivery		
5.3.f	The maintenance and support plan shall be included in Service Level Agreements during conclusion of the contract.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 and at contract delivery		

5.4 Training and development

ID	Requirement	Mandatory status	Verification and Validation	Bidder must Complete	
				Submitted (Yes/No)	Reference Paragraph in Proposal
5.4.a	The Bidder must train operating and maintenance staff of DLCA in the operation, servicing and maintenance of the Turnkey Solutions.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 Demonstrate at contract delivery		



5.4.b	DLCA must provide the needed staff to operate the Turnkey Solution, whom the Bidder shall train.	No action from Bidder			
5.4.c	The Bidder must provide specialized training as per designated DLCA staff members on site.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 Demonstrate at contract delivery		
5.4.d	The Bidder must provide a training plan to define the training skills development requirements.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 and at contract delivery		
5.4.e	The training plan shall address, as a minimum, the required skills of the various production system roles, production operator training requirements, required production management and operational dashboard requirements, the training of maintenance personnel to provide maintenance service levels 1, 2, 3, operator training, back-office skills, and materials management.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 and at contract delivery		



5.4.f	The training plan shall be included in Service Level Agreements during conclusion of the contract.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 and at contract delivery		
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5.5 Experience

ID	Requirement	Mandatory status	Verification and Validation	Bidder must Complete	
				Submitted (Yes/No)	Reference Paragraph in Proposal
5.5.a	The Bidder must have a minimum of 5 years' experience in the manufacturing and/or supply of card personalisation production machines with the capability to process contactless 100% polycarbonate smart cards (i.e., driving licence, identity document, health cards etc).	Mandatory – Pass/Fail	Inspection of documents during Phase 2 Demonstrate capability during Phase 4		
5.5.b	The Bidder must have supplied polycarbonate Smart Card personalisation production	Mandatory – Pass/Fail	Inspection of documents during Phase 2		



	machines to at least 3 different customers over the past 5 – 7 years, i.e., since 2018.				
5.5.c	The bidder and/or a sub-contractor must have a minimum of 5 years' experience in the manufacturing and/or supply of 100% polycarbonate security identity cards (driving licence, identity document, health cards etc).	Mandatory – Pass/Fail	Inspection of documents during Phase 2		
5.5.d	The bidder and/or a sub-contractor must have supplied at least 5 million polycarbonate Smart Cards per year in the past 5 – 7 years i.e. since 2018.	Mandatory – Pass/Fail	Inspection of documents during Phase 2		



5.6 Warranty

ID	Requirement	Mandatory status	Verification and Validation	Bidder must Complete	
				Submitted (Yes/No)	Reference Paragraph in Proposal
5.6.a	DLCA requires a warranty on the production machines and equipment, to be at least sixty (60) months, subject to wear and tear, and providing the prescribed servicing is maintained by authorized personnel.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 and at contract delivery		
5.6.b	The warranty shall cover faulty manufacture, design, materials and workmanship for the applications for which the total items comprising the Turnkey Solution are intended according to specification.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 and at contract delivery		
5.6.c	DLCA requires the warranty to cover all expenditure for labour, spares and transport necessary to correct any defects to the Turnkey Solution at DLCA premises.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 and at contract delivery		



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5.6.d	DLCA requires the warranty period to commence from the handover date of the Turnkey Solution.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 and at contract delivery		
5.6.e	The Bidder shall have the capability to provide maintenance and support services to DLCA for all hardware and software sub-systems and material subsystems (FC1 to FC6) of the Turnkey Solution.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 and at contract delivery		
5.6.f	The products / equipment / services to be offered must have a supported life expectancy of more than 10 years after Handover.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 and at contract delivery		



5.7 Commissioning Service

ID	Requirement	Mandatory status	Verification and Validation	Bidder must Complete	
				Submitted (Yes/No)	Reference Paragraph in Proposal
5.7.a	The Bidder shall provide a floorplan of the required Turnkey Solution indicating, amongst others, workflow and/or material flow, equipment and how 4IR principles can be applied at DLCA premises.	Mandatory – Pass/Fail	Inspection of documents during Phase 2		
5.7.b	The Bidder shall provide a document with the required electrical utility power requirements of the Turnkey Solution at DLCA premises.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 and at contract delivery		
5.7.c	The Bidder shall provide a schedule of utility services required for the Turnkey Solution.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 and at contract delivery		
5.7.d	The Bidder shall provide a list of South African sub-contractors and their applicable scope of	Mandatory – Pass/Fail	Inspection of documents during Phase 2 and at contract delivery		



