

## REQUEST FOR QUOTATION (RFQ)

<b>Request for Quotation:</b>	<b>To conduct a penetration test for the new PPECB ERP system – Dynamics 365</b>		
<b>RFQ Number:</b>	<b>RFQ/ICT/PenTest/2023/11</b>		
<b>Opening Date:</b>	<b>26 October 2023</b>		
<b>Closing Date:</b>	<b>09 November 2023</b>	<b>Time:</b>	<b>16h00</b>
<b>Contact Person:</b>	<b>Lerato Ramabu</b>	<b>Email:</b>	<b>LeratoR@ppecb.com</b>
<b>Bid Validity Period</b>	<b>60 Days</b>		

### 1. PROJECT PURPOSE

To supply a quotation to conduct a complete penetration test and configuration review for the new PPECB ERP system – Dynamics 365.

### 2. SPECIFICATION

The service provider will need to attempt to gain entry into the Dynamics 365 application by leveraging vulnerabilities discovered. Once the perimeter is successfully breached, the objectives of the external penetration test have been achieved, and the tester moves to the internal penetration test to gain direct access to the Dynamics 365 - ERP data. A further configuration review for the Dynamics 365 environment must also be performed, based on industry best practices and OWASP (Open Web Application Security Project). Delivery of these services should conclude by latest end of February 2024. As this is a live system, testing should not be invasive or bring the production environment down.

### 3. TERMS AND CONDITIONS OF BID

#### 3.1 Bid Submission

All quotations must be submitted to the address and instruction as stipulated in the SBD1 or in the following method:

Via email to: [LeratoR@ppecb.com](mailto:LeratoR@ppecb.com)

Or

submitted electronically via Microsoft One Drive and shared with this email address [LeratoR@ppecb.com](mailto:LeratoR@ppecb.com)

This submission must contain all information and documentation relating to the

**RFQ/ICT/PenTest/2023/11**

#### 3.2 Closing Date.

3.2.1 Bids must be delivered by the stipulated date and time to the correct address. Late bids will not be accepted for consideration.

3.2.2 PPECB reserves the right to extend the closing date. Bidders invited to bid, will be informed should the closing date change.

#### 3.3 Revisions to Request for Quotation.

If it becomes necessary to revise any part of this Request for Quotation, an addendum setting out such revisions will be provided to all Service Providers by an email.

### **3.4 Bid Validity Period**

The quotation must be valid for the duration specified on page 1 (Bid Validity Period).

### **3.5 CSD Registration**

- 3.5.1 Only bid responses from bidders that are registered on the Central Supplier Database (CSD) will be considered.
- 3.5.2 Bidders are required to register on the CSD and to include in the SBD1 the Master Registration Number in order to enable the PPECB to verify the supplier's status on the CSD.
- 3.5.3 Responses from bidders not registered on the CSD at bid closing time or bidders that is prohibited from doing business with the state will be disqualified.

### **3.6 Acknowledgement and Acceptance**

The bidder warrants by signature in this document that the bidder has read and accepts each page of the RFQ, including the terms and conditions of this bid.

### **3.7 Insurance.**

- 3.7.1 The successful Service Provider will be responsible for its work and every part thereof, and for all materials, tools, equipment, appliances, and property of all descriptions issued in connection with this Request for Proposal.

### **3.8 Response Preparation Cost and Ongoing Engagement**

The PPECB is not liable for any costs incurred by a bidder in the process of responding to this Bid Invitation, including on-site presentations.

### **3.9 Reservations**

- 3.9.1 PPECB's decision/s regarding the acceptance or non-acceptance of a quotation shall be final and PPECB is not obliged to furnish any reason for such decision.
- 3.9.2 Proposals shall be considered and evaluated against a pre-determined evaluation value structure determined by PPECB. All Suppliers shall provide all information requested in this RFQ to facilitate the evaluation process. Suppliers shall strictly adhere to the instructions stated in this RFQ.
- 3.9.3 PPECB may, during and after the evaluation of the Proposals and in its sole and absolute discretion, decide to:
  - Accept a Quotation other than the lowest priced quotation.
  - Refuse to consider any Quotation not conforming with the requirements of this RFQ;
  - Ask any Service Provider to supply further information after the closing date;
  - Cancel this RFQ or any part thereof at any time.
  - Award the contract pursuant to this RFQ or any part thereof to any one or more Suppliers,
  - Not to award the quotation at all.

