



transport

Department:
Transport
REPUBLIC OF SOUTH AFRICA

REQUEST FOR PROPOSAL

TENDER NUMBER	DLCA/2022/03
TENDER NAME	Provision of a Turnkey Solution for Personalization of Smart Driving Licence Cards in South Africa
DESCRIPTION	Provision, installation, maintenance of equipment with related infrastructure, and raw material for the personalization of Smart Driving Licence Cards. The preferred Bidder will enter a 5-year contract with the DLCA, which with a format, term and conditions set by the DLCA.
PUBLICATION DATE	10 November 2022
TENDER BRIEFING	<p>There will be a compulsory information session:</p> <p>Date; 18 November 2022</p> <p>Time: 10:00 am</p> <p>Venue: SITA Auditorium, 459A Tsitsa Street, Erasmuskloof, Pretoria, 0048</p> <p>No attendee will be allowed access after 10:30 am. Failure to attend the information session will lead to disqualification</p>



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REPUBLIC OF SOUTH AFRICA

PROVISION OF A TURNKEY SOLUTION FOR
PERSONALIZATION OF SMART DRIVING
LICENCE CARDS IN SOUTH AFRICA

Bid No: DLCA/2022/03

ENQUIRIES	<p>Enquiries must be in writing ONLY and directed as follows:</p> <ul style="list-style-type: none">▪ Administration: Supply Chain Management - tenders@dlca.gov.za▪ Technical: Project Management Office - pmo@dlca.gov.za
CLOSING DATE	<p>Date: 30 November 2022</p> <p>Time: 11H00 (GMT +2)</p> <p>Address: 459b Tsitsa Street, Erasmuskloof, Pretoria, 0048</p> <p>NB: BIDDERS MUST ENSURE THAT THEY SIGN THE REGISTER AT THE RECEPTION WHEN DELIVERING THEIR BIDS.</p>



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ACRONYMS, ABBREVIATIONS AND TERMINOLOGY

The information listed below is binding to the Bidder.

Item	Definition
4IR	Fourth Industrial Revolution
AES	Advanced Encryption Standard
Bidder	The legal person on whose behalf the bidding document is signed.
Blank Card	An ID-1 format (ANSI/ISO/IEC 7810 compliant) which is made from 100% polycarbonate and is not yet personalised but contains pre-printed security features.
Blank smart card	An ID-1 format (ANSI/ISO/IEC 7810 compliant) which is made from 100% polycarbonate, is not personalised yet, but contains pre-printed security features and contains a programmable contactless chip.
CC	Common Criteria
Chip	It is a slice of semi-conductor material processed to have specified electrical characteristics.
COMESA	Common Market for Eastern and Southern Africa
CSD	Central Supplier Database
CSL	Card Service Life
DLCA	Driving Licence Card Account
DLTC	Driving Licence Testing Centre
DOVID	Diffraction Optically Variable Image Device
dpi	Dots per inch
EAC	East African Community
EAC	Extended Access Control
EAL	Evaluation Assurance Level



Item	Definition
ECC	Elliptic Curve Cryptography
ECSA	Engineering Council of South Africa
EME	An exempted micro enterprise (EME) in terms of a code of good practice on black economic empowerment issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act.
FIPS PUB 186	Federal Information Processing Standards Publication 186 - DIGITAL SIGNATURE STANDARD (DSS)
FMOG	Fingerprint Match-on Card
GCC	General conditions of contract
IDL	ISO-compliant driving licence
INCITS 322	International Committee for Information Technology Standards - Information Technology - Card Durability Test Methods
IPI®	Innovative Plastics Inc.®
ISO	International Organization for Standardization
ISO 216	Writing paper and certain classes of printed matter — Trimmed sizes — A and B series, and indication of machine direction
ISO 269:1985 (Withdrawn)	Correspondence envelopes — Designation and sizes
ISO/IEC 7810	Identification cards — Physical characteristics
ISO/IEC 7816	Identification cards — Integrated circuit cards
ISO 9001	Quality management systems — Requirements
ISO/IEC 10373-1	Cards and security devices for personal identification — Test methods
ISO/IEC 10373-6	Identification cards — Test methods — Part 6: Proximity