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	work that shall connect the Turnkey Solution to the required utility services.				
5.7.e	The Bidder shall apply for and obtain all legally required certificates of compliance before the Turnkey Solution will be allowed to be operated. The Bidder shall supply a schedule of such certificates of compliance to DLCA. All certificates of compliance shall be handed to DLCA as part of the handover documentation of the Turnkey Solution.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 and at contract delivery		



5.8 Disaster Recovery

ID	Requirement	Mandatory status	Verification and Validation	Bidder must Complete	
				Submitted (Yes/No)	Reference Paragraph in Proposal
5.8.a	The Bidder shall provide a best practice proposal for a disaster recovery capability for the Turnkey Solution components depicted in Figure 3. The proposal costing shall form part of the final bidding price.	Mandatory – Pass/Fail	Inspection of documents during Phase 2 Demonstrate at contract delivery		
5.8.b	The disaster recovery solution shall ensure that production capacity shall never fall below the 50% level in the event of a disaster occurrence. The bidder shall provide the equipment and commission the disaster recovery site. The IT infrastructure will be done by DLCA and the bidder shall provide the IT requirements. The commissioning of the disaster recovery site shall be done in phases after the main site goes live. The bidder shall	Mandatory – Pass/Fail	Inspection of documents during Phase 2 Demonstrate at contract delivery		



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	provide a plan with timelines for the implementation of the disaster recovery site within a period 4 months.				
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Section 6: Evaluation Criteria

Bids will be evaluated on 90/10-point system as outlined in the Preferential Procurement Regulations of 2017. The proposals will be evaluated in five (5) phases:



Phase 1 - Mandatory documents: Only Bidders who have complied with mandatory requirements will be evaluated for the technical phase. Bidders must, as part of their bid documents, submit supportive documentation for all phases as indicated hereunder.

Phase 2 – Technical evaluation - The Bidder must score at least 40 out of 50 points of the technical evaluation in order to move to the non-technical evaluation. Failure to score the minimum of 40 points will lead to disqualification and no further consideration.

Phase 3 – Non-technical evaluation - The Bidder must score at least 56 out of 70 points of the non-technical evaluation to qualify for site visit. Failure to score the minimum of 56 points will lead to disqualification and no further consideration.

Phase 4 – Site Visit: The Bidder must score at least 12 out of 15 points of the site visit evaluation to qualify for price and BEE evaluation. Failure to score the minimum of 12 points will lead to disqualification and no further consideration.

Phase 5 – Pricing: Bid Securities must be submitted. Bids will be evaluated on 90/10 points system as outlined in the Preferential Procurement Regulations of 2017.

6.0.1 Fixed Criteria Rule

- a. The evaluation criteria, weights, thresholds, and required evidence are fixed upon publication of this ToR.
- b. No criterion, sub-criterion, threshold, weighting, scoring approach, or mandatory document requirement may be amended, added, substituted, or interpreted as



“equivalent” after bid closure, except by formal written addendum issued by DLCA before bid closure.

6.0.2 Evidence-Based Scoring Rule

- a. No points may be awarded for any criterion unless the Bidder has submitted the evidence specified for that criterion in the “Reference Paragraph in Proposal” column of the relevant requirement.
- b. If required evidence is missing or non-compliant, the score for that criterion shall be zero.
- c. Where a criterion is designated “Mandatory – Pass/Fail” for a certificate, failure to submit compliant evidence renders the bid non-responsive.

6.0.3 Individual Scoring + Consensus Rule

- a. Each evaluator shall complete an individual scoring sheet for all scored criteria.
- b. A consensus score may only be recorded where a variance discussion has been documented with reasons.
- c. All scoring sheets must be signed and dated by evaluators and retained in the procurement file.

6.0.4 Conflict of Interest and Independence

- a. Each committee member must complete and sign a secrecy declaration, conflict-of-interest declaration and an independence declaration.
- b. Any member who did not attend and observe a site visit demonstration may not score that site visit criterion (see 6.4).

6.0.5 Recordkeeping

DLCA shall maintain an indexed evaluation pack containing:

- a. eligibility screening,
- b. mandatory document checklist,
- c. evidence register,



- d. individual and consensus scoring sheets,
- e. site visit protocol outputs, and
- f. disqualification rationales.



6.1 Phase 1 – Mandatory documents

The Bidder must submit the following mandatory requirements. Documentary evidence (certificates and/or test reports) shall be submitted to show proof of compliance.

No	Item	Mandatory status	Submitted (Y/N)	Reference Paragraph in Proposal
6.1.1.	SARS Tax Clearance Pin. In bids where Consortia/ Joint Ventures/ Subcontractors are involved, each party must submit a separate Tax Clearance Pin.	Mandatory – Pass/Fail		
6.1.2.	A CSD report. In the case of a Joint Venture / Consortium, original certified copies (copy with original stamp) of Company Registration documents listing all members with percentage must be submitted for each member company.	Mandatory – Pass/Fail		
6.1.3.	In the case of a Joint Venture or Consortium a Memorandum of Understanding (MoU) in line with requirements in Section 2.6	Mandatory – Pass/Fail		
6.1.4.	Certificate of attendance for compulsory briefing session	Mandatory – Pass/Fail		
6.1.5.	Completed Price Schedule with Detailed Breakdown as per Appendix B to be submitted in a separate envelope.	Mandatory – Pass/Fail		



No	Item	Mandatory status	Submitted (Y/N)	Reference Paragraph in Proposal
6.1.6.	Signed copy of the original bid document including the SBD forms below.	Mandatory – Pass/Fail		
6.1.7.	SBD 1 – Invitation to bid	Mandatory – Pass/Fail		
6.1.8.	SBD 3.1 - Pricing schedule – firm prices	Mandatory – Pass/Fail		
6.1.9.	SBD 4 – Declaration of Interest	Mandatory – Pass/Fail		
6.1.10.	SBD 5 – The National Industrial Participation Programme	Mandatory – Pass/Fail		
6.1.11.	SBD 6.1 - . Preferential Points claim form	Mandatory – Pass/Fail		
6.1.12.	Bidders must provide details of ownership structure of any subcontracted company	Mandatory – Pass/Fail		
6.1.13.	The Bidder, parent organization or consortium/JV member must have produced cards that have been tested in line with ISO 10373-1. Certificate of Compliance must be submitted from an independent standards Organisation.	Mandatory – Pass/Fail		



No	Item	Mandatory status	Submitted (Y/N)	Reference Paragraph in Proposal
6.1.14.	The Bidder or Principal Bidder in the case of a consortium/JV must be ISO 9001: 2015 compliant. Certificate of compliance from an independent standards organization must be submitted.	Mandatory – Pass/Fail		
6.1.15.	The Bidder or Principal Bidder in the case of a consortium/JV must be ISO 14001:2015 compliant. Certificate of compliance from an independent standards Organisation must be submitted.	Mandatory – Pass/Fail		
6.1.16.	The Bidder must confirm premises and processes for materials and information according to ISO 14298:2013 or equivalent. Certificate of compliance from an independent standards organization must be submitted.	Mandatory – Pass/Fail		
6.1.17.	A list of required on-card software applets must be submitted. After the Bidder was successful, a certified electronic copy of on-card software applets must be submitted to DLCA.	Mandatory – Pass/Fail		
6.1.18.	The Bidder must provide a certificate of conformance indicating that the stock control number is a unique and unchangeable number assigned to each blank card and is stored on the chip.	Mandatory – Pass/Fail		



No	Item	Mandatory status	Submitted (Y/N)	Reference Paragraph in Proposal
6.1.19.	The finance proposal shall be submitted in a separate envelope, and marked "Finance Proposal". Pricing should only be submitted as per Annexure B.	Mandatory – Pass/Fail		
6.1.20.	All materials are sensitive and shall be kept under secure conditions at all times. The Bidder shall confirm premises and processes for materials and information according to ISO 14298:2013 or equivalent.	Mandatory – Pass/Fail		
6.1.21.	The Bidder must submit at least three reference letters which must contain the following information, failing which the letter is invalidated: a. The scope of work (i.e., Turnkey Solution description, equipment provided, card type, volume of cards provided, etc.) b. Duration of contract (commencement and completion date) c. Contract amount d. Details of contact person (name, email address and telephone numbers) e. Location (city, country)	Mandatory – Pass/Fail		



No	Item	Mandatory status	Submitted (Y/N)	Reference Paragraph in Proposal
	Reference letters must be on the client's letterhead and signed. At least one card production site and/or one personalization site must be willing to allow DLCA site visits, should the Bidder qualify. In the case of a group company a reference letter will be accepted if it is issued to any member or company within the same group.			

Note: Bidders who fail to comply with the mandatory requirements will be disqualified.



6.2 Phase 2 – Technical Requirements

The Bidder must score at least 40 out of 50 points of the technical evaluation in order to move to the non-technical evaluation. Failure to score the minimum of 40 points will lead to disqualification and no further consideration.

The absence of any certificate requested shall lead to disqualification and no further consideration.

Area	Criteria	Weight
6.2.1. FC0 – Turnkey Solution	<p>The Bidder must provide an overview of each 4IR-enabled capability detailed in 4.2, 4.2.1 to 4.2.8, i.e. the discrete features described by architecture/workflow, and linked to measurable outcomes with verifiable evidence that will be implemented as part of the proposed Turnkey Solution in <i>section 4</i> (FC1 to FC6)</p> <ul style="list-style-type: none"> ▪ No information provided = 0 points ▪ One capability covered = 2 point ▪ Two capabilities covered = 4 points ▪ Three capabilities covered = 6 point ▪ Four capabilities covered = 8 point ▪ Five capabilities covered = 10 point ▪ All functional capabilities covered (FC1 to FC6) – 12 points. 	12



Area	Criteria	Weight
6.2.2. FC1: Queue Manager, Database (DB) server and interface capability	The Bidder must provide capability addressed in FC1 detailed in 4.2.3 . <ul style="list-style-type: none"> ▪ No information provided = 0 points ▪ Partial information provided = 1 points ▪ All information provided = 2 points 	2
6.2.3. FC2: Smart card Personalization Sub-System (PSS) capabilities	The Bidder must provide capability addressed in FC2 detailed in 4.2.4 . <ul style="list-style-type: none"> ▪ No information provided = 0 points ▪ Partial information provided = 1 points ▪ All information provided = 2 points 	2
6.2.4. FC3: Quality Control Capabilities	The Bidder must provide capability addressed in FC3 detailed in 4.2.5 . <ul style="list-style-type: none"> ▪ No information provided = 0 points ▪ Partial information provided = 1 points ▪ All information provided = 2 points 	2
6.2.5. FC4: Packaging and shipping capabilities	The Bidder must provide capability addressed in FC 4 detailed in 4.2.6 . <ul style="list-style-type: none"> ▪ No information provided = 0 points ▪ Partial information provided = 1 points 	2



Area	Criteria	Weight
	<ul style="list-style-type: none">All information provided = 2 points	
6.2.6. FC5: Card disposal capabilities	<p>The Bidder must provide capability addressed in FC 5 detailed in 4.2.7.</p> <ul style="list-style-type: none">No information provided = 0 pointsPartial information provided = 1 pointsAll information provided = 2 points	2
6.2.7. FC6: Blank Smart Cards Supply Capability - Card Body	<p>The bidder must comply with the card requirements detailed in 4.2.8.2.1. The bidder must provide details of card body with all the layers. Must provide test/report certificate (s) from an independent laboratory verifying 100% polycarbonate card.</p> <ul style="list-style-type: none">Failure to submit compliant evidence for a certificate = DisqualifyNo information provided = 0 pointsPartial information provided = 1 pointsAll information requested is provided = 2 points	2
6.2.8. FC6: Blank Smart Cards Supply Capability - Card Physical Requirements	<p>The bidder must comply with the card requirements detailed in 4.2.8.2.2. The bidder must provide details of card body with all the layers. Must provide test certificate/report from</p>	2



Area	Criteria	Weight
	<p>an independent laboratory compliance to ISO 7810:2019. The bidder must provide 5 sample cards and must be linked to the test certificate/report.</p> <ul style="list-style-type: none">▪ Failure to submit compliant evidence for a certificate = Disqualify▪ No information provided = 0 points▪ Partial information provided = 1 points▪ All information requested is provided = 2 points	
6.2.9. FC6: Blank Smart Cards Supply Capability - Proximity Integrated Circuit Card (P-ICC) - Operational Capability	<p>The bidder must comply with the card requirements detailed in 4.2.8.2.3. The bidder must provide details of compliance to requirements supported by the certificate of compliance from an independent organization.</p> <ul style="list-style-type: none">▪ Failure to submit compliant evidence for a certificate = Disqualify▪ No information provided = 0 points▪ Partial information provided = 1 points▪ All information requested is provided = 2 points	2
6.2.10. FC6: Blank Smart Cards Supply Capability - Proximity Integrated	<p>The bidder must comply with the card requirements detailed in 4.2.8.2.4. The bidder must provide details of compliance to requirements supported by the certificate of compliance from an independent Organisation.</p>	2



Area	Criteria	Weight
Circuit Card (P-ICC) - Software Capability	<ul style="list-style-type: none">Failure to submit compliant evidence for a certificate = DisqualifyNo information provided = 0 pointsPartial information provided = 1 pointsAll information requested is provided = 2 points	
6.2.11. FC6: Blank Smart Cards Supply Capability - Proximity Integrated Circuit Card (P-ICC) - Cryptographic Capability	<p>The bidder must comply with the card requirements detailed in 4.2.8.2.5. The bidder must provide details of compliance to requirements supported by the certificate of compliance from an independent organization.</p> <ul style="list-style-type: none">No information provided = 0 pointsPartial information provided = 1 pointsAll information requested is provided = 2 points	2
6.2.12. FC6: Blank Smart Cards Supply Capability - Proximity Integrated Circuit Card (P-ICC) - Machine Readable	<p>The bidder must comply with the card requirements detailed in 4.2.8.2.6. The bidder must provide details of compliance to requirements supported by the certificate of compliance from an independent organization.</p> <ul style="list-style-type: none">No information provided = 0 pointsPartial information provided = 1 pointsAll information requested is provided = 2 points	2



Area	Criteria	Weight
6.2.13. FC6: Blank Smart Cards Supply Capability - Proximity Integrated Circuit Card (P-ICC) - Antenna Requirements	<p>The bidder must comply with the card requirements detailed in 4.2.8.2.7. The bidder must provide details of compliance to requirements supported by the certificate of compliance from an independent organization.</p> <ul style="list-style-type: none"> ▪ No information provided = 0 points ▪ Partial information provided = 1 points ▪ All information requested is provided = 2 points 	2
6.2.14. FC6: Blank Smart Cards Supply Capability - Proximity Integrated Circuit Card (P-ICC) - Operating Environment	<p>The bidder must comply with the card requirements detailed in 4.2.8.2.8. The bidder must provide details of compliance to requirements supported by the certificate of compliance from an independent organization.</p> <ul style="list-style-type: none"> ▪ Failure to submit compliant evidence for a certificate = Disqualify ▪ No information provided = 0 points ▪ Partial information provided = 1 points ▪ All information requested is provided = 2 points 	2
6.2.15. Service Life	<p>The bidder must provide test reports from an independent laboratory as detailed in 4.2.8.2.9.</p> <ul style="list-style-type: none"> ▪ Failure to submit compliant evidence for a certificate = Disqualify 	2



Area	Criteria	Weight
	<ul style="list-style-type: none"> ▪ No information provided = 0 points ▪ Partial information provided = 1 points ▪ All information requested is provided = 2 points 	
6.2.16. Stock Control Number	<p>The bidder must comply with the card requirements detailed in 4.2.8.2.10. The bidder must provide details of compliance to requirements supported by the certificate of compliance from an independent organization.</p> <ul style="list-style-type: none"> ▪ No information provided = 0 points ▪ Partial information provided = 1 points ▪ All information requested is provided = 2 points 	2
6.2.17. Testing and Certification	<p>The bidder must comply with the card requirements detailed in 4.2.8.2.11. The bidder must provide details of compliance to requirements supported by the certificate of compliance from an independent organization.</p> <ul style="list-style-type: none"> ▪ Failure to submit compliant evidence for a certificate = Disqualify ▪ No information provided = 0 points ▪ Partial information provided = 1 points ▪ All information requested is provided = 2 points 	2



Area	Criteria	Weight
6.2.18. Stock Control Methodology	<p>The bidder must comply with the card requirements detailed in 4.2.8.3. The bidder must provide details of the stock control methodology (including process flows, references to internal standard operating procedure, etc)</p> <ul style="list-style-type: none">▪ No information provided = 0 points▪ Partial information = 3 points▪ Comprehensive methodology covering all the points in 4.3.8.3 = 6 points	6
	TOTAL – Phase 2	50



6.3 Phase 3 – Non-Technical Requirements

The Bidder must score at least 56 out of 70 points of the non-technical evaluation to qualify for site visit. Failure to score the minimum of 56 points will lead to disqualification and no further consideration.

Area	Criteria	Weight
6.3.1. Implementation methodology	<p>The Bidder must provide an implementation methodology and detailed implementation plan based on the components and requirements as detailed in 5.1.</p> <ul style="list-style-type: none">▪ No or partial information provided = 0 points▪ All requirements = 10 points.	10
6.3.2. Localisation	<p>The bidder must submit a localizations development plan to develop local capability and/or capacity as detailed in 5.2.</p> <ul style="list-style-type: none">▪ No information provided or less than 30% or longer than 2 years = 0 points▪ 30% or more in two years = 10 points	10
6.3.3. Maintenance & support for Turnkey Solution	<p>a. The Bidder shall provide a maintenance and support plan for the Turnkey Solution and indicate all required spares levels that DLCA will have to keep in-stock to support the maintenance of the Turnkey Solution as s detailed in 5.3.</p> <ul style="list-style-type: none">▪ No or partial information = 0 points	10



Area	Criteria	Weight
	<ul style="list-style-type: none"> ▪ Maintenance and support schedule with stock/parts levels and performance measurements (availability, uptimes, capacity etc) that are in place = 10 points 	
	<p>b. The Bidder must have technicians (that are South African Citizens) to provide level 2 maintenance as detailed in 5.3.</p> <ul style="list-style-type: none"> ▪ No or partial information provided = 0 points ▪ All information provided = 5 points 	5
6.3.4. Training and Development	<p>The Bidder shall be required to provide a training plan to define the training skills development requirements. The training plan shall address requirements as detailed in 5.4.</p> <ul style="list-style-type: none"> ▪ No or partial information provided = 0 points ▪ All information provided covering FC1 to FC6 = 10points. 	10
6.3.5. Experience	<p>a. The Bidder must have at least 5 years' experience in the supply of personalization equipment and management of Turnkey Solutions as detailed in 5.5.</p> <ul style="list-style-type: none"> ▪ Less than 5 years or no information = 0 points ▪ 5 - 10 years = 3 points ▪ 10+ years = 5 points 	5



Area	Criteria	Weight
	<p>b. The bidder and/or subcontractor must have of 5 years' experience in the manufacturing and supply of contactless, 100% polycarbonate smart cards as detailed in 5.5. In the case of a consortium or joint venture, the combined experiences must be at least 5 years.</p> <ul style="list-style-type: none"> ▪ Less than 5 years or no information = 0 points ▪ 5 - 10 years = 3 points ▪ 10+ years = 5 points 	5
6.3.6. Warranty	<p>The Bidder agrees with all the Warranty conditions as outlined in 5.6 by submitting a Warranty statement.</p> <ul style="list-style-type: none"> ▪ No or partial information provided = 0 points ▪ All information provided = 5 points 	5
6.3.7. Commissioning Service	<p>The Bidder submitted a floor plan, electrical utility power requirements, schedule of utility services, the South African subcontractors and their scope of work and the schedule of certificates of compliance outlined in 5.7.</p> <ul style="list-style-type: none"> ▪ No or partial information provided = 0 points ▪ All information provided without 4IR = 3 points 	5



Area	Criteria	Weight
	<ul style="list-style-type: none">All information provided incorporating 4IR = 5 points	
6.3.8. Disaster Recovery	<p>The Bidder shall provide a disaster recovery plan to provide 50% production capacity for operations outlined in 5.8.</p> <ul style="list-style-type: none">No or partial information provided = 0 pointsAll required information provided = 5 points	5
TOTAL – Phase 3		70



6.4 Phase 4 – Site Visit

The Bidder must score at least 12 out of 15 points of the site visit. Failure to score the minimum of 12 points will lead to disqualification and no further consideration.

The site visits are to perform due diligence on the following criteria:

Area	Criteria	Weight
6.4.1 Polycarbonate Blank Smart Cards Production Site visit	DLCA will conduct site visits at the facilities where polycarbonate Blank Smart Cards are produced Bidders must indicate locations of potential sites (city, country). Refer to 4.2.8 for details to be inspected and demonstrated during the visit. <ul style="list-style-type: none"> ▪ No required inspections and demonstration performed = 0 points ▪ Partial inspections and demonstration performed = 3 points ▪ All required inspections and demonstration performed. Blank Smart Card life cycle up to from graphics design to shipment is observed= 6 points	6



Area	Criteria	Weight
<p>6.4.2 Polycarbonate Smart Card Personalization Site visit</p>	<p>DLCA will conduct site visits at facilities where Smart Cards are personalized using the Bidders proposed equipment options. Bidders must indicate locations of potential sites (city, country).</p> <p>Refer to 4.2.2 to 4.2.7 for details to be inspected and demonstrated during the visit.</p> <ul style="list-style-type: none"> ▪ No required inspections and demonstration performed = 0 points ▪ Partial inspections and demonstration performed = 5 points ▪ All required inspections and demonstration performed. Smart Card personalisation equipment, process, quality control, and packaging are observed. = 9 points 	<p>9</p>
	<p>TOTAL – Phase 4</p>	<p>15</p>



6.5 Phase 5 - Price and Strategic Empowerment Targets

6.5.1 BID SECURITY

1. The Bidder shall provide a Bid Security (Refer to 2.3.1) and must contain information indicated in Annexure A.
2. The Bidder shall provide DLCA the Bid Security within two work weeks after notification.
3. **Bidders who fail to comply with the above mandatory requirements will be disqualified.**

6.5.2 STRATEGIC EMPOWERMENT TARGETS

Pricing in accordance with the 90/10 preference points system where 90 points will be for **Price** and **10 points will be allocated for Strategic Empowerment Targets (5 points for Black Owned and 5 points for Women Owned)**. The contract would be awarded to the Bidder scoring the highest score

The following formula will be used to calculate the points for **Price**:

$$P_s = 90 \{1 - \frac{(P_t - P_{min})}{P_t}\}$$

P min

Where

P_s = Points scored for comparative price of bid or offer under consideration.



Pt = Comparative price of bid or offer under consideration.

P min = Comparative price of lowest acceptable bid or offer

Points must be awarded to a Bidder for attaining the Strategic Empowerment Target of contribution in accordance with the table below:

Strategic Empowerment Goals	Number of points (90/10 system)
Black Owned	5
Women Owned	5
Non-compliant contributor	0
TOTAL POINTS	10

THE TOTAL COST WILL BE USED TO CALCULATE POINTS FOR PRICE CLARIFICATION

6.5.3 DLCA Evaluation Rights

1.1 DLCA may request clarity of further information regarding any aspect of the bid. The Bidder should supply the requested information within forty-eight (48) hours after the request has been made.



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-
- 1.2 DLCA reserves the right to conduct a security background check or screening of the Bidder.
 - 1.3 DLCA reserves the right to conduct mandatory site inspection to the offices of the Bidder.



Section 7 – Annexures

Annexure A – Bid Security

The bid security must be submitted on the letterhead of the bank and must be stamped by the bank. The letter must contain the following.

Whereas _____ **[name of Bidder]** (hereinafter called the “Bidder”) has submitted its bid in response to DLCA bid DLCA/2023/01 for the Provision of a Turnkey Solution for Personalization of Smart Driving Licence Cards in South Africa for a period of 5 year.

We, _____ **[name of bank]**, having our registered office at **[address of bank]** (hereinafter called “the Bank”), are bound unto the Driving Licence Card Account (hereinafter called “the Purchaser”) in accordance to the pricing schedule that is submitted., for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors, and assigns by these present.

THE CONDITIONS of this obligation are:

1. If the Bidder withdraws its bid during the period of bid validity specified on the Bid Submission Form: or
2. If the Bidder, having been notified of the acceptance of its Bid by the Purchaser during the period of validity of the bid:



(a) fails or refuses to execute the Contract Form, or

(b) fails or refuses to furnish the Performance Security, in accordance with the Instructions to Bidders;

We undertake to pay to the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including thirty (30) days after the period of validity of the bid, and any demand in respect thereof should reach the Bank not later than the above date. Hence, this Bid Security (Refer to [2.3.1](#)) is considered expired after the bid has been awarded.

Nothing in this Bid Security (Refer to [2.3.1](#)) shall be deemed a waiver of any privileges and immunities of the United Nations, including any of its subsidiary organs.



Annexure B – Pricing Schedule

1. This document, containing the price details, to be submitted in a separate envelope from other documentation and clearly marked “bid price details”
2. Bidders must provide one pricing sheet for the Turnkey Solution.
3. Once off cost accounted for in the year it occurs.

Note

1. The cost per card should be based on 3 000 000 Blank Smart Cards per year.
2. The cost per card should be inclusive of card material, packaging, freight charges, insurance, incidental costs any other cost etc.
3. The estimated quantity is based on demand and is expected to fluctuate by 10%. The cards to be ordered will be discussed annually.
4. Bidders must quote prices in ZAR.
5. Please note that only firm prices will be accepted.
6. Prices should escalate at an annual basis based on inflation at the time.
7. All prices quoted must be VAT inclusive.

For and on behalf of

Name

Signature



Capital Expenditure (CAPEX)

CAPEX Cost Components		Year 1	Year 2	Year 3	Year 4	Year 5	Total (VAT EXCL)	VAT	Total (VAT INCL)
A1. Hardware * Provide Product Detail per row and specify the capability	FC1: Queue Manager, Database (DB) server and interface capability								
	a.								
	b.								
	c.								
	...								
	FC2: Smart Card Personalization Sub-System (PSS) capabilities								
	a.								
	b.								
	c.								
	...								
	FC3: Quality Control Capabilities								
	a.								
	b.								
	c.								
	...								
	FC4: Packaging and shipping capabilities								
	a.								
	b.								



CAPEX Cost Components		Year 1	Year 2	Year 3	Year 4	Year 5	Total (VAT EXCL)	VAT	Total (VAT INCL)
	c.								
	...								
	FC5: Card disposal capabilities								
	a.								
	b.								
	c.								
	...								
	Disaster Recovery Solution								
	a.								
	b.								
	c.								
	...								
	Other (Specify)								
	a.								
	b.								
c.									
...									
A2. Implementation & Project Management	Training & Development								
	a.								
	b.								
	c.								
	...								
Hardware installation & commissioning									

Initial



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CAPEX Cost Components	Year 1	Year 2	Year 3	Year 4	Year 5	Total (VAT EXCL)	VAT	Total (VAT INCL)
a.								
b.								
c.								
...								
Inbound API for Personalization Configuration & Stock Management								
a.								
b.								
c.								
...								
Personalization of Smart Driving Licence Card according to Specifications								
a.								
b.								
c.								
...								
Outbound API configuration for Packaging / Waste management								
a.								
b.								
c.								
...								
Testing and Piloting								

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CAPEX Cost Components		Year 1	Year 2	Year 3	Year 4	Year 5	Total (VAT EXCL)	VAT	Total (VAT INCL)
	a.								
	b.								
	c.								
	...								
	Handover								
	a.								
	b.								
	c.								
	...								
	Other Price Items (Specify)								
	a.								
	b.								
	c.								
	...								
A3. CAPEX Total	Total (EXCL VAT)								
	VAT								
	Total (INCL VAT)								

Initial



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Operational Expenditure (OPEX)

OPEX Cost Components		Year 1	Year 2	Year 3	Year 4	Year 5	Total (VAT EXCL)	VAT	Total (VAT INCL)
B1. Blank Smart Cards	FC6: Blank Smart Cards Supply Capability								
	a.								
	b.								
	c.								
	...								
	Other (Specify)								
	a.								
	b.								
	c.								
	...								
B2. Software Licences	Personalization								
	a.								
	b.								
	c.								
	...								
	Workflow & Control								
	a.								
	b.								
	c.								
	...								
API (Integration to external Applications)									



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OPEX Cost Components		Year 1	Year 2	Year 3	Year 4	Year 5	Total (VAT EXCL)	VAT	Total (VAT INCL)
	a.								
	b.								
	c.								
	...								
	Reporting								
	a.								
	b.								
	c.								
	...								
	Other (Specify)								
	a.								
	b.								
	c.								
	...								
B3. Services	Maintenance								
	a.								
	b.								
	c.								
	...								
	Consumables (Printing, Mailing, etc.)								
	a.								
	b.								
	c.								
	...								



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OPEX Cost Components		Year 1	Year 2	Year 3	Year 4	Year 5	Total (VAT EXCL)	VAT	Total (VAT INCL)
	Preventative Maintenance								
	Spares								
	a.								
	b.								
	c.								
	...								
	Support (Level 2 & 3)								
	Level 2 Support								
	Level 3 Support								
	Other (Specify)								
	a.								
	b.								
	c.								
...									
B4. OPEX Total	Total (EXCL VAT)								
	VAT								
	Total (INCL VAT)								



Total Bid Price

The total bid price must be for the complete solution to be delivered over 5 years.

Cost Components		Year 1	Year 2	Year 3	Year 4	Year 5	Total (VAT EXCL)	VAT	Total (VAT INCL)
C1. CAPEX Total	Total (EXCL VAT)								
	VAT								
	Total (INCL VAT)								
C2. OPEX Total	Total (EXCL VAT)								
	VAT								
	Total (INCL VAT)								
C3. Other (Expenses included in Total Bid Price above-Contingency)	Other 1 (Specify)								
	Other 2 (Specify)								
	Other 3 (Specify) - add rows if needed								
C4. Grand Total	Total (EXCL VAT)								
	VAT								
	Total (INCL VAT)								