### **4. Data Protection**

4.1 Any personal information and Confidential Information of the PPECB which may be provided during the bidding process may only be processed by the bidder for the purposes of this bid.

## 5. News and press releases

5.1 Bidders or their agents shall not make any news releases concerning this RFP or the awarding of the same or any resulting agreement(s) without the consent of, and then only in co-ordination with PPECB.

## 6. Disclaimer

6.1 This RFQ is a request for quotation only and not an offer document; answers to it must not be construed as acceptance of an offer or imply the existence of a contract between the parties.

6.2 By submission of its proposal, bidders shall be deemed to have satisfied themselves with and to have accepted all Terms & Conditions of this RFQ.

6.3 The PPECB makes no representation, warranty, assurance, guarantee or endorsements to bidder concerning the RFQ, whether with regard to its accuracy, completeness or otherwise and the PPECB shall have no liability towards the bidder or any other party in connection therewith.

## 7. General Terms and Conditions

The attached terms and conditions must be signed and send back with the RFQ response.

## 8. COMPLIANCE DOCUMENTS

The following documents are required for the proposal to be considered for the evaluation process.

1. SBD1 – Invitation to bid;
2. SBD4 - Bidder's Disclosure;
3. Valid Tax Clearance Certificate or Pin;
4. Valid BEE Certificate or EME/QSE Affidavit;
5. SBD6.1 – Preference Point Claim Form;
6. Central Supplier Database Registration (CSD) Report – Proof of CSD registration.

## 9. RFQ EVALUATION PROCESS AND CRITERIA

All quotations or bids will be evaluated according to the following stages. Should a bidder fail any of the previous stages, they will be disqualified and not be considered for the next evaluation stage.

Bidders must comply with all the terms and conditions of the RFQ and must submit all returnable documents as listed in **Section 8**. Bidders must ensure that they complete and sign returnable documents.

## 10. RFQ EVALUATION CRITERIA

The following preference point systems are applicable to all bids whereby preference points shall be awarded for Price; and Specific Goals.

- the 80/20 Preference Point System for bids with a Rand value of more than R2,000-00 but not exceeding R50,000,000-00 (all applicable taxes included);

### 10.1 Technical Evaluation

A technical evaluation will be conducted to determine the preferred supplier.

The evaluation will be based on the below criteria:

Functional Criteria	Points	Minimum Threshold
Engagement plan breakdown with the following milestones: <ul style="list-style-type: none"> <li>• Planning</li> <li>• Fieldwork</li> <li>• Draft Report delivery</li> <li>• Final Report delivery</li> </ul>	<b>30</b>	<b>20</b>
Demonstrate the approach that will be taken to execute this penetration test.	<b>20</b>	<b>10</b>
<b>Total</b>	<b>50</b>	<b>30</b>

The minimum functional threshold is [40]. Points. Bidders who score less than this threshold will be disqualified and not considered for any further evaluation

## 10.2 Stage 2 – Price and Specific Goals

Bidders that passed the previous evaluation stage(s) will be evaluated on one of the following two options:

10.2.1 **Price and Specific Goals** - Where the price of the lowest acceptable bidder is R 2,000 or greater, the bid will be evaluated using the 80/20 preference point system as per the current Preferential Procurement Regulations;

10.2.2 **Price** - Where the price of the lowest acceptable bidder is less than R 2,000, the bid will be evaluated using price as the key determinant.

## 10.3 POINTS AWARDED FOR SPECIFIC GOALS

10.3.1 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:

10.3.2 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 the 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.)*

No	Specific Goal	Supporting Evidence	Preference Points	Number of points claimed (80/20 system) (To be completed by the bidder)
1	Small business including EMEs or QSEs;	Proof of B-BBEE status level of contributor, specifically in line with the respective Sector Codes which the company operates - SANAS Approved certificate or Commissioned affidavit or Annual Financial Statements	<b>Total Points: 20</b> EME = 20 QSE = 20 Enterprises with turnover above R50m = 5	
<b>Total Specific Goals</b>			<b>20</b>	

## 11. Stage 4 - Objective Criteria

In terms of Preferential Procurement Regulation 11 and section 2(1)(f) of the Preferential Procurement Policy Framework Act, the PPECB may consider the following objective criteria in the bid award:

- I. The risk of fruitless and wasteful expenditure to the PPECB;
- II. The risk of an abnormally low bid;
- III. The risk of a material irregularity;
- IV. The PPECB reserve the right not to consider bids from Bidders who are currently in litigation with the PPECB; and
- V. The PPECB further reserve the right not to award this tender to any Bidder based on the proven poor record of accomplishment of the Bidder in previous projects within the PPECB and the referee submitted by the Bidder.

**ICT Specification Expert:** ..... **Date:** .....

**CIO:** ..... **Date:** .....

## 12. DECLARATION BY THE BIDDER

Only bidders who have completed the declaration below will be considered for evaluation.

**RFQ No: RFQ/ICT/PenTest/2023/11 To conduct a penetration test for the new PPECB ERP system – Dynamics 365**

I hereby undertake to render services described in the attached RFQ documents to PPECB in accordance with the requirements and task directives / proposal specifications stipulated in RFQ mentioned above at the price/s quoted. My offer/s remains binding upon me and open for acceptance by the PPECB during the validity period indicated and calculated from the closing date of the proposal.

I confirm that I am satisfied with the correctness and validity of my proposal; that the price(s) and rate(s) quoted cover all the services specified in the proposal documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this proposal as the principal liable for the due fulfilment of this proposal.

I declare that I have not participated in any collusive practices with any bidder or any other person regarding this or any other proposal.

I accept that the PPECB may take appropriate action should there be a conflict of interest or if this declaration proves to be false.

I confirm that I have read and accept each page of this RFQ.

I confirm that I am duly authorised to sign this proposal.

NAME (PRINT) ..... Signature .....

WITNESSES:

1 .....  
2 .....

2 .....

**PART A**  
**INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:		CLOSING DATE:		CLOSING TIME:	
DESCRIPTION					
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON			CONTACT PERSON		
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS			E-MAIL ADDRESS		
<b>SUPPLIER INFORMATION</b>					
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
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX]		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX]
	Yes	No			Yes No
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	Yes No [IF YES ENCLOSURE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	Yes No [IF YES, ANSWER THE QUESTIONNAIRE BELOW ]	
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				YES NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				YES NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? NO				YES	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				YES NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				YES NO	
<b>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.</b>					

## PART B TERMS AND CONDITIONS FOR BIDDING

<b>1. BID SUBMISSION:</b>
<ol style="list-style-type: none"> <li>1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</li> <li>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.</li> <li>3. 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 SPECIAL CONDITIONS OF CONTRACT.</li> <li>4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</li> </ol>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
<ol style="list-style-type: none"> <li>2. BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</li> </ol>

3. 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.
4. APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE [WWW.SARS.GOV.ZA](http://WWW.SARS.GOV.ZA).
5. BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
6. IN BIDS WHERE CONSORCIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
7. WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
8. 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:

**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 interest<sup>1</sup> in the enterprise, employed by the state? YES/NO

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

2.2 Do you, or any person connected with the bidder, have a relationship 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. Full Name Identity Number Name of State institution SBD4 with any person who is employed by the procuring institution? YES/NO

2.2.1 If so, furnish particulars:

..... 2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the

enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?  
YES/NO 2.3.1 If so, furnish particulars: .....

..... 3 DECLARATION I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect: 3.1 I have read and I understand the contents of this disclosure; 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect; 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium2 will not be construed as collusive bidding. 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates. 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract. 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring 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 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