Item	Definition
	cards
ISO 14001	Environmental management systems — Requirements with guidance for use
ISO 14298	Graphic technology — Management of security printing processes
ISO/IEC 14443-1	Cards and security devices for personal identification — Contactless proximity objects — Part 1: Physical characteristics
ISO/IEC 14443-2	Cards and security devices for personal identification — Contactless proximity objects — Part 2: Radio frequency power and signal interface
ISO/IEC 14443-3	Cards and security devices for personal identification — Contactless proximity objects — Part 3: Initialization and anticollision
ISO/IEC 14443-4	Identification cards — Contactless integrated circuit cards — Proximity cards — Part 4: Transmission protocol
ISO/IEC 15408	Information technology — Security techniques — Evaluation criteria for IT security
ISO/IEC 15438	Information technology — Automatic identification and data capture techniques — PDF417 bar code symbology specification
ISO/IEC 18013	Information technology — Personal identification — ISO-compliant driving licence
ISO/IEC 18031	Information technology — Security techniques — Random bit generation



Item	Definition
ISO/IEC 24727	Identification cards – Integrated circuit card programming interfaces
ISO/IEC 24789	Identification cards — Card service life
ISO standards	Refers to the latest version of the relevant standard published by the International Organization for Standardization.
ITU-T X.509 / ISO/IEC 9594-8	SERIES X: DATA NETWORKS, OPEN SYSTEM COMMUNICATIONS AND SECURITY - Information technology - Open Systems Interconnection - The Directory: Public-key and attribute certificate frameworks
Joint venture or Consortium	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.
LED	Light emitting diode
mm	millimetre
NDP	National Development Plan
OEM	Original equipment manufacturer
OS	Operating system
OVD	Optically Variable Device
OVI	Optically Variable Ink
PACE	Password Authenticated Connection Establishment
P-ICC	Proximity Integrated Circuit Card
PKI	Public Key Infrastructure
PSS	Personalization Sub-System
PS	Personalization System
RFP	Request for proposal
QA	Quality assurance
QSE	A qualifying small business enterprise in terms of a code



Item	Definition
	of good practice on black economic empowerment issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act.
RAM	Random access memory
RNG	Random Number Generator
ROM	Read only memory
RSA	Republic of South Africa
RSA	Rivest, Shamir and Adleman
SADC	Southern African Development Community
SARS	South African Revenue Service
SBD	Standard Bidding Document
SHA	Secure Hash Algorithm
SMME	Small, medium and micro enterprises
Subcontract	The primary contractor's assigning, leasing, making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract.
Smart Card	Polycarbonate card containing a contactless chip (P-ICC)
TCS	Tax Compliance Status
TTTFP	Tripartite Transport & Transit Facilitation Programme
Turnkey Solution	Turnkey Solution for the Personalisation of Smart Driving Licence Cards
Validity period	This is the period that the bid submission is valid for as from the bid closing date.
UV	Ultraviolet



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Item	Definition
Warranties	Written guarantees, issued to the DLCA of the Total Solution and its subcomponents by the Bidder, promising to repair or replace them if necessary within a specified period of time.
ZAR	South African Rands

Table1: Acronyms, abbreviation and terms



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VOLUME 1: BIDDING INFORMATION



Section 1: Introduction

1.1 Purpose

The Driving Licence Card Account (DLCA) is a trading entity of the Department of Transport responsible for the production and delivery of driving licence cards in South Africa.

The DLCA would like to invite Bid Proposals from prospective/interested bidders for a Turnkey Solution that includes the supply, installation and maintenance of a centralized driving Licence card personalization production equipment capability with related infrastructure and providing of polycarbonate Blank Smart Cards to be used for the production of Smart Driving Licence Cards.

