

SSASSA 01 (QO)

INVITATION FOR QUOTATIONS

**THE SOUTH AFRICAN SOCIAL SECURITY AGENCY INVITES QUOTATIONS
FOR THE PROVISION OF *description of works***

Project title:	<i>Online legal research database for SASSA for the period of one year</i>
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RFQ No:	58/23/IM	Closing Date:	19 July 2023
Closing time:	11:00	Validity period:	60 days

1. COMPLETION OF QUOTATION/BID DOCUMENTS:**1.1 All quotations documents must be completed in ink.**

All quotations and completed SBD forms must be addressed to the South African Social Security Agency hand delivered in a sealed envelope marked with the RFQ number stated above. **NB: PLEASE SIGN THE QUOTATION REGISTER AT RECEPTION.**

1.2 Where the quotations are above R 30 000 Vat inclusive, suppliers are encouraged to hand deliver their quotations and must be deposited in the QUOTATION BOX situated at the reception at **SASSA House, 501 Prondisa Building Cnr Steve Biko & Pretorius Streets, Arcadia, Pretoria 0083. Late quotations will not be considered.****1.3 This quotation is subject to the GCC (General Conditions of Contract) and any other special conditions of contract where applicable.****1.4 The taxes of the successful bidder must be in order, or satisfactory arrangements must be made with the Receiver of Revenue to meet the bidder's tax obligations. **SARS PIN SHOULD BE SUBMITTED TOGETHER WITH THE QUOTATION FOR TAX COMPLIANCE VERIFICATION PURPOSE.******1.5 Your quotation must include costs breakdown and that is inclusive VAT inclusive, (where applicable)**

[paying the right social grant, to the right person,
at the right time and place. NJALO!]

South African Social Security Agency
Head Office

SASSA House • 501 Prondisa Building Cnr Beatrix & Pretorius Street
Pretoria • Private Bag X55662 Arcadia • Pretoria 0083
Tel: +27 12 400 2000 • Fax: +27 12 400 2257
www.sassa.gov.za

- 1.6 Quotations above R30 000 must be accompanied by an original or certified original B-BBEE certificate issued by SANAS accredited agencies. Exempted Macro Enterprise (EME's) must submit an original Sworn Affidavit signed by EME's representative and attested by commissioner of oath. Failure to submit will result into the supplier not awarded points for B-BBEE level of contribution.
- 1.7 Quotations equal to or above R30, 000 Vat inclusive shall be evaluated on 80\20 point system.
- 1.8 Suppliers to indicate validity of quotation and delivery date for goods and services.
- 1.9 The quotation must be detailed as per the SASSA attached specification and where the quotation is itemised, the supplier must indicate price for each line item. Failure to comply with this condition (paragraph 1.10) WILL result in the invalidation of your quotation.

2. DESCRIPTION OF SERVICE REQUIRED:

Description of Goods / Services	Quantity
Online legal research database for SASSA for the period of one year	

NB: Please find attached SBD Forms and Detailed Specification or TOR's

3. ENQUIRIES RELATED TO DOCUMENTS MUST BE ADDRESSED TO:

BUYER:	U.SHANGASE	Telephone no:	012 400 2285
Cell no:	N/A	Fax no:	

Name: Shangase U.S

Signature: 

Date: 12 Jul. 23



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**SPECIFICATION FOR ONLINE LEGAL RESEARCH DATABASE FOR THE SASSA FOR
A PERIOD OF 1 YEAR.**

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1. OVERVIEW OF SASSA

- 1.1 The South African Social Security Agency (SASSA), listed as a schedule 3A public entity in terms of the Public Finance Management Act; 1999 (Act No. 1 of 1999) (as amended), is an extension of government's delivery arm that administers the delivery of grants to the poor in South Africa. Through SASSA, government must ensure improvement of the social security service delivery system.
- 1.2 SASSA (the Agency) aims to deliver quality and comprehensive social security services in partnership with non-governmental, community-based and faith-based organisations, business, civil society structures and labour movements.
- 1.3 The Agency was established in terms of the South African Social Security Agency Act, 2004 (Act No. 9 of 2004) (SASSA Act). The SASSA Act makes provision for the effective management, administration and payment of social assistance in terms of the Social Assistance Act, 2004 (Act No. 11 of 2004).
- 1.4 The key functions of SASSA are the administration and payment of social grants and; this entail, *inter alia*, the following:
 - 1.4.1 The processing of applications for social grants;
 - 1.4.2 Verification and approval of applications;
 - 1.4.3 On-going entitlement reviews of beneficiaries;
 - 1.4.4 Disbursement and payment of grants to eligible beneficiaries; and
 - 1.4.5 Quality service assurance ensuring compliance with norms and standards and fraud prevention and detection.
- 1.5 SASSA provides the following types of social grants:
 - 1.5.1 Old Age;
 - 1.5.2 War Veterans;
 - 1.5.3 Disability;
 - 1.5.4 Grant-in-Aid;
 - 1.5.5 Child support;

- 1.5.6 Foster Child;
 - 1.5.7 Care Dependency;
 - 1.5.8 Social Relief of Distress.
- 1.6 SASSA also manages the correspondence and records related to these grants.
- 1.7 SASSA has the following tiers of operations:
- 1.7.1 Head Office;
 - 1.7.2 Regional Offices (one per province);
 - 1.7.3 District Office (one per district / metro municipality demarcation);
 - 1.7.4 Local and Services Offices (one or more per municipal area, depending on the distance and population density).

2. PURPOSE

- 2.1 To solicit quotations from suitable service providers or qualified individuals to supply SASSA with access to an online legal research database for a period of 1 year.

3 BACKGROUND

- 3.1 The range of services SASSA offers and the extensive legislative framework relevant to executing its mandate require access to an online legal research database that will assist the Agency with decision-making in line with latest industry developments and standards.
- 3.2 SASSA's Information Management Unit is responsible for the management of information resources and associated databases.

4 OBJECTIVES

- 4.1 To acquire access to an online legal research database that will assist SASSA with online research offering a collection of trusted legal commentary on all aspects of law, a complete collection of Acts, Bills, By laws, Gazettes and Case law in the fields of law, subordinate legislation with their comparative versions for a period of 1 year.

5. SCOPE OF WORK AND EXPECTED DELIVERABLES

5.1 The service provider is expected to supply SASSA with the following services:

5.1.1 To provide SASSA staff with access to an extensive and up to date online legal research database from their workstations for a period of 1 year.

5.1.1 The number of users (SASSA staff) to be provided with access to online legal research database is **100 (One hundred)**.

5.1.2 The service provider will provide implementation user support.

5.1.3 The service provider will provide training to SASSA staff on the use of the Online Legal Research Database.

5.1.4 The service provider will inform SASSA staff on new updates that have been installed on the database

5.1.5 The online legal research database should at least cover 10 (Ten) of the following subject areas:

5.1.5.1 Law of Evidence.

5.1.5.2 Civil Procedure.

5.1.5.3 Competition Law.

5.1.5.4 Constitutional and Administrative Law.

5.1.5.5 Corporate Law.

5.1.5.6 Commercial Law.

5.1.5.7 Criminal Law.

5.1.5.8 Criminal Procedure.

5.1.5.9 Intellectual Property.

5.1.5.10 Law Reports.

5.1.5.11 Law of Persons and Family Law.

5.1.5.12 Labour and Employment.

5.1.5.13 Personal Injury and Delict.

5.1.5.14 Tax Law.

5.1.5.15 Law of Succession.

5.1.6 The Online Legal Research Database should be accessible through the internet 24 (Twenty-four) hours a day, 7 days a week.

5.1.7 The solution of the service provider should have the ability to send notifications on the latest publications on the topics mentioned above.

5.1.8 The service provider must provide monthly reports on the utilisation of the Online Legal Research Database by SASSA staff (Users).

5.1.9 The database should have the following capabilities:

5.1.9.1 The database coverage and currency of content should cover at least 10 (Ten) of the above subject areas.

5.1.9.2 User-friendly interface: The database must be easy to search content.

5.1.9.3 Response time for content searches: It must be able to produce required content immediately.

5.1.9.4 Accuracy and verifiability of the information: The information must be properly referenced and verifiable.

6 SUPPORT

6.1 THE SCOPE OF THE SUPPORT

6.1.1 The Agency requires the successful service provider to provide support to users of the online legal research database in accordance with the following standards:

A. OPTIMUM PERFORMANCE OF APPLICATION

It is crucial that the database operates at an optimum level to ensure excellent service delivery to end users within SASSA.

B. Proactive and continuous monitoring of performance on the database to

identify bottlenecks and areas requiring optimisation TIMEOUS COMPLETION OF USER SUPPORT CALLS.

6.1.2 All calls received will be attended to and completed in accordance with the agreed service levels and processes to ensure:

6.1.2.1 Staff are not negatively impacted – SASSA staff should not be exposed to a treatment in terms of which their problems are not attended to urgently.

6.1.2.2 Staff empowerment – employees should be in a position to access the information that they need.

6.1.2.3 The service provider will be expected to troubleshoot and assist where users are unable to access the database.

7. EXPECTED ATTRIBUTES

7.1 The service provider should have the following attributes:

7.1.1 Experience in providing online legal research databases and associated solutions in both the private and public sector;

7.1.2 Experience in providing training and support to the clients on a wide range of online legal research databases; and

7.1.3 Excellent understanding and knowledge of online legal research databases in both the public and private sectors.

8 FINANCIAL PROPOSAL

8.1 Pricing

8.1.1 The financial proposal should clearly identify costs for subscription to the Online Legal Research Database described above and support service costs summarised into one global amount.

8.1.2 All prices must include VAT in South African Rands.

8.1.3 A detailed pricing proposal including VAT for each module delivered as well as rates for support time requested by the client (i.e. rates for ongoing support and annual escalation rates).

9 EVALUATION CRITERIA

9.1 The proposals will be evaluated in terms of 80/20 preferential point scoring system. The proposals will be evaluated in two stages:

9.1.1 Stage One –Phase 1: Special Conditions

9.1.2 Stage One – Phase 2: Administrative Compliance.

9.1.3 Stage Two – Phase 1: Price and Specific Goals.

9.2 Stage 1: Phase 1: Special Conditions

- The service provider must have an Online Legal Research Database that contains a comprehensive and up to date information on at least 10 subject areas listed under paragraph 5.1.5 of the TOR. The service provider must have a minimum of 03 years' experience in rendering services in the Online Legal Research Database subject areas as per paragraph 5.1.5 of the TOR.
- The service provider must submit at least three (03) reference letters from the clients where similar service has been rendered. The reference letters must be in the client's letter head, signed and dated by the client indicating the following:
 - Nature of the service rendered (mention subject areas).
 - Duration of the contract.
 - Name and contacts of the client.

NB: Failure to comply with the above-mentioned requirements will result in your proposal being disqualified.

9.3 Stage 1: Phase 2: Administrative Compliance

9.3.1 The bidder must submit the following:

- SARS Tax Compliance Status Pin.
- Fully complete and signed standard bidding documents (SBD).

NB: Failure to comply with the above-mentioned Administrative Compliance requirements may invalidate your proposal.

9.4 Price and Specific Goals

80 points will be for price and the 20 points will be for specific goals

Price

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

Specific Goals

Points will be awarded to a bidder for attaining the specific goals in accordance with the table below:

Specific Goals	Number of points (80/20)
B-BBEE Status Level 1 - 2 contributor with at least 51% black women ownership	20
B-BBEE Status Level 3 - 4 contributor with at least 51% women ownership	18
B-BBEE Status Level 1 - 2 contributor with at least 51% black youth or disabled ownership	16
B-BBEE Status Level 1 - 2 contributor	14
B-BBEE Status Level 3 - 8 contributor with at least 51% youth or disabled ownership	12
B-BBEE Status Level 3 - 4 contributor	8
B-BBEE Status Level 5 - 8 contributor	4

Others (Non-Compliant)	0
Note: In the event of a bidder claiming more than one specific goal category, SASSA will allocate points based on specific goal with the highest points.	

- Bidders must submit a B-BBEE verification certificate from a verification agency accredited by the South African National Accreditation System (SANAS) or certified copies thereof and/or a CSD MAAA number and/or a sworn affidavit indicating the percentage of ownership of all shareholders and/or owners and signed by the commissioner of oaths.
- Failure to submit the required documents shall be interpreted to mean that preference points for specific goals are not claimed.

10. BID CONDITIONS

- The Agency reserves the right not to accept the lowest proposal, as other criteria, including specific goals will be taken into consideration, when bids are evaluated.
- The Agency reserves the right to cancel or not to award the bid to any bidder.
- The Agency will not be held liable for any expenses incurred by the bidder for preparing and submitting the proposal.
- The Agency reserves the right to negotiate price with the preferred bidder(s).
- Submission of the personal information by the bidder serves as a consent to process submitted information, publishing or disclosing information in line with applicable SCM legislation, prescripts and Protection of Personal Information Act (POPIA).

STANDARD BIDDING DOCUMENT (SBD) 4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

- 1.1 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.
- 1.2 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.

STANDARD BIDDING DOCUMENT (SBD) 4

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;

STANDARD BIDDING DOCUMENT (SBD) 4

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.

3.5 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.

3.6 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.

3.7 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

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.

STANDARD BIDDING DOCUMENT (SBD) 4

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

**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

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:

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

Where

- P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{max} = 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.

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:

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