



TERMS OF REFERENCE APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION SAGE 300 PEOPLE END-TO-END MAINTENANCE AND SUPPORT WITHIN THE CLOUD MANAGED SERVICE (CMS) FOR A PERIOD OF 36-MONTHS

BID REF: NDA04/CS03/25

BRIEFING SESSION VENUE	NO BRIEFING SESSION WILL BE HELD N/A
CLOSING DATE CLOSING TIME	18 SEPTEMBER 2025 12:00
SUBMISSION OF DOCUMENTS	<p>All proposals must be delivered at the NDA Head Office on or before the closing date and time. The Head Office address is 26 Wellington Road, Parktown, Johannesburg, 2193. Submissions must be strictly submitted inside the tender box, which is at the main entrance and accessible 24/7.</p> <p><i>Service providers outside of Gauteng are advised to send their documents by courier. NDA will not take responsibility for documents sent via postal services.</i></p>
SUPPLIER ENVELOPES	<p>The supplier's envelope/s MUST clearly have the description: "APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF SAGE 300 PEOPLE END-TO-END MAINTENANCE AND SUPPORT WITHIN THE CLOUD MANAGED SERVICE (CMS) FOR A PERIOD OF 36-MONTHS".</p> <p>A TWO-ENVELOPE system will be used for the submission of bids:</p> <p>Commercial Envelope This envelope must contain price quotations plus all the mandatory documents as listed in section 16 of this document.</p> <p>Technical Envelope This envelope must contain all info listed in section 8 of this document.</p>
PACKAGING OF DOCUMENTS	NB: All documents must be binded using Thermal and perfect bindings Bidders must submit 1 original document, 1 copy and a labelled memory/flash drive.
LATE BIDS	Bids received after the closing date and time will not be accepted for consideration and where practicable, will be returned unopened to the Bidder(s).

Contact person for Commercial Queries is Ms Nomvula Moloi or Kedibone Sathekge on 011 018-5562 /5562 between 08h30 to 17h00 on weekdays. Queries can also be sent in writing to NomvulaM@nda.org.za / KediboneS@nda.org.za

Contact persons for Technical Queries are:

1. Mr Thamsanqa Langa on ThamsanqaL@nda.org.za 011 018-5541 and Ms Lerato Dlamini LeratoD@nda.org.za on 011 018-5652

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1. OVERVIEW OF NDA

The National Development Agency (NDA) reports to Parliament through the Department of Social Development. The NDA is classified as a public entity under schedule 3A of the Public Finance Management Act, 1999 (Act No. 1 of 1999), and was established in November 1998 by the National Development Act, 1998 (Act No. 108 of 1998) (NDA Act) as government's response to the challenge of poverty and its causes in South Africa.

The NDA derives its mandate from the National Development Agency Act, 1988 (Act No. 108 of 1998). In terms of the Act, the primary objective of the NDA is to contribute towards the eradication of poverty and its causes by granting funds to CSOs for the purposes of:

- (1) carrying out projects or programmes aimed at meeting the development needs of poor communities; and
- (2) strengthening the institutional capacity of other CSOs involved in direct service provision to poor communities.
- (3) The secondary objects of the NDA in terms of the Act are- (a) to promote-
 - (i) consultation, dialogue and sharing of development experience between CSOs and relevant organs of State; and
 - (ii) debate on policy development
 - (iii) to undertake research and publication aimed at providing the basis for development policy. A
- (4) The NDA plays a critical role in contributing towards shifting the country from the scourge of poverty towards poverty eradication. Through the Act and various policies, the NDA contributes to – but is not limited to – the advancement of economic development, social cohesion, access to basic human rights and skills development. This contribution of the NDA supports the National Development Plan (NDP) 2030 outcomes for a greater and better South Africa.
- (5) The National Development Plan (NDP), the Medium-Term Strategic Framework (MTSF), Sector Plans and the United Nations Sustainable

Development Goals (SDGs) guide the NDA's functions. The aim of the NDP is in line with the NDA's mandate. The NDP aims to reduce inequality and eliminate poverty by 2030.

2. BACKGROUND

The NDA utilizes **Sage 300 People** for **Human Resource (HR)**, **Payroll**, and **Web Self Service** (formerly ESS) for business transactions. The NDA is licensed for **250 employees** with the following modules:

- Payroll
- Leave Management
- General Ledger Integration
- Sage Intelligence Connector
- Job Management
- Personnel Management
- Performance Management
- Equity
- Skills
- Web Self Service
- Job Requisition
- Mobile App

The system is now hosted on the **Sage Cloud Managed Service (CMS)**, and the service provider must have expertise with supporting and maintaining Sage 300 People in this environment.

3. PURPOSE OF THE BID

The NDA seeks to appoint a qualified **Sage accredited** service provider to provide **end-to-end Sage 300 People System Support and Maintenance** services for a period of **thirty-six (36) months**. The system is now hosted on **Sage CMS (Cloud Managed Service)**, and the service provider should have expertise in supporting and maintaining systems within this environment.

Amongst other services, the service provider will be responsible for maintaining system's continued performance, security, availability, and updates in alignment with industry best practices such as **ITIL** and **COBIT** throughout the contract period.

Additionally, the bidder's proposal must **include the annual licensing cost for the 36-months**, considering annual price increases. Bidders are advised to consult with Sage regarding expected or estimated annual price increases during the contract period.

4. SCOPE OF WORK

The appointed service provider will be required to provide system support and maintenance services through various channels, that is, **helpdesk system, remotely, on-site (if required), email, and telephonic** support.

The service provider must allocate **at least 30 hours per month** for system support and maintenance services. A **fixed annual market rate per hour** must be provided by the service provider for payment purposes.

The service provider is required to provide the following services:

a. System Support Services

- **Incident Management:** Resolution of all system issues, utilizing helpdesk system, remote, on-site (wherever required), email, and telephonic support channels.
- **System Monitoring and Optimization:** Proactive monitoring of system health and performance to ensure optimal operation and identify potential risks.
- **Data Integrity Management:** Ensuring that data within the system is consistent and complete.
- **Training & Knowledge Transfer:** Providing or facilitating training for end-users, super users, and administrators, as well as ongoing knowledge transfer. This will assist the NDA to leverage the full potential of Sage 300 People for HR and payroll management including WSS.
- **Custom Reports & Dashboards:** Design and maintain custom reports and dashboards to meet NDA's operational needs.

b. Systems Maintenance Services

- **License Management:** Ensuring the NDA remains up to date with Sage 300 People CMS licensing / subscriptions for the full contract period, including consulting on potential increases in license costs. The bidder is expected to procure licenses on behalf of the NDA.
- **Updates/Upgrades Management:** Application of updates or upgrades and others fixes in consultation with the NDA.

- **Customization and System Configuration:** Managing system configurations, customizations, and the implementation of additional modules as requested by the NDA.
- **Cloud Infrastructure Support:** Ensuring that the system runs efficiently in the Sage CMS environment, addressing issues related to cloud security, resource allocation, and accessibility.
- **Security and Privacy Management:** Proactively identifying security risks and implementing mitigation strategies, ensuring compliance with relevant laws and data protection regulations (e.g., **POPIA**).
- **System Availability:** high level of system availability should be maintained throughout the contract period. Any planned downtime for maintenance or updates must be communicated in advance and must be scheduled outside of business hours to minimize operational disruption.
- **Change Management:** The NDA must be consulted on all proposed system changes, including updates and configuration changes, with appropriate impact assessments and documentation to facilitate approval

5. QUALITY OF SERVICE (QoS)

a. Reporting

The appointed service provider will report directly to the **NDA ICT Manager** or a delegated NDA official. The service provider will be required to submit **monthly QoS reports** within **5 working days** after the end of each month for the duration of the contract. Amongst other things, the reports must include:

- Details of logged calls, resolutions, recommendations and challenges.
- Target performance measurements.
- Configuration settings and steps taken to resolve issues.
- The monthly billing (invoice) must be accompanied by the QoS report as a supporting document.

b. Priority Levels

- **Priority 1:** Complete system failure - Response within 60 minutes, resolution within 24 hours.

- **Priority 2:** Partial system failure - Response within 2 hours, resolution within 48 hours.
- **Priority 3:** Maintenance issues - Response within 24 hours, resolution based on schedule.
- **Priority 4:** Enhancements or customizations - Response within 48 hours, resolution based on schedule.

c. **Performance Measurement**

Performance rate will be calculated as follows:

- Actual Performance = (Issues resolved per month x 100) / Total issues logged per month.
- The service provider must aim for a performance rate of **atleast 80%** for resolved issues. Should the service provider consistently deliver unsatisfactory service, **the**
- **NDA may withdraw the award of the bid and/or appoint another service provider.**

6. SPECIAL CONDITONS / NOTES

The service provider must be an **accredited Sage Business Partner**.

7. CONTRACT PERIOD AND TERMS

The contract will run for **36 months**, **subject to performance based QoS and SLA**, starting from the date of appointment. The SLA to be compiled in **collaboration** with the awarded or appointed service provider.

8. TECHNICAL EVALUATION (PHASE 1)

The following criteria will be used: After the closing date for the bid invitation, an appointed evaluation committee of NDA officials will evaluate the proposals.

The committee will evaluate each of the bid proposals received against the approved criteria as stated below:

8.1 Phase 1: Functionality/ Technical Evaluation)

A minimum threshold of **80%** should be obtained to qualify for the second phase of evaluation "Commercial Evaluation".

Bid responses will be evaluated in accordance with the **Technical Evaluation** will be scored as follows:

Criteria	Description	Weight
Proposal Quality	<ul style="list-style-type: none"> ➤ Quality and responsiveness of the proposal towards the Scope of Work and Quality of Service (QoS) in sections 4, 5.1, and 5.2. Full points if bidder responds to all bullet points. Point calculated at 2 per bullet. (40) ➤ Supporting documents or evidence: (20) <ul style="list-style-type: none"> ○ Proof of an existing Helpdesk System used by the bidder for Incident Management i.e., screenshots of the helpdesk system. (5) ○ Training and Skills Transfer Plan for the contract duration. (3) ○ Proof of Custom Reports or Dashboards designed in platforms similar to Power BI i.e., screenshot of Sage 300 People custom reports or dashboards. (3) ○ License Cost for the contract duration. (3) ○ Sample System Availability Report as per System Maintenance Service in 4.2. (2) ○ Sample QoS Monthly Report atleast including items mentioned in 5.1. (4) 	60
Relevant Experience	<ul style="list-style-type: none"> ➤ Submission of atleast three (3) reference letters detailing previous Sage 300 People system support and maintenance contracts in a cloud managed environment. The letters must not be older than 7 years, and they must contain client contact details, date of service, letterhead, and dates signatures. If the letter does not contain the required information, including cloud managed service then the letter will be rated at zero (0) where each valid letter is (10). 	30

Audit Support	➤ Bidder will be expected to provide support during the audit period. Bidders should provide a plan or framework on how to support clients during the audit period	10
Minimum Qualifying score		80
Total Score		100

9. COMMERCIAL EVALUATION-PHASE 2

- (a) Bids will be evaluated in accordance with the NDA's Supply Chain Management Policy and Preferential Procurement Policy, 2023, using the 80/20 preference points system as prescribed in the Preferential Procurement Policy Framework Act (PPPFA, Act 5 of 2000). The lowest acceptable bid will score 80 points for price (the lowest acceptable bid will score 80 points and bidders that quoted higher prices will score lower points for price on a pro-rata basis).
- (b) The bid proposals received will be evaluated in two (2) phases. On the first phase bids will be evaluated on functionality and on the second phase in accordance with the 80/20 preference points system respectively.
- (c) Bid proposal must score a minimum of eighty (80) points out of hundred (100) points on functionality in order to qualify for advancement to the next phase of evaluation. Second phase, a bid proposal scoring less than eighty (80) out of 100 will not be considered for further evaluation and will be disqualified.
- (d) Phase two: During this phase, bid proposals that passed the first phase will be further evaluated based on the 80/20 preference points system in accordance with the PPPFA Act, where 80 points will be attained in respect of price (the lowest acceptable bid will score 80 points and bidders that quoted higher prices will score lower points for price on a pro-rata basis), 10 points will be awarded for Enterprises owned by black people, 4 points for enterprise located in a specific Rural/Underdeveloped/Township (should the required locality merely be the Province, the full points will be applied to the Province), 2 points for Enterprises owned by black African women, 2 points for Enterprises owned by black African youth and 2 points for Black African with disability. The CSD I AM register report will be used to allocate points and the (80/20 system) will be applied in accordance with the table below:

Specific Goal	Number of points (80/20 system)
Enterprises owned by black people <i>(must be included as a specific goal)</i>	10 points % shareholding by black people will determine the points
Enterprises located in a specific: <ul style="list-style-type: none"> Rural / Underdeveloped/Township for work to be done or services to be rendered in that area (Gauteng Province) <i>A certified proof of address (municipal rates/stamped letter from a councillor) must be attached to claim points. The NDA will verify location using CSD report</i>	4 points Rural/Underdeveloped/Township/s = 4 points <i>NB: Should no certified proof of address be supplied, the bidder will score zero but will not be disqualified.</i>
<ul style="list-style-type: none"> Enterprises owned by black African women. 	2 points % shareholding by the targeted group will determine the points that are scored.
<ul style="list-style-type: none"> Enterprises owned by black African youth. 	2 points % shareholding by the targeted group will determine the points that are scored.
<ul style="list-style-type: none"> Enterprises owned by black African with disability 	2 Points % shareholding by the targeted group will determine the points that are scored.

- (e) The highest ranked bidder will be awarded the bid. It should be noted also that the NDA reserves the right not to appoint any service provider and no service provider will be reimbursed for any costs incurred whilst participating in this bid.

10. JOINT VENTURES, CONSORTIUMS, TRUST, PARTNERSHIP AND OR ANY FORM OF AGREEMENT.

A joint venture, consortium, trust, partnership or any form of agreement will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.

A joint venture, consortium, trust, partnership or any form of agreement will qualify for points for their B-BBEE status level as an unincorporated entity if the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.

Bidders must submit concrete proof of the existence of joint ventures, consortiums, trusts, partnership or any form of agreement. The NDA will accept signed agreements as acceptable proof of the existence of a joint venture and/or consortium arrangement.

When bidding through a Joint Venture, consortium, trust, partnership or any form of agreement bidders must submit a Consolidated B-BBEE certificate if it is not an incorporated entity when responding to tenders. This means that the bidder will have to obtain a new B-BBEE certificate for the Joint Venture, which consolidates each participant's B-BBEE status level.

All Joint ventures, consortiums, trust, partnership or any form of agreement must submit completed and signed SBD forms of each company separately.

11. CLIENT BASE

The NDA reserves the right to contact references "**conduct due diligence**" during the evaluation and adjudication process to obtain information.

12. PACKAGING OF THE BID DOCUMENTS

The bidder shall place both the sealed Technical Proposal and Price/ Commercial Proposal envelopes into an outer sealed envelope or package, and must be clearly marked as follows:

a. Functionality/Technical Envelope

Bid Ref: NDA04/CS03/25

APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF SAGE 300 PEOPLE END-TO-END MAINTENANCE AND SUPPORT WITHIN THE CLOUD-MANAGED SERVICE (CMS) FOR A PERIOD OF 36 MONTHS.

Bid closing date and time: **18 September 2025 at 12h00**

Name and address of the bidder:

In this envelope, the bidder shall only address the technical aspects of the bid as per Section 8 of this document.

b. Pricing/Commercial Envelope

Bid Ref: NDA04/CS03/25

**APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF SAGE 300 PEOPLE
END-TO-END MAINTENANCE AND SUPPORT WITHIN THE CLOUD-MANAGED SERVICE
(CMS) FOR A PERIOD OF 36 MONTHS.**

Bid closing date and time: **18 September 2025 at 12h00**

Name and address of the bidder:

In this envelope, the bidder shall only provide the price/commercial proposal, and the Mandatory documents outlined in section 16 of this document.

13. PRICING

- (a) Bidders must submit a detailed cost breakdown for all applicable costs e.g. Initial setup costs, monthly costs, and any other applicable costs. All prices submitted must be inclusive of VAT.
- (b) Bidders must indicate if their prices will be fixed and firm for the duration of the proposed contract period, if not, the proposed escalations should be indicated.
- (c) Bidders must ensure that the quotes submitted have no arithmetic errors as NDA will not rectify any errors and no adjustments to quotations received will be permitted.
- (d) Bidders will carry the responsibility of ensuring that the proposals submitted have been signed by a duly authorised person. Should it be established after the submission of proposals that the signatory authorising the proposal is not legally appointed by the service provider, the offer/proposal will be disqualified from the evaluation process.
- (e) All prices submitted should be typed in black ink or written in pen, proposals written in pencil will not be accepted and evaluated.
- (f) A two-envelope system will be used for the submission of proposals.

14. TENDER VALIDITY

All submitted bids must be valid for 150-days from the closing date of this bid.

15. NDA PAYMENT TERMS

Invoices will be paid 30-days from the date of submission and approval. All invoices must be sent to the following e-mail address: ictaccounts@nda.org.za

16. MANDATORY DOCUMENTS

(a) Valid Tax Clearance Certificate issued by the South African Revenue Services

(SARS). Where consortium/joint ventures/sub-contractor/partnership/any agreement are involved in each party to the association must submit a separate valid original Tax Clearance Certificate or SARS tax Pin or a CSD report. Alternatively, service providers must fully complete Standard Bid Document 1 (SBD 1) to give effect to the tax compliance status system.

(b) Signed agreements for joint ventures, consortiums, trust, partnership or any form of agreement. **Bidders must also submit completed and signed SBD forms of each company separately.**

(c) Company registration documents (CIPC).

(d) A letter/resolution authorising the person signing the bid documents and contracts.

(e) All participating bidders must complete, sign and return ALL the attached SBD forms (SBD 1, 3.3 (supported or together with a detailed excel cost - breakdown), 4 & 6.1) together with their proposals. **NB: Bidders must claim specific goals by completing the SBD 6.1 (Failure to claim the specific goals points will result in not allocating the points). The points claimed will be verified using "CSD I AM REGISTERED"**

(f) **Sage Partner Confirmation Letter** issued by Sage. This letter must confirm the bidder's partnership status and clearly indicate their **tier level**, which must be **Platinum**. *Proof of accreditation must valid/active on the date of closing of the bid (expired accreditation will not be considered).*

Failure to complete and submit any of the attached documents will result in immediate disqualification.

17. CENTRAL SUPPLIER DATABASE

The NDA will not appoint any supplier who is not registered as a prospective supplier on the central supplier database as required in terms of National Treasury Circular No. 3 of 2015/2016 and National Treasury SCM Instruction note 4 of 2016/2017.

18. CONTRACT AWARD

binding contract will be signed after both parties have fully agreed to the scope of work and all terms and conditions. The NDA legal department will develop a draft contract that shall be used as the basis to finalise contract terms and conditions.

19. DISCLAIMER

- (a) Whilst all due care has been taken in connection with the preparation of this bid, the NDA makes no representations or warranties that the content in this bid or any information communicated to or provided to bidders during the bidding process is, or will be, accurate, current or complete. The NDA and its officers and employees will not be liable for any information communicated which is not accurate, current or complete.
- (b) If a bidder finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in the bid or any other information provided by the NDA (other than minor clerical matters); the bidder must promptly notify NDA in writing of such discrepancy, ambiguity, error or inconsistency to allow the NDA to consider what corrective action is necessary (if any).
- (c) Any actual discrepancy, ambiguity, error or inconsistency in this bid or any other information provided by the NDA will, if possible, be corrected and provided to all bidders without attribution to the bidder who provided the written notice.
- (d) No representations made by or on behalf of NDA about this bid will be binding on the NDA unless that representation is expressly incorporated into the contract ultimately entered into between NDA and the successful bidder.

20. ADDITIONS AND AMENDMENTS TO THE BID

- (a) The NDA reserves the right to change any information in, or to issue an addendum to this bid before the closing date and time. The NDA its officers and employees will not be liable in connection with either the exercise of or failure to exercise this right.
- (b) Should the NDA exercise its right to change the information in terms of clause 22.1 all amendments will be communicated to all bidders.

21. CONTENT PAGE

Participating bidders are required to submit a detailed content page and page dividers clearly indicating (cross-referencing) where each of the technical requirements is placed in their bid documents exactly as outlined in **section 8** (technical evaluation criteria) of this TORs. Any additional information that the supplier would like to provide should be referenced as well on the content page.

22. PRICE NEGOTIATIONS

- (a) Where the bidder that scored the highest total points did not quote a reasonable or a market-related price, the NDA may negotiate with the bidder to offer a reasonable or market-related price, should the adjudicator agree to this;
- (b) Should the bidder scoring the highest total points not agree on a reasonable or market-related price, the NDA may cancel the bid or negotiate with the bidder that scored the second highest total points or the third highest total points, in that order.

23. SPECIAL COMMERCIAL CONDITIONS OF THIS BID

NDA reserves the right to;

- (a) To accept part of a tender rather than the whole tender.
- (b) To carry out site inspections, product evaluations or explanatory meetings in order to verify the nature and quality of the services offered by the bidder(s), whether before or after adjudication of the Bid.
- (c) To correct any mistakes at any stage of the tender that may have been in the Bid documents or occurred at any stage of the tender process.
- (d) To cancel and/or terminate the tender process at any stage, including after the Closing Date and/or after presentations have been made, and/or after tenders have been evaluated and/or after the preferred bidder(s) have been notified of their status as such.
- (e) Award to multiple bidders based either on size or geographic considerations.

24. ETHICS AND AWARENESS TO SERVICE PROVIDERS

NDA pledges towards high ethical conduct in dealing with Service Providers

- *NDA is committed to highest standard of ethics in conducting its business and encourages all stakeholders to contribute towards building ethical culture within the organization.*
- *NDA shall not demand money from Service Providers to get work (tenders and quotations) from the organization.*
- *Suppliers are prohibited to induce NDA employees through gifts in order to directly and indirectly benefit business from NDA.*
- *NDA has a strict gift policy to ensure that gifts received from Suppliers are properly declared to ensure transparency.*
- *Any unethical behaviour that is compromising by NDA employees shall be reported to Fraud/ethics Hotline:0800 701 701*

I HAVE READ AND UNDERSTOOD THE NDA PLEDGE THAT PROMOTE HIGHLY ETHICAL CULTURE. I WILL, TO THE BEST OF MY ABILITY, ADHERE TO AND HONOUR THIS PLEDGE IN MY PROFESSIONAL DEALINGS WITH NDA.

Signature: Representative of the Service Provider

Date

Name: Representative of the Service Provider

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	NDA04/CS03/25	CLOSING DATE: 18 SEPTEMBER 2025	CLOSING TIME:	12:00	
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF SAGE 300 PEOPLE END-TO-END MAINTENANCE AND SUPPORT WITHIN THE CLOUD MANAGED SERVICE (CMS) FOR A PERIOD OF 36 MONTHS.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
NATIONAL DEVELOPMENT AGENCY (NDA) HEAD OFFICE					
26 WELLINGTON ROAD, PARKTOWN					
JOHANNESBURG					
2193					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	NOMVULA MOLOI		CONTACT PERSON	THAMSANQA LANGA	
TELEPHONE NUMBER	011 018 5562		TELEPHONE NUMBER	011 018 5541	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	NomvulaM@nda.org.za		E-MAIL ADDRESS	ThamsanqaL@nda.org.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

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

2. TAX COMPLIANCE REQUIREMENTS

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

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

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

(Proof of authority must be submitted e.g. company resolution)

.....

DATE:

.....



PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER: BID NO.: **NDA04/CS03/25**

CLOSING TIME **12H00**

CLOSING DATE **18 SEPTEMBER 2025**

OFFER TO BE VALID FOR ...**150**.....DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)	
1.	The accompanying information must be used for the formulation of proposals.		
2.	Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project.	R.....	
3.	PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)		
4.	PERSON AND POSITION	HOURLY RATE	DAILY RATE
	_____	R.....	_____
	_____	R.....	_____
	_____	R.....	_____
	_____	R.....	_____
	_____	R.....	_____
5.	PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT		
	_____	R.....	_____ days
	_____	R.....	_____ days
	_____	R.....	_____ days
	_____	R.....	_____ days
5.1	Travel expenses (specify, for example rate/km and total km, class of airtravel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.		
	DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY AMOUNT
	_____ R.....
	_____ R.....

Bid No.:

Name of Bidder:

..... R.....
 R.....

TOTAL: R.....

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

- 5.2 Other expenses, for example accommodation (specify, eg. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....	R.....
.....	R.....
.....	R.....
.....	R.....

TOTAL: R.....

6. Period required for commencement with project after acceptance of bid
 7. Estimated man-days for completion of project
 8. Are the rates quoted firm for the full period of contract? *YES/NO
 9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.

*[DELETE IF NOT APPLICABLE]

Any enquiries regarding bidding procedures may be directed to the –

Ms Nomvula Moloi
 Tel:011-018-5562
 NomvulaM@nda.org.za

Or for technical information –

Mr Thamsanqa Langa
 Tel:011 -018- 5541
 ThamsanqaL@nda.org.za



SBD4

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.

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.



SBD4

Full Name	Identity Number	Name of institution	State

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;



SBD4

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

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.



SBD4

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



SBD 6.1

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

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

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

1. GENERAL CONDITIONS

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

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

1.2 To be completed by the organ of state

(delete whichever is not applicable for this tender).

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

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

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

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	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

3.2.1. POINTS AWARDED FOR PRICE

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

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

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

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

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Enterprises owned by black people (% shareholding by black people will determine the points)		10		
Enterprises located in specific rural/underdeveloped /townships (Gauteng Province) NB: A certified proof of address (municipal rates/stamped letter from a councillor) must be attached to claim points. The NDA will verify location using CSD report		04		
Enterprises owned by black African youth (% shareholding by targeted group will determine the points)		02		
Enterprises owned by black African women (% shareholding by targeted group will determine the points)		02		

Enterprises owned by black African with disability (% shareholding by targeted group will determine the points)		02		
--	--	----	--	--

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

☐ Partnership/Joint Venture / Consortium

☐ One-person business/sole propriety

☐ Close corporation

☐ Public Company

☐ Personal Liability Company

☐ (Pty) Limited

☐ Non-Profit Company

☐ State Owned Company

[TICK APPLICABLE BOX]

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

.....	
SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:
DATE:
ADDRESS:

