



**GAUTENG**  
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**REQUEST FOR PROPOSAL**

**APPOINTMENT OF A SERVICE PROVIDER TO IMPLEMENT THE REQUIREMENT OF PAIA AND POPIA FOR THE GPL FOR A PERIOD OF THE PERIOD OF 18 MONTHS**

**RFQ NO: PR10066089**

**CLOSING DATE: 19 January 2026**

**TIME: 11:00 AM**

**RFQ SUBMISSION: [VLetshokota@gpl.gov.za](mailto:VLetshokota@gpl.gov.za)**

These are documents required for this bidding. Should the bidder fail to submit the following documents, the bid will be disqualified automatically:

Item	Description	Mandatory	Submitted	
			Yes	No
1	Technical Proposal	<b>Yes</b>		
2	Bidder's Disclosure (SBD 4) Original completed and signed.	<b>Yes</b>		
3	Preference Point Claim form (SBD 6.1) Original completed and signed.	<b>Yes</b>		
4	Did you submit copies of full Company Registration documents?	<b>Yes</b>		
5	Did you submit copies of South African IDs' for shareholders?	<b>Yes</b>		
6	Did you submit your company profile?	<b>Yes</b>		
7	Did you submit a detailed CSD report and SARS Issued PIN?	<b>Yes</b>		
8	Did you submit one (1) electronic copy of the RFQ ?	<b>Yes</b>		
9	Joint Venture / Consortium agreement / Trust Deed (if applicable): <ul style="list-style-type: none"> <li>• Did you submit all documents for all parties of the Joint Venture/Consortium/Trust Deed?</li> <li>✓ Certified copies of shareholders certificates</li> <li>✓ Certified copy of Company Registration documents</li> <li>✓ Certified copy of ID documents of the Directors or Members</li> </ul>	<b>Yes</b>		

**Service Provider's Name:**.....

**Completed by:**.....

**Signature:**.....



**Non-Compulsory Virtual Briefing Session  
(Declaration of Attendance)**

**Section 2**

**BID NUMBER: RFQ10066089**

**BID DESCRIPTION: APPOINTMENT OF A SERVICE PROVIDER TO IMPLEMENT THE REQUIREMENT OF PAIA AND POPIA FOR THE GPL FOR A PERIOD OF THE PERIOD OF 18 MONTHS**

**BID CLOSING DATE : 19 JANUARY 2026**

**CLOSING TIME : 11H00am**

**NON-COMPULSORY BRIEFING SESSION : YES**

**Venue: Microsoft Teams**

**Date: 14 JANUARY 2026**

**Time: 11h00am**

I/We hereby declare that I/we attended the non-compulsory briefing session to understand the requirements of the GPL to supply all or any of the supplies and/or to render all or any of the services described in the attached bid documents, on the terms and conditions and in accordance with the specifications stipulated in the bid documents.

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED AT THE NON-COMPULSORY BRIEFING SESSION WAS UNDERSTOOD.

<p><b>SIGNATURE OF BIDDER OR ASSIGNEE(S)</b></p>          <p>.....</p>	<p><b>DATE:</b> .....</p>
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Position .....

Name Bidder .....

Name of Company.....

SIGNATURE OF GPL OFFICIAL \_\_\_\_\_ DATE: \_\_\_\_\_

**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.

Full Name	Identity Number	Name of State institution

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

<sup>1</sup> 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.

the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement, or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements, or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements, or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

..... Signature	..... Date
..... Position	..... Name of bidder

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<sup>2</sup> 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.

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**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 applicable preference point system for this tender is the 80/20 preference point system. The lowest/highest acceptable tender will be used to determine the accurate system once tenders are received.

1.2 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.

1.3 The maximum points for this tender are allocated as follows:

	<b>POINTS</b>
<b>PRICE</b>	80
<b>SPECIFIC GOALS</b>	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

1.4 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.

1.5 The Gauteng Provincial Legislature 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:

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

*80/20*                      *or*                      *90/10*

Where

- P<sub>s</sub> = Points scored for price of tender under consideration
- P<sub>t</sub> = Price of tender under consideration
- P<sub>min</sub> = Price of lowest acceptable tender

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

#### 3.2.1. POINTS AWARDED FOR PRICE

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

$$P_s = 80 \left( 1 + \frac{80/20 \cdot (P_t - P_{max})}{P_{max}} \right) \quad \text{or} \quad P_s = 90 \left( 1 + \frac{90/10 \cdot (P_t - P_{max})}{P_{max}} \right)$$

Where

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

#### 4. POINTS AWARDED FOR SPECIFIC GOALS

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



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

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

The 20 preference points will be distributed as follows:

#	GROUPING	POINTS	VERIFICATION
<b>1</b>	<b>HDI</b>	<b>12</b>	
1.1	Black owned	6	Registration Documents and ID Copy
1.2	Women	3	Registration Documents and ID Copy
1.3	PWDs	3	Letter from the Doctor
<b>2</b>	<b>Youth</b>	<b>4</b>	<b>ID Copy</b>
<b>3</b>	<b>Locality</b>	<b>4</b>	<b>Letter from Ward Councillor or Tribal Authority or Affidavit or Lease Agreement</b>
	TOTAL	20	

**5. DECLARATION WITH REGARD TO COMPANY/FIRM**

5.1 Name of company/firm.....

5.2 Company registration number: .....

5.3 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]

5.4 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.

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

## **1. INTRODUCTION**

The Gauteng Provincial Legislature (GPL) is required by law to comply to all South Africa Legislations. This includes the Promotion of Access to Information Act 2 of 2000 (PAIA) and Protection of Personal Information Act (POPI Act). PAIA gives effect to the constitutional right of access to information held by public and private bodies. PAIA aims to promote transparency and accountability by making information more accessible to the public, enabling them to better exercise their rights. POPI Act is the South Africa's data privacy law, enacted in 2013 and fully implemented in 2020. It aims to safeguard personal information processed by both public and private bodies, ensuring individuals; rights to privacy, as outlined in the South African Constitution. The Act introduces conditions for lawful processing of personal information, establishes the Information Regulator, and provides remedies for individuals whole information is processed unlawfully.

## **2. BACKGROUND**

- 2.1 The Gauteng Provincial Legislature (GPL) is a constitutionally enshrined institution that represents the public in processes of governance. The powers, functions and responsibilities of Provincial Legislatures are specifically set out in Chapter 6 of the Constitution. The legislative powers of Provincial Legislatures are defined by Section 114 of the Constitution.
- 2.2 The compliance function for the PAIA and POPI Act has been allocated to the Information and Knowledge Management (IKM) Directorate. The Secretary of the GPL is the Information Officer, and the Director of Information and Knowledge Management Directorate has been appointed as the Deputy Information Officer for the GPL. IKM is expected to ensure that the GPL adheres to the legislations of PAIA and POPI Act and monitors the GPL to ensure that these acts are fully implemented and adhered to by the GPL. The Information Regulator visited the GPL in 2024 to conduct compliance inspection and has since issued a report to the GPL. In the report it listed all the areas the GPL needed to improve in to ensure that they comply with the Acts and the Constitution. The GPL currently deals with a lot of information that is regarded as public records such as house and committee records. They also deal with a lot of personal

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information such as stakeholders attendance registers etc. and this makes it very important for the GPL to ensure compliance with the Acts as to ensure that they are not reported to the regulator and even fined for lack of compliance by the regulator.

## 3. OBJECTIVES

3.1 The aim of the project is to ensure compliance to the Acts. To do this the GPL needs to set up mechanisms internally to enable the GPL to manage information according to regulation stipulations. The compliance function for the PAIA and POPI Act has been allocated to the Information and Knowledge Management Directorate. There GPL will require the services of an expert in the field that will assist the GPL implement all the Information Regulator recommendations and ensure that the GPL is able to fully comply with the Acts.

## 4. SCOPE OF WORK

4.1 Provide a comprehensive breakdown of tasks and deliverables expected from the service provider.

**This section should include:**

No	Deliverable	Deliverable Details
1	Develop the Project Plan which include: <ul style="list-style-type: none"> <li>➤ Change and Communication Plan</li> <li>➤ Risk Management plan</li> <li>➤ Skills transfer plan</li> </ul>	The project plan must set: <ul style="list-style-type: none"> <li>➤ the deliverables, milestones, effort, and resources required to complete the tasks.</li> <li>➤ short-, medium-, and long-term action plans on the implementation of the POPI Act, including a POPIA compliance roadmap for the GPL.</li> <li>➤ Provide a project methodology to be used</li> </ul>
2	Compliance Regulatory Management plan/Framework	<ul style="list-style-type: none"> <li>➤ Develop Compliance Regulatory Management (CRMP) Framework/Plan and provide inputs to ensure that it meets the required standards.</li> <li>➤ Develop new and review existing policies and procedures.</li> </ul>

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		<ul style="list-style-type: none"> <li>➤ Develop Data and information Governance Framework for the GPL (aligned to other GPL policies)</li> </ul>
3	PAIA and POPIA Manual	Review the approved PAIA and POPIA Manual and provide inputs to ensure that it meets the required standards.
4	Personal Information Impact Assessment (PIIA)	<p>Gather information within GPL that will assist in developing a PIIA, including the following:</p> <ul style="list-style-type: none"> <li>➤ engage with Staff for data collection and analysis of information.</li> <li>➤ identify processing that are likely to result in high risk to data subjects.</li> <li>➤ make recommendations on the adequate measures and standards to be developed to comply with the conditions for the lawful processing of personal information</li> </ul>
5	Performance and monitoring system	<ul style="list-style-type: none"> <li>➤ Configuration (Compatible with MS SharePoint)</li> <li>➤ Train the Trainer (System Administrators)</li> <li>➤ Train the Super-Users</li> <li>➤ Train the End-Users</li> </ul>
6	Internal awareness Training Sessions	<ul style="list-style-type: none"> <li>➤ Provide awareness sessions to all GPL Staff on the provisions of the PAIA and POPIA, Its Regulations, codes of conduct and guidelines.</li> <li>➤ The training to be conducted online via MS virtual Teams and or physically.</li> </ul>

*\*Any additional information can also be provided not limited to the above-mentioned*

**5. ROLES AND RESPONSIBILITIES**

The GPL reserves the right not to appoint or to appoint one or more service providers for this project

# **APPOINTMENT OF A SERVICE PROVIDER TO IMPLEMENT THE REQUIREMENT OF POPIA AND PAIA FOR THE GPL FOR A PERIOD OF THE PERIOD OF 18 MONTHS**

## **The role of GPL:**

- 5.1.1 GPL Project Manager for the project to work directly with the appointed service provider and be full time on-site for the duration of the project. His/her role is to manage the project with the Project Manager appointed by the service provider and submit and present reports to the relevant structures in the institution as and when required.
- 5.1.2 Project sponsor and internal project team that will work closely with the service provider.
- 5.1.3 Access to data, information and records of the GPL.
- 5.1.4 Avail relevant policies and procedures to inform the projects.
- 5.1.5 ICT platform in as far as the GPL policy allows.

## **The role of the service provider**

- 5.1.6 Provide Project Manager who will champion the Project with the support of the GPL Project Manager.
- 5.1.7 Implement the project plan
- 5.1.8 Provide a project team
- 5.1.9 Compile progress reports
- 5.1.10 To review and customise the GPL PAIA and POPI Act Policy, Procedures and manuals.
- 5.1.11 To recommend proper structure for PAIA AND POPI Act including job profiles and job descriptions including governance and compliance.
- 5.1.12 Work onsite as well as remotely to accomplish the milestones.
- 5.1.13 Ensure regular feedback meetings are held with the team and the project sponsor.
- 5.1.14 Ensure that GPL is notified in advance if there is a need to subcontract any work to other service providers.
- 5.1.15 The service provider is required to provide a detailed project methodology outlining their understanding of the deliverables and scope of work to be undertaken to provide an efficient, effective and professional PAIA and POPI Act compliance mechanism.
- 5.1.16 A service provider will be expected to sign a GPL standard contract/SLA

## **6 REQUIRED COMPETENCIES**

## **APPOINTMENT OF A SERVICE PROVIDER TO IMPLEMENT THE REQUIREMENT OF POPIA AND PAIA FOR THE GPL FOR A PERIOD OF THE PERIOD OF 18 MONTHS**

- 6.1 The service provider must have a minimum of 5 years of experience in providing PAIA and POPIA Implementation in a medium-sized businesses within a digital environment.
- 6.2 The service provider must provide a project management foundation to deliver on the objectives of the project and outcomes to be contained in the Service Level Agreement.
- 6.3 The service provider must be able to cover all aspects of the Scope of Work.
- 6.4 The prospective service provider must have worked and completed at least three similar projects (Reference letters from previous clients).
- 6.5 Implementation of PAIA and POPIA in a Government sector.
- 6.6 Must have an experienced team in implementing PAIA and POPIA framework and supporting monitoring tools for proper management.
- 6.7 Must understand the legislative environment.
- 6.8 Added advantage: The service provider must be affiliated with at least two of the best practices institutions within the Information and Knowledge Management Practice (AIIM, ARMA, RMAA, ECM, KMSA, LIASA, KMI, IIM, TIIKM, SASA and other relevant Bodies of Knowledge (BOK) – not limited to the listed BOK)

## **7 KEY ASSUMPTIONS**

- 7.1 The GPL will perform all actions required to enable the service provider to fulfil their contract obligations. This may include the provision of relevant documents, and available data as may be required by the service provider for the purposes of fulfilling their contract obligations and provided it is available and accessible.
- 7.2 The work is to be completed as per scope, budget, and time, without any delays on the part of the service provider.
- 7.3 The service provider and assigned individuals have prerequisite qualifications, competencies, and experience to perform work assigned to them.
- 7.4 GPL will not incur any additional cost because of timeline extension on the part of the service provider.
- 7.5 Performance feedback meetings will be held at regular intervals in the life of the project
- 7.6 Performance reports shall be compiled and presented at various forums.

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- 7.7 The service provider shall notify the Gauteng Provincial (GPL) of any intention to sub-contract the said services.
- 7.8 That there will be skills transfer that will occur during the existence of the project to enable continuity after the end of the project.
- 7.9 Service providers are expected to meet or exceed the specifications in their entirety Each proposal should be in accordance with the stated specifications and required competencies.
- 7.10 Gauteng Provincial Legislature (GPL) business operations are housed in two offices (Main GPL Building in Johannesburg and The Constitution House situated in Cape Town).
- 7.11 The GPL working environment is hybrid (Physical and Remote)

## **8 PERIOD OF THE ASSIGNMENT**

- 8.1 The service provider should commence and complete the assignment within a period of eighteen (18) months from date of award.

## **9 EVALUATION CRITERIA**

- 9.1 The GPL needs to be satisfied, in all respects, that the service provider selected has the necessary resources, qualifications and abilities for this project, and that all submissions are regarded in a fair manner in terms of evaluation criteria and process.
- 9.2 The 80/20 Preference Point system will be applied to evaluate the received proposals, the process of which shall be done in the following phases:

### **9.2.1 Phase 1: Administrative Compliance (Preliminary Evaluation)**

- 9.2.1.1 To be conducted by SCM to confirm compliance and completeness of documents, i.e., Tax compliance, completed standard bidding documents as per the tender document and other documentation that might have been required for the tender (e.g., ID copies, samples etc). Only those proposals whose compliance is in order will move to **Phase 2 (Evaluation on functionality)**.

### **9.2.2 Phase 2: Functionality Evaluation Criteria (100)**

- 9.2.2.1 This phase measures the capability and capacity of the service provider to deliver on the assignment. The below criterion will be applied to score the proposals from which a



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service provider must score a minimum of 70 points to be considered for **Phase 3 of the evaluation, i.e., Price and Specific Goals**

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**FUNCTIONALITY EVALUATION CRITERIA**

**A key score of 0-5 will be applied where:**

**0 = Poor; 1= Below average; 2 = Average; 3 = Satisfactory (60%); 4 = Very Good (80%) and 5= Excellent (100%)**

#	CRITERION	DESCRIPTION	SCORE	WEIGHT								
1	<p><b>Service Provider Experience in similar projects</b></p> <p>Provide a Project List from previous clients demonstrating years of experience in executing projects of a similar nature.</p> <p><b>The Project List must be in the below table format</b></p> <table border="1" data-bbox="282 1098 857 1209"> <tr> <td>Project Description</td> <td>Value</td> <td>Period</td> <td>Client Name</td> </tr> <tr> <td colspan="4">Provide reference letters from previous clients of similar work conducted in past 5 years <b>reference letters</b> must be</td> </tr> </table>	Project Description	Value	Period	Client Name	Provide reference letters from previous clients of similar work conducted in past 5 years <b>reference letters</b> must be				<p>A minimum of 5 years' experience in implementing similar projects with project list and supporting project list</p> <p>5 years' experience and 3 signed references with required details</p> <p>6 to 9 years' experience and 4 to 6 signed references with required details</p> <p>10 or more years' experience and 7 or more signed references with required details</p>	<p></p> <p>3</p> <p>4</p> <p>5</p>	<p>20</p>
Project Description	Value	Period	Client Name									
Provide reference letters from previous clients of similar work conducted in past 5 years <b>reference letters</b> must be												

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<b>FUNCTIONALITY EVALUATION CRITERIA</b>				
<p><b>A key score of 0-5 will be applied where:</b>  <b>0 = Poor; 1= Below average; 2 = Average; 3 = Satisfactory (60%); 4 = Very Good (80%) and 5= Excellent (100%)</b></p>				
<b>#</b>	<b>CRITERION</b>	<b>DESCRIPTION</b>	<b>SCORE</b>	<b>WEIGHT</b>
	signed by the referee, contain implementation details for the project, and the duration of the contract. <ul style="list-style-type: none"> <li>• GPL reserves the right to verify the testimonials.</li> </ul>			
2.	<b>Project Manager</b>  <b>Service Provider to submit CVs and qualification of the Project Manager</b>	The Senior Consultant/Project Manager (PM) with a minimum of 5 years' experience in implementing PAIA and POPIA.		10
		5 years' experience for Project Manager	3	
		6-9 years' experience Project Manager	4	
		10 years' experience or more Project Manager	5	
3	<b>Project Team</b>	The Project team with a minimum of 3 years in implementing PAIA and POPIA.		10

**APPOINTMENT OF A SERVICE PROVIDER TO IMPLEMENT THE REQUIREMENT OF POPIA AND PAIA FOR THE GPL FOR A PERIOD OF THE PERIOD OF 18 MONTHS**

<b>FUNCTIONALITY EVALUATION CRITERIA</b>				
<p><b>A key score of 0-5 will be applied where:</b>  <b>0 = Poor; 1= Below average; 2 = Average; 3 = Satisfactory (60%); 4 = Very Good (80%) and 5= Excellent (100%)</b></p>				
<b>#</b>	<b>CRITERION</b>	<b>DESCRIPTION</b>	<b>SCORE</b>	<b>WEIGHT</b>
	<b>Service Provider to submit CVs and qualification of the Project Team Members</b>	Average of 3 – 5 years’ experience by project team members	3	
		Average of 6 – 9 years’ experience by project team members	4	
		Average of 10 or more years’ experience by project team members	5	
4	<b>Project Methodology and Project Plan</b>  A detailed project implementation plan and schedule developed based on sound project management methodology	<p>The proposal must comprise of a comprehensive project implementation plan detailing the following components:</p> <ul style="list-style-type: none"> <li>• outline of the project management methodology applied,</li> <li>• project scope (including timelines),</li> <li>• activities/tasks,</li> <li>• project schedule,</li> <li>• resource allocation,</li> <li>• milestones,</li> <li>• risk management plan, and</li> </ul>	5	30

**APPOINTMENT OF A SERVICE PROVIDER TO IMPLEMENT THE REQUIREMENT OF POPIA AND PAIA FOR THE GPL FOR A PERIOD OF THE PERIOD OF 18 MONTHS**

<b>FUNCTIONALITY EVALUATION CRITERIA</b>				
<p><b>A key score of 0-5 will be applied where:</b>  <b>0 = Poor; 1= Below average; 2 = Average; 3 = Satisfactory (60%); 4 = Very Good (80%) and 5= Excellent (100%)</b></p>				
<b>#</b>	<b>CRITERION</b>	<b>DESCRIPTION</b>	<b>SCORE</b>	<b>WEIGHT</b>
		Project Methodology and Project Plan detailed according to guidelines in Item 4,	3	
		Project Methodology and Project Plan detailed according to guidelines in Item 4 and a depiction of the roadmap,	4	
		Project Methodology and Project Plan detailed according to guidelines in Item 4, roadmap and more additional deliverables (Value Adds)	5	
5	<b>Monitoring Software system</b>  <ul style="list-style-type: none"> <li>• <b>Act compliance, tracking and monitoring system (compatible with MS SharePoint)</b></li> </ul>	Technical requirements document. A video demonstrating the system functionality and references from companies utilising it		20
		Detailed system document with manuals	3	
		Detailed system document with manuals and a video demonstration	4	
		Detailed system document with manuals, video demonstration and step by step processes or more	5	

**APPOINTMENT OF A SERVICE PROVIDER TO IMPLEMENT THE REQUIREMENT OF POPIA AND PAIA FOR THE GPL FOR A PERIOD OF THE PERIOD OF 18 MONTHS**

<b>FUNCTIONALITY EVALUATION CRITERIA</b>				
<p><b>A key score of 0-5 will be applied where:</b>  <b>0 = Poor; 1= Below average; 2 = Average; 3 = Satisfactory (60%); 4 = Very Good (80%) and 5= Excellent (100%)</b></p>				
<b>#</b>	<b>CRITERION</b>	<b>DESCRIPTION</b>	<b>SCORE</b>	<b>WEIGHT</b>
6	<b>Affiliation to professional bodies</b> Valid proof of registration from Information Management professional bodies AIIM, ECM, ARMA, RMAA, KMSA, LIASA, KMI, IIM, TIIKM, MSI and other relevant Bodies of Knowledge (BOK) – not limited to the listed BOK	A service provider is expected to be a full member of the following associations or professional bodies		10
		Not a member of any required association or professional body	0	
		A member of one a professional body of in the Information Management space	3	
		A member of two professional bodies in the Information Management Space.	5	
			<b>TOTAL POINTS</b>	<b>100</b>
			<b>CUT OFF POINTS</b>	<b>70</b>

# APPOINTMENT OF A SERVICE PROVIDER TO IMPLEMENT THE REQUIREMENT OF POPIA AND PAIA FOR THE GPL FOR A PERIOD OF THE PERIOD OF 18 MONTHS

## 9.1.1 Phase 3: Price and Specific Goals (100)

9.1.1.1 Only bidders that score a minimum score of **70 points and above out of 100 points on Functionality** will qualify for this phase which will determine the bidder (s) to be recommended for approval by the delegated authority. The 80/20 Preference points system will be applied using the below formula to calculate price:

The following formula will be used to calculate the points for price: <b>Criteria</b>	<b>Points</b>
$\left( \text{Price Evaluation } Ps \text{ 80} \left  1 - \frac{Pt - P \text{ min}}{P \text{ min}} \right. \right)$	80
<b>Specific Goals</b>	20
<b>TOTAL</b>	100

Where,

Ps = Points scored for comparative price of bid under consideration

Pt = Comparative price of bid under consideration

Pmin = Comparative price of lowest acceptable bid

The 20 preference points will be distributed as follows:

<b>Groupings</b>	<b>Points</b>	<b>Verification</b>
<b>1. Black Ownership (7)</b>		Registration documents and ID Copy
Enterprise is 100% Black Owned	7	
Enterprise is 51% Black Owned	5	
Enterprise is less 51% Black Owned	3	
Enterprise is not Black Owned	0	
<b>2. Women Ownership (5)</b>		Registration documents and ID Copy
Enterprise is 100% Women Owned	5	
Enterprise is 51% Women Owned	3	
Enterprise is less 51% Women Owned	1	

Enterprise is not Women Owned	0	
<b>3. Youth Ownership (5)</b>		
Enterprise is 100% Youth Owned	5	ID Copy
Enterprise is 51% Youth Owned	3	
Enterprise is less 51% Youth Owned	1	
Enterprise is not Women Owned	0	
<b>4. PWDs Ownership (3)</b>		
Enterprise is 100% PWDs Owned	3	Letter from the doctor
Enterprise is 51% PWDs Owned	2	
Enterprise is less 51% PWDs Owned	1	
Enterprise is not PWDs Owned	0	

**THE END**