1.2 New Driving Licence Card Project

As part of its strategy, the DLCA has embarked on a project to introduce a new driving Licence card which will involve the following:

- a. A new card design with improved security features, durable and is ISO-18013 compliant.
- b. Procurement of raw material
- c. Procurement of equipment and related services.
- d. Procurement of related IT and supporting infrastructure.
- e. Re-engineering of card production processes.
- f. Development of an end-to-end management capability of the Turnkey Solution.



1.3 Current production environment

The current driving license card and supporting infrastructure was introduced in 1998.

The DLCA currently produces and delivers on average of 2,5 million driving license cards annually. Using a centralized production model, enrolment data is collected through enrollment units and produced in-house at the DLCA card production facility. The production process includes verification of data, personalization, quality control and packaging of the cards produced. The cards are then dispatched to the relevant centers /DLTC's. The current production environment is using old technology which is no longer efficient and must be overhauled.

1.4 Objectives

With the issuance of this bid, the DLCA intends to contribute to the following objectives:

- a. **Creation of jobs** - The NDP Vision 2030 set a target of reducing unemployment to 6 percent by 2030. The aim of this project is to ensure that there are jobs created through the implementation process.
- b. **Localisation** – The Medium Term Strategic Framework (MTSF) 2019 - 2024 focuses on industrialisation and localisation to enable economic growth and development. This involves the inclusion of SMMEs in localisation of services and provide access to markets that have traditionally been protected by natural trade barriers. The project must ensure that localisation objectives are taken into consideration.
- c. **Skills Development** – This is a problem for smaller firms, which in particular struggle to find new demand in a stagnant economy and face barriers imposed by incumbents. The skills constraint exacerbates matters, particularly hurting manufacturers, SMME's and emerging entrepreneurs. The project is to ensure that there is skills development and/or transfer in the delivery of the project.



d. **Regional Harmonisation** – there is an initiative to facilitate the development of a more competitive, integrated and liberalised regional road transport market in the tripartite region (SADC, EAC, COMESA) through the adoption and/or implementation of driver regulations and standards that conform with international best practices and to allow the use of domestic driving licences for international travel. The new driving licence card project will ensure compliance to regional requirements.

e. **Operational efficiency** – reduce the current card production time from 14 to 3 working days.

Innovation – adopt the use of 4IR technology and/or concepts such as internet of things, block chain and smart factory to modernise the card production environment.

1.5 Structure of the document

The bidding documents consists of two (2) volumes:

Volume 1: Bidding Information

Section 1: Introduction

Section 2: Bidding Conditions

Section 3: SBD Forms

Volume 2: Requirements for the Provision of a Turnkey Solution for Personalization of Smart Driving Licence Cards in South Africa

Section 4: Functional Requirements

Section 5: Non-Functional Requirements

Section 6: Evaluation Criteria

Section 7: Annexures



Section 2: Bidding Conditions

The below-mentioned information in this section contains the bidding conditions.

2.1 Eligibility

- a. The Bidder must be a suitably qualified, manufacturer and/or supplier of polycarbonate blank smart cards, and/or personalisation equipment and related infrastructure.
- b. Be a company registered under the Companies Act of South Africa.

2.2 General Bidding Conditions

All Bidders must adhere to the bid conditions as stated below:

- 2.2.1 The DLCA is currently undergoing a rationalisation process. Should the rationalisation process realise and the DLCA is transferred, the successor-in-title will assume all responsibility and obligations under this bid.
- 2.2.2 The bid will be evaluated in line with the Preferential Procurement Policy Framework Act, No 5 of 2000 (PPPFA).
- 2.2.3 The DLCA reserves the right not to award the tender.
- 2.2.4 The DLCA does not bind itself to make any selection from the proposals, or quotations received.
- 2.2.5 The DLCA reserves the right, at its sole discretion, to cancel this request for proposals and/or not to make any selection of the Bidder/s at all.
- 2.2.6 The DLCA may request clarity of further information regarding any aspect of the bid at any time after the closing date. The bidder may request further information regarding any aspect of the bid at any time prior to the closing date. Any prospective bidder should supply the requested information within 48 hours after the request has been made by the DLCA, provided, and on request by the bidder, an extension has been given by the DLCA. The DLCA reserves the right to extend such a period.



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- 2.2.7 The DLCA reserves the right to conduct a security background check or screening of the Bidder.
- 2.2.8 The DLCA reserves the right to conduct mandatory site inspection to the offices of the Bidder.
- 2.2.9 Any conditions imposed by the Bidder that is restrictive or contrary to any part of these Terms of Reference or request for proposal will automatically disqualify the Bidder.
- 2.2.10 The Bidder will be held liable for any damage or loss suffered by the DLCA, because of the Bidder's own or his/her employees' negligence or intent, which originated at the site. The Bidder will have to pay damages or replace any stolen item damaged or stolen due to the negligence or intent of the Bidder's own employees. The bidder will be responsible for any damages or loss through theft of any items due to the negligence whatsoever on the part of the bidder or any of its employees
- 2.2.11 The Bidder must, at his/her own expenses, take out sufficient insurance against any claims, cost, loss and/or damage ensuing from his/her obligations and shall ensure that such insurance remains operative for the duration of this agreement. A copy of such insurance contract must be handed to the DLCA Representative on commencement of the service. Evidence that such insurance premiums have indeed been paid, or is being sought must be furnished on request.
- 2.2.12 The DLCA reserves the right to invite Bidders for presentation at Bidders own cost.
- 2.2.13 Any shortcomings in this specification must be identified by the Bidder prior to the closing of the bid and raised with the DLCA for rectification and agreement.
- 2.2.14 Any shortcomings identified by the Bidder after the bid has been awarded and that would have had an impact on the bid price will be for the account of the Bidder.
- 2.2.15 The Successful Bidder shall sign a service level agreement as defined by the DLCA.
- 2.2.16 Bidders are expected to initial each page of the tender document.
- 2.2.17 By initialling the document, the Bidder confirms that they have read, understood and agreed to the contents of this document.
- 2.2.18 Parties shall comply with all relevant laws and consents. The Successful Bidder must indemnify the DLCA from and against any and all liabilities, damages, claims, fines,



penalties, fees, costs and expenses of whatever nature arising out of or resulting from any failure by the Successful Bidder to comply with the relevant laws and obligations.

2.2.19 The provisions of the Definitive Agreement shall be kept strictly confidential, except when disclosure is required under any law or to give effect to the provisions of the Definitive Agreement.

2.2.20 The Parties shall each acquire and maintain all consents, approvals and/or authorisations which are necessary for the matters contemplated in the Definitive Agreement and to performance of their respective obligations under the Definitive Agreement.

2.2.21 The Bidder must give warranties and undertakings as are usually found or reasonably expected in the agreements of the nature of the Definitive Agreement. Most warranties and/or undertakings would have already been given by the Bidder under the RFP.

2.3 Special Conditions

2.3.1 The Bidder must have been financially stable for the financial years 2020, 2021 and 2022, alternatively the last preceding three financial periods/years.

2.3.2 In line with the Preferential Procurement Regulations, the Bidder must subcontract a minimum of 30% to EMEs or QSEs which are at least 51% owned by black people. Proof of ownership must be submitted.

2.3.3 A Bidder that fails to meet any of the prequalifying criteria stipulated in this bid will be automatically disqualified.

2.3.4 DLCA reserves the right to negotiate the price escalation, however, the escalations should not be above the South African CPI of that particular period.

2.3.5 The value of this bid is estimated to exceed R50 000 000 (all applicable taxes included) and therefore the 90/10 preferential points system shall be applicable.

2.3.6 Only firm prices will be accepted. Non-firm prices (including prices subject to rates of exchange variations) will not be considered.

2.3.7 All monetary amounts must be in South African Rands (ZAR) and inclusive of 15% Value Added Tax (VAT).



- 2.3.8 Payment will be made in ZAR and in line with the prescribe procurement regulations of South Africa.
- 2.3.9 The DLCA will not make any upfront payments before the rendering of services.
- 2.3.10 The Successful Bidder shall provide the service required based on the set timelines and as per the schedule to be provided by the DLCA.
- 2.3.11 The DLCA reserves the right to have the certificates of compliance submitted by bidders to be verified. Any irregularity identified at any stage of the contract shall render the bid non-responsive.
- 2.3.12 The successful Bidder will have to undergo a security vetting process.
- 2.3.13 The contract price will be as set out in the Successful Bidder's Tender Submission. Prices to be all-inclusive (i.e. inclusive of any taxes, packaging, insurance, transportation, etc.)
- 2.3.14 A pricing schedule with one of the specified elements omitted from the costing will be considered non-responsive.
- 2.3.15 The price proposal must be valid for 120 days from the Closing Date. DLCA reserves the right to reject any Tender Submission that is valid for a period less than 120 days. DLCA reserves the right to extend the validity of the tender.
- 2.3.16 Crating and/or Packaging of the components for the Turnkey Solution shall be of sufficient quality to protect the relevant components against any damage that may occur during transportation.
- 2.3.17 The Successful Bidder notes that the DLCA will not accept delivery of any goods (e.g., machines, equipment, components, etc.) with any kind of damage whatsoever.
- 2.3.18 Delivery will be Incoterm: DDP (Delivered Duty Paid), delivered at the Premises of the DLCA. Ownership of, benefits in and risk to the Turnkey Solution shall only pass to the DLCA after the DLCA has accepted delivery of the Turnkey Solution and has confirmed in writing that it is satisfied with the quality and functioning of the Turnkey Solution after it is installed and tested ("Acceptance of Delivery"). If the DLCA does not confirm its satisfaction with the quality and functioning of the Turnkey Solution or does not indicate that it is/not satisfied within 5 (five) Business Days after installation and testing, ownership of, benefits in and risk to the Turnkey Solution shall pass from



the Successful Bidder to the DLCA on the 6th (sixth) Business Day. If the DLCA indicates that it is not satisfied, the Successful Bidder shall, at its own costs, remedy the cause of complaint within a reasonable time as specified by the DLCA until the DLCA confirms in writing that it is satisfied with the quality of the Turnkey Solution. The DLCA's right to cancel the Definitive Agreement to be reserved in line with the SLA.

- 2.3.19 Insurance of the Turnkey Solution until Acceptance of Delivery date shall be the responsibility of the Successful Bidder.
- 2.3.20 The installation and commissioning service required by DLCA includes the receiving, inspection, conveying, un-crating, adjustment for operation, testing and demonstration of the offered Turnkey Solution, prior to handing it over, to the satisfaction of the DLCA.
- 2.3.21 Installation and commissioning of the total items of equipment offered, is required to be undertaken by the Successful Bidder to the designated position within the DLCA designated Premises. Prior to issuance of an order, DLCA will invite the Successful Bidder to assess the layout, access entrances and other related information pertaining to the designated position for installation of the Turnkey Solution.
- 2.3.22 Where the services of a registered engineering professional are required by codes, laws and regulations, the Bidder shall contract the services from a South African legal entity that employs a duly qualified South African citizen registered in the appropriate category with the Engineering Council of South Africa (ECSA).
- 2.3.23 The Successful Bidder shall guarantee that the Turnkey Solution is free of defects. The Successful Bidder shall (among other things) promptly at its cost repair and/or replace any and all defects, omissions or damage that arise prior to Acceptance of Delivery. The Successful Bidder shall bear all costs of removal, associated with the repair, replacement or making good of any defect. DLCA may rectify any defