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| INVITATION TO SUBMIT A PROPOSAL FOR REQUIREMENTS OF THE SOUTH AFRICAN BUREAU OF STANDARDS (SABS) |
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RFP NUMBER: 201178

DESCRIPTION: BUSINESS PROCESS MANAGEMENT SERVICES

TIME: 10:00am

CLOSING DATE: 31 January 2024

CLOSING TIME: 11:00am

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THE FOLLOWING PARTICULARS MUST BE FURNISHED
(FAILURE TO DO SO MAY RESULT IN YOUR PROPOSAL BEING DISQUALIFIED)

| | | | | |
|-------------------------|--------|--|----------|--|
| NAME OF BIDDER | | | | |
| POSTAL ADDRESS | | | | |
| STREET ADDRESS | | | | |
| TELEPHONE NUMBER | (CODE) | | (NUMBER) | |
| FACSIMILE NUMBER | (CODE) | | (NUMBER) | |
| CELLPHONE NUMBER | | | | |
| E-MAIL ADDRESS | | | | |
| VAT REGISTRATION NUMBER | | | | |

| | |
|---|--|
| NAME OF AUTHORISED PERSON | |
| SIGNATURE OF BIDDER | |
| CAPACITY UNDER WHICH THIS BID IS SIGNED | |
| DATE | |

Intent

The South African Bureau of Standards (SABS) is inviting experienced and reputable (Suppliers) Bidders to submit proposals for SABS business process management services.

1. Confidentiality

This document may not be used for any purpose by the Bidder other than for developing their response to it, and all reasonable efforts must be taken by the Bidder to ensure confidentiality of any information provided. This document and any other information of a confidential nature provided to the Bidder during the Request for Proposal (RFP) process are to be covered by the non-disclosure agreement signed between the SABS and the Bidder.

2. Procedural compliance

2.1 Intent to respond.

An interested Bidder is required to advise the SABS of its intention to submit a proposal by completing and returning the "Intention to Respond" form (Appendix B) no later than **31 January 2024**. Should a party decide not to respond to this RFP, you are requested to continue to treat the information as confidential in perpetuity.

2.2 Responsibility for costs

Under no circumstances shall the SABS accept any responsibility whatsoever for any of the Bidder's costs associated with the preparation and/or submission of its Bid/Proposal, including any costs incurred by the Bidder prior to the signature, by both parties, of an agreement resulting from a successful bid.

2.3 Amendments to the RFP

Amendments to this document shall only be effective if agreed by the SABS and confirmed in a written addendum to the RFP. The SABS reserves the right to modify the scope of this document at any time prior to and after the award of the tender.

2.4 Delivery of proposals or bids

The Bidder is responsible for ensuring that the Bid/Proposal is submitted and delivered on time to Tenders.Prince@sabs.co.za. The SABS undertakes that the Bids/Proposals shall be stored in a secure place, opened at the same time and not before the deadline for submission.

Note: The above email address should only be used for submission of proposals. No clarity seeking questions should be sent to this email address. (see 4.2 below)

2.5 No obligation to proceed

The SABS reserves the right to discontinue the RFP process at any time prior to the formation of the envisaged agreement and will give written reasons for the cancellation upon written request to do so. The SABS, its subsidiaries, shareholders, advisors, directors, employees, representatives including the SABS Representative shall not be liable for any losses, claims or damages of whatsoever nature or howsoever arising that may be sustained by a Bidder or any other person as a result of its participation or any amendment, termination or suspension of the process set out in this RFP or its exclusion from participating in the tender process at any point. It is an express term that SABS shall in no way be liable for any indirect/consequential damages, loss of profits, etc. suffered by the Bidder during the RFP process, award, negotiating and/or contracting phase.

After any cancellation of the tender process or the rejection of all tenders due to non-compliance with the thresholds, SABS may abandon the proposed work and services, have it performed in any other manner, or re-issue a similar invitation to tender at any time.

2.6 No contract

Bidders shall note that this RFP does not commit the SABS to any course of action resulting from the receipt of Bids/Proposals and the SABS may, at its discretion, reject any Bid/Proposal that does not conform to instructions and specifications that are contained herein or select a Bidder based upon its own unique set of criteria. SABS also reserves the right not to select a Bidder/award the tender. The SABS does not become bound by any obligations prior to the signature, by both parties, of an agreement - to be negotiated, resulting from a successful bid.

Nothing in this document shall be construed as a contract between the parties and no communication, whether verbal or written, by the SABS personnel or agents during the course of this process shall create such a contract in respect of the requirements specified in this RFP.

SABS shall not be liable for any fees incurred due to any work done/services performed by the Bidder prior to signature, by both parties, of an agreement resulting from a successful bid.

2.7 Validity of proposals

The proposal shall remain valid for a period of one hundred and twenty (120) days from the submission date, where after such proposal expires. SABS retains the right, but is under no obligation, to request Bidders to extend the validity periods of their proposals, prior to expiry thereof. Such request, if any, shall be in writing. The Bidder is not obliged to extend the validity period.

2.8 Intellectual Property

The Bidder undertakes that the SABS retains ownership of all Intellectual property rights on all material and processes developed that relate to the service provided for and on its behalf by the Bidder. The Bidder undertakes to transfer all said Intellectual Property Rights, whether registered and / or unregistered, to the SABS, including undertaking to sign all forms necessary to affect such transfer.

3 General Instructions

3.1 Assumptions

The SABS has endeavoured to provide sufficient guidance to inform Bidders' Bids/Proposals. However, it may be necessary to make some assumptions. Where assumptions have been made these must be documented in the Bid/Proposal. The SABS accepts no responsibility for assumptions made by the Bidder.

3.2 Requests for clarification/additional information

Requests for additional information, questions or issues fundamental to the quality or clarity of the response should be submitted using the 'Request for Proposal Enquiry' (Appendix N). Additional information will be provided at the discretion of the SABS. The SABS also reserves the right to provide the same information to all other interested Bidders.

3.3 Contact information

All enquiries regarding this RFP must be e-mailed to Prince.Hlongwane@sabs.co.za. Bidders must not contact any other SABS personnel regarding this RFP as this may lead to disqualification of the bid. Also note that any canvassing by Bidders regarding this RFP will result in disqualification.

3.4 Timescale

The proposed timescales for the RFP process are indicated below.

| Item | Milestone | Date |
|------|--|----------------------|
| 1 | Date of RFP advertisement | 09 January 2024 |
| 2 | Appendix C, Non-disclosure Agreement /Confidentiality Undertaking signed and submitted | 31 January 2024 |
| 3 | Appendix B, Intention to respond released and submitted | 31 January 2024 |
| 4 | Final Date for Bidders to submit consolidated requests for clarification (Questions) Questions to be send to Prince.Hlongwane@sabs.co.za | 18 January 2024 |
| 5 | SABS clarification. (Not further clarification after this date) | 22 January 2024 |
| 6 | Proposal Submission Date Proposals to be send to Tenders.prince@sabs.co.za | 31 January 2024 |
| 7 | Evaluation of proposals | 05 Feb – 09 Feb 2024 |
| 8 | Presentations | TBA |
| 9 | Awarding of Tender (Next TC seating) | TBA |

3.5 Management summary

This section should be submitted as a separate document. The information to be provided in the Management Summary shall include, but not be limited to the following items

- Company profile
- Completed 'Statement of compliance' (Appendix K)

3.6 Presentations

The SABS reserve the right to request bidders to present for clarification.

3.7 Clarification and inspections

The SABS may submit clarification in writing on specific tender aspects to obtain a better understanding of the received bid/s. This may also include possible inspections of the Bidder's premises at an agreed upon date and time.

4.2 Submitting a response

4.2.1 Due date

- Proposals/ Bids are to be submitted by closing date and time as stipulated on page 1.
- Proposals/ Bids must be submitted **electronically** to Tenders.prince@sabs.co.za and must clearly indicating the correct tender **reference number** and **description on the subject**. **Maximum size 14MB**.
- Proposals/ Bids can be compressed into zipped folder if necessary.

- Proposals/Bids submitted **via a link and/or “we transfer” will not be accepted.**
- The responsibility for on-time submission rests entirely with the Bidders.
- **Late submissions will NOT be accepted.**
- **The above email address should only be used for submission of proposals. No clarity seeking questions should be send to this email address.**

4.2.2 Proposal format

Each proposal shall include a detailed description of the Bidder’s capabilities with regard to the requirements set out in **Appendix A and Section 5.3** of the Evaluation.

4.2.3 Central Supplier Database (CSD) Registration

Service providers and suppliers who wish to render services to SABS will no longer register at SABS directly. Suppliers will have to register on National Treasury Central Supplier Database (CSD) as per National Circular No 3 of 2015/6 – Central Supplier Database; National Treasury will maintain the database for all suppliers for Government and its institutions; and All existing and prospective suppliers are requested to register on the CSD by accessing the National Treasury website at www.CSD.gov.za.

5 Evaluation

5.1 Returnable documents

Bidders must provide the following administrative compliance documents.

[TICK APPLICABLE BOX]

| NO | APPENDIX | TICK |
|----|--|------|
| 1 | Appendix A Tender Requirements/ Scope of Work | |
| 2 | Appendix B Intention to Respond | |
| 3 | Appendix C SBD 4 Bidder’s Disclosure | |
| 4 | Appendix D Signed Non-disclosure agreement | |
| 5 | Appendix E SBD 6.1 Preference points claim form in terms of the Preferential procurement Regulation 2022 | |
| 6 | Appendix F Signed SABS Terms & Conditions | |
| 7 | Appendix G CSD Report / SBD1 | |
| 8 | Appendix H BBBEE/ Sworn affidavit | |
| 9 | Annexure I Quotation/ Fixed Rate | |
| 10 | Appendix J Management Summary (including Statement of Compliance) | |
| 11 | Appendix K Statement of Compliance | |
| 12 | Appendix L Page 2 of the RFP Document | |
| 13 | Appendix M Audited Financial Statements | |
| 14 | Appendix N Request for Proposal Enquiry | |

5.2 Disqualifying criteria is as follows:

- Bidders who do not meet all the requirements as specified on the RFP document scope of work will not be evaluated any further.
- Bidders whose solution is encumbered by any Intellectual Property rights, whether registered and / or unregistered, including but not limited to Copyrights, Patents, Know-How, Registered Designs, Trademarks, Trade Secrets and the like, will not be considered for award of the bid.
- Bidders who make a misrepresentation on the above 2 points or any other material fact.

5.3 Technical evaluation

| no. | Selection Criteria | sub criteria | Sub weight | Weight |
|-----|---|--|------------|------------|
| | Values:0 = very poor, 1 = poor; 2 = Average; 3 = Good; 4 = Very Good; 5 = Excellent | | | |
| 1 | Methodology with a detailed project plan | | | 40% |
| | Bidders should have the capacity and resources to carry out proposed work according to the timelines proposed (please indicate a project plan on how the scope of work will be addressed) Describe the proposed staffing of the team member that will provide the service, including experience of members. Also provide information on back-up resources. Demonstrate how your organisation is prepared to respond promptly to problems or issues which may occur. | No project plan = 0 | 0 | |
| | | Project plan submitted, aligns to the scope, resources are allocated and meets the proposed timelines = 1 | 1 | |
| | | Project plan submitted, aligns to the scope, resources are allocated and meets the proposed timelines. The plan includes back up resources and risk assessment = 3 | 3 | |
| | | Project plan submitted, aligns to the scope, resources are allocated and meets the proposed timelines. The plan includes back up resources, risk assessment and mitigation plan. = 5 | 5 | |
| | | | | |
| 2 | Resources | | | 20% |
| | Describe the proposed staffing of the team member (Organogram) that will provide the service, including experience of members. Also provide information on back-up resources. | Team leader only = 0 | 0 | |
| | | Team leader plus three team members = 1 | 1 | |
| | | Team leader plus five team members = 3 | 3 | |
| | | Team leader plus more than five team members = 5 | 5 | |

| | | | | |
|---|--|---|---|-----|
| 4 | Lead business/process analyst Qualifications and Experience (Bidders to provide CV's and qualifications/Certificates) | | | 20% |
| | Bidders must provide details of key personnel with a comprehensive CV indicating qualifications and should include details on previous work carried out by the applicable staff member, including ongoing assignments indicating capability and capacity to undertake the projects in relation to the scope of work, demonstrated clearly on CVs: All personnel to have a relevant qualification as highlighted below: Five (5) years' experience of business process management for the lead business analyst and business process analyst. Both to have relevant qualifications as highlight below. National Diploma / B-Degree in Industrial Engineering, Business Processes, Engineering Science, or ICT. | Lead business/process analyst with less than 3 years' experience = 0 | 0 | |
| | | Lead business/process analyst at least have 3 years' experience and relevant qualification = 1 | 1 | |
| | | Lead business/process analyst with 4 years' experience and relevant qualification plus Experienced in using at least one process modelling techniques and methods = 3 | 3 | |
| | | Lead business/process analyst with 5 years' experience and relevant qualification plus Experienced in using at least one process modelling techniques and methods and Proven practice in process improvement frameworks and methodologies = 5 | 5 | |
| | | | | |
| 4 | Experience and Track record | | | 20% |
| | Provide contactable reference from other clients (not older than 7 years), where Business process re-engineering services were successfully rendered. Company must have rendered service not more than three years ago. The reference must include the following: Brief description of services rendered, Duration of contract, Company address and contact details | less than 1 Clients Reference = 0 | 0 | |
| | | 3 Clients Reference = 1 | 1 | |
| | | 5 Clients Reference = 3 | 3 | |
| | | 8 Clients Reference = 5 | 5 | |

| | | |
|--|--------------------------|------|
| | Minimum threshold is 85% | 100% |
|--|--------------------------|------|

Bidders who obtain the minimum threshold of 85% will be evaluated further on 80/20 preference points system of 2022. (PRICING AND SPECIFIC GOAL)

5.4 Preferential point system – PRICING and SPECIFIC GOAL

Bidders who obtain the minimum threshold of 85% will be evaluated further on 80/20 preference points system of 2022. (PRICING AND SPECIFIC GOAL)

6 Feedback on Proposals

Once the recommendation to the Tender Committee has been approved, the successful and unsuccessful bidder(s) will be notified in writing.

Successful bidder/s will be issued with a notification letter. Such notification does not constitute an agreement. The award is wholly subject to the successful Bidder entering into a duly signed contract with SABS.

7 Contracting

Successful bidder(s) will be required to enter a contract with the SABS. A formal Agreement will be signed with the successful bidder and SABS further reserves the right to amend, alter or delete clauses relating to, but not limited to insurance, indemnity, undertaking, guarantees, Intellectual Property, service levels and / or tax compliance.

SABS shall not be liable for any costs expended by the bidder prior to any formal agreement being signed. **It is therefore imperative that NO SERVICES are rendered prior to the formal agreement becoming effective.**

Appendix A – Scope of Work

- The SABS is in a process of restructuring its macro and micro processes in line with the organisational review. Also aligning to the new operating model to enable integration and collaboration as part of transitioning into the new organisational structure. The key objective of this organisational-wide business process review exercise is to identify areas of improvement, to become efficient, agile, streamline our operations, avoid bottlenecks, and better leverage technological investments.
- In line with SABS corporate plan, which seeks to simplify, streamline, and re-engineering internal business processes. The SABS intends to embark on a journey of reviewing, defining, and mapping current business processes, ways of work, identification of process gaps, and determination of opportunities for improvement (optimisation), as well as the creation and implementation of the desired future state to enable adoption of digital technologies and integration.
- **The successful service provider will be expected to provide business process review, mapping services, and project management but not limited to the following:**
 - **Project Coordination and Management**
 - Appoint a Project Manager for the project and liaison with the SABS Project Manager.
 - Develop the Project Management Plan (Using the SABS template) and get a sign-off from SABS.
 - Develop a project plan (Using a Microsoft Project) and get approval from SABS
 - Facilitate collaborative workshops to validate document as-is and to-be business processes with the SABS Project Manager.
 - Provide project status report in line with the agreed communication plan
- **Analysis Phase (Business process review)**
 - Requirement analysis with SABS business analyst.
 - Hold debriefs meetings with each department/division and create a collective understanding of processes within the organization.
 - **Current process review (AS-IS)**
 - Review, map, and analyze current business processes including the roles and responsibilities of institutional structures and individual functions – vertically at all levels (Shown below) within the SABS.
 - **Level 0** - Enterprise Map is the primary business functions of an enterprise and the pieces of the SABS that perform those functions.
 - **Level 1** - Value Chain Model is an important level categorizes depicting the generic value-adding activities of SABS.
 - **Level 2** - Logical Model is detailing all the activities in the process from gathering the initial data to reaching the desired outcome.
 - **Level 3** - Process Model is a sequence or flow of activities in a SABS with the objective of carrying out work.
 - **Level 4** - Implementable Model is activities and subprocesses inside the Business Process Management (BPM) process that make the process implementable.
- **Process analysis:** Identify all the system inefficiencies, bottlenecks, and areas for improvement (benchmark optimization & automation).
- **Modeling standard:** All processes are to be mapped on Business Process Management and Notation 2.0 (BPMN 2.0)
- **NB.** The appointed service provider will be expected to Model and maintain SABS business processes using the SABS preferred modeling enterprise-wide tool (iServer) and maintain of the enterprise architecture repository.
- Submit draft as-is business processes mapping diagrams for review and approval by the SABS staff.
- **End of Phase Report:** Provide a report of documented and modeled AS-IS processes. Report to include all the analysis highlighting the inefficiencies, bottlenecks, and areas for improvement.
- Provide consolidated editable electronic file for each process.

- **Design Phase (TO-BE)**

- Redesign the processes, focusing on eliminating non-value-adding activities (institutional duplication), optimizing workflows, and leveraging technology.
- Propose required changes to existing architecture based on projected processes updates and document the envisaged architecture design. Ensure Enterprise Architecture sessions are held and documented.
- Provide a detailed study of new re-engineered business processes by iterating and validating the SABS's business objectives that develops more harmonized streamlined procedures and clarify roles and responsibilities at every level of operation.
- Document processes that ensure implementation of the SABS value chain.
- Conduct review meetings with each department/division on the new processes, sub-processes, and activities/tasks.
- Identify issues, risks, and benefits of existing and proposed solutions and outline the potential business impacts.
- Conduct a gap assessment.
- Highlight the functions that have been eliminated and added.
- identify the activities required to attain the aspired end-state/bridge the performance gap.
- Provide gap analysis reporting.

- **Modeling standard:** All processes are to be mapped on Business Process Management and Notation 2.0 (BPMN 2.0)

- **NB.** The appointed service provider will be expected to Model and maintain SABS business processes using the SABS preferred modeling enterprise-wide tool (iServer) and maintain the enterprise architecture repository.
- Provide the process listing that can be shared and reused.
- Develop SABS Process Manual with workflow mappings.
- Submit draft to-be business processes mapping diagrams for review and approval by the SABS staff.
- **End of Phase Report:** Provide a report of documented and modeled To-Be processes.
- Provide consolidated editable electronic files for each process.

- **Future Implementation Proposal Phase**

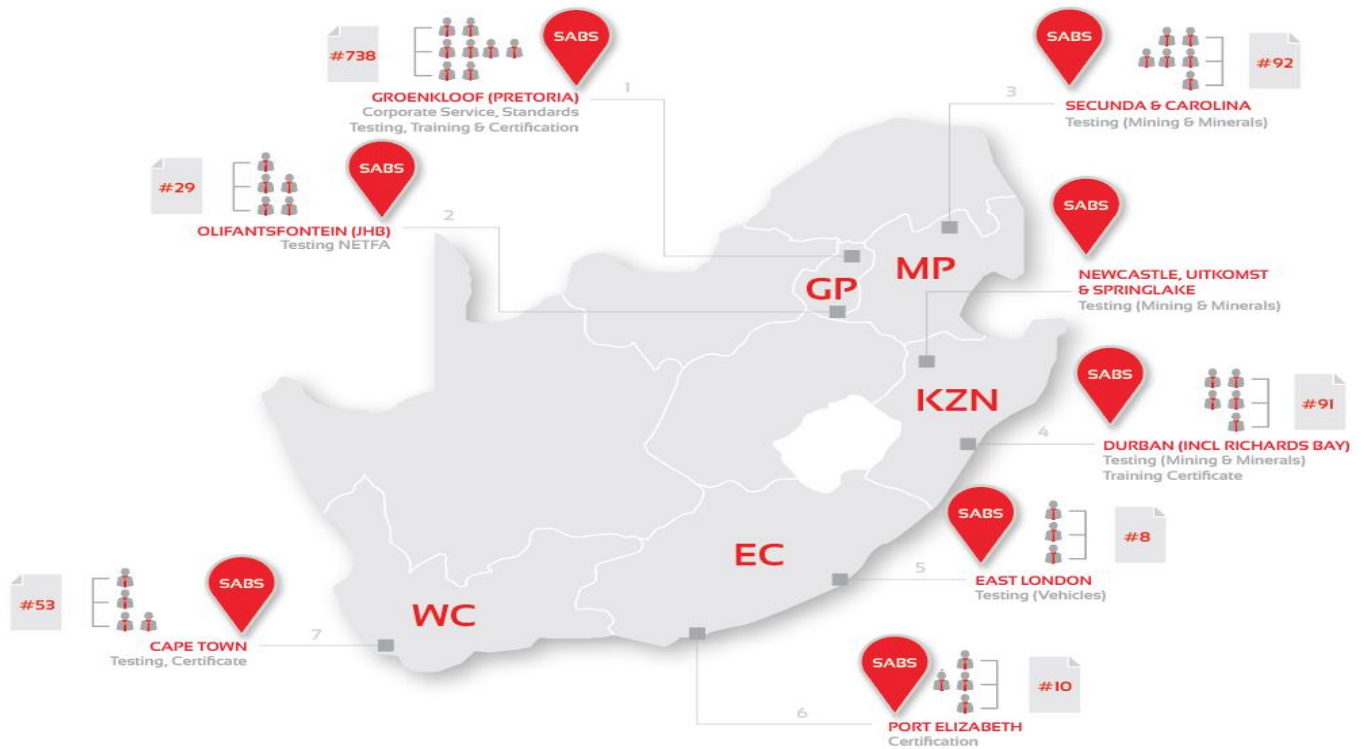
- Provide an approach or methodology for continuous business process improvement.
- Provide a consolidated editable electronic file for each process, workflow, activity, rule, exception, procedure guiding each activity etc., that is included in the above SABS Process Manual.
- Proposed implementation architecture roadmap with cost estimates
- Detailed costs for strategy implementation supervision.

- **Deliverables.**

Project plan on the Microsoft plan and Project management plan

- Process Manual with workflow mappings.
- Documented and modelled AS-IS processes.
- Documented and modelled TO-BE processes.
- Consolidated editable electronic file for each process.
- Reviewed Business Architecture View
- Business capability models
- Technology reference models
- Gap Assessment Report
- Proposed implementation architecture roadmap with cost estimates
- Project Close-out Report
- Expected project duration is 24 months from date of appointment. A project charter and detailed project execution plan to be agreed and signed off during contracting phase.

SABS Footprint



SABS Divisions

Customer Partnering, Laboratory Services, Standards Division, Local Content Verification, Finance, ICT, Supply chain, Human Capital, Facilities and Certification

Appendix B

Intention to respond to the Request for Proposal

We hereby accept / decline your Request for Proposal.

Company: _____

Company Representative: _____

Position/Title: _____

Signature: _____

Please state a brief reason for declining this Request for Proposal _____

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

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

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise,

employed by the state?

YES/NO

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

| Full Name | Identity Number | Name of State institution |
|-----------|-----------------|---------------------------|
| | | |
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| | | |

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

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

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

- 3.1 I have read, and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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

- 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 2022/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

.....

Date

.....

Position

.....

Name of bidder

Appendix D

NON-DISCLOSURE AGREEMENT

THIS AGREEMENT is made BETWEEN

The South African Bureau of Standards (SABS), an organisation established in terms of section 2 of the Standards Act (29 of 1993), whose registered office is at 1 Dr Lategan Road, Groenkloof, Pretoria, 0001, South Africa.

AND _____ (“the Bidder”),
Registration Number: _____ whose registered office is at

(Hereinafter referred to as the “parties”)

WHEREAS in the course of discussions and/or negotiations with the South African Bureau of Standards, the Bidder has received, or may receive in future, information relating to **201178** for the South African Bureau of Standards and other related information hereinafter referred to as “Confidential Information”. “Confidential information” shall include, but not be limited to any information disclosed by the SABS and / or any of its affiliates, employees, agents, representatives, subcontractors and consultants to the Bidder, its employees, agents, representatives and consultants, whether orally, in writing, by graphic, pictorial or electronic format, which information includes but is not restricted to Business information, including know how, commercial and technical aspects of products, processes and services; status and capabilities of the SABS’ business; The SABS or its subcontractors’ marketing and planning programs, products specifications, Service specifications, plans, drawings, test results and findings; financial, operational and technical data; and particular types of technologies and inventions, that already currently exist or that the SABS wishes to be developed, which could be subject to intellectual property rights, whether registered and/or unregistered.

Therefore, the parties wish to agree as follows:

1. The Bidder undertakes to keep strictly secret and confidential all confidential information relayed or transmitted to it in any manner or form and will not divulge any part of the Confidential Information directly or indirectly to any person, firm or entity (other than such of its employees who have a need to know the Confidential Information for the purposes of fulfilling the Bidder’s obligation to the South African Bureau of Standards).
2. The Bidder undertakes to not make copies of the Confidential Information or otherwise disseminate any of the Confidential Information (except as may be required to fulfil specific obligations towards South African Bureau of Standards) without South African Bureau of Standards express prior written consent.
3. This agreement applies to information whether or not such information is marked as or appears to be confidential and whether or not such information is of commercial use to South African Bureau of Standards or any other party.
4. This agreement shall not apply to information which: -
 - (a) the Bidder can show had been lawfully received by it prior to disclosure under this agreement.
 - (b) is in the public domain or becomes so otherwise than through breach of this agreement;
 - (c) was disclosed to the Bidder by a third party who was under no obligation of confidence in respect thereof;

5. The Bidder further undertakes that the South African Bureau of Standards retains ownership of all Intellectual property rights on all material and processes developed that relate to the service provided for and on its behalf by the Bidder. The Bidder undertakes to transfer all said Intellectual Property Rights, whether registered and / or unregistered, to the SABS, including undertaking to sign all forms necessary to affect such transfer.
6. The Bidder acknowledges that the confidentiality obligations extend from signature of this agreement and survive the termination of the tender process, whether the Bidder is successful or not.

IN WITNESS WHEREOF the parties hereto have executed this agreement in duplicate.

Signed at.....on this.....day of2024

On behalf of the South African Bureau of Standards (signature) Hleketa
Hlongwane (Procurement)

Witness 1. Witness 2.

Signed at..... on this..... day of2024

Signed on behalf of the Bidder, duly authorised thereto..... (signature)

..... (name) (title)

Witness 1. Witness 2.

To: Tenders.prince@sabs.co.za

Appendix F

SABS STANDARD TERMS AND CONDITIONS

Bidders must sign the terms and condition to indicate acceptance thereof. Should the bidder have a variation/s, these must be submitted as Annexure F1 indicating the clause number, the rational for not accepting that specific clause and provide an alternative clause.

<https://www.sabs.co.za/Procurement/docs/SABS%20STANDARD%20TERMS%20AND%20CONDITIONS%20FOR%20PROCUREMENT%20OF%20GOODS%20AND%20SERVICES....pdf>

Annexure G
CSD REPORT

Appendix H – BBBEE Certificate/Sworn Affidavit (Specific Goal point)

Appendix I - Quotation

- **The proposal must clearly indicate the breakdown of each deliverable.**
- Travel and accommodation to regions outside Gauteng will be in line with SABS Travel policy SOP 408.
- Travel and accommodation cost will only be applicable to the regional offices below:
 1. Newcastle (KZN)
 2. Uitkomst (KZN)
 3. Springlake (KZN)
 4. Ridchardsbay
 5. Durban (KZN)
 6. Secunda (Mpumalanga)
 7. Carolina (Mpumalanga)
 8. East London (Eastern Cape)
 9. Cape Town (Western Cape)

Appendix J
Management Summary

Appendix K

Statement of Compliance to the Request for Proposal

Company Name: _____

Proposed Service: _____

It is hereby confirmed that the proposal response to the SABS' RFP is fully compliant with all points with the exception of the specific issues outlined below:

Signed: _____ (Authorised Signatory)

Name: _____

Position: _____

Date: _____

Appendix M
AUDITED FINANCIAL STATEMENT

Appendix N

Request for Proposal Enquiry

To: prince.hlongwane@sabs.co.za

From:

Questions:

Answers:

To: prince.hlongwane@sabs.co.za

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

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

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

1. GENERAL CONDITIONS

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

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

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

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

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

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

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

The maximum points for this tender are allocated as follows:

| | POINTS |
|--|------------|
| PRICE | 80 |
| SPECIFIC GOALS | 20 |
| Total points for Price and SPECIFIC GOALS | 100 |

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

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

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to

an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

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

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

3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

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

4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

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

| The specific goals allocated points in terms of this tender | Number of points allocated (80/20 system) (To be completed by the organ of state) | Number of points claimed (80/20 system) (To be completed by the tenderer) |
|--|---|---|
| 100% Black Ownership | 20 | |
| At least 51% or more black ownership | 10 | |
| Less than 51% but more than 0% black ownership | 5 | |
| 0% black ownership | 0 | |
| BBBEE Certificate/Sworn Affidavit (Specific Goal point claim) | | |
| | | |
| | | |

DECLARATION WITH REGARD TO COMPANY/FIRM

- 4.3. Name of company/firm.....
- 4.4. Company registration number:
- 4.5. TYPE OF COMPANY/ FIRM
- ☐ Partnership/Joint Venture / Consortium
 - ☐ One-person business/sole propriety
 - ☐ Close corporation
 - ☐ Public Company

- ☐ Personal Liability Company
 - ☐ (Pty) Limited
 - ☐ Non-Profit Company
 - ☐ State Owned Company
- [TICK APPLICABLE BOX]

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

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

| | |
|--|----------------------------------|
| <p>.....</p> <p>SIGNATURE(S) OF TENDERER(S)</p> | |
| SURNAME AND NAME: | |
| DATE: | |
| ADDRESS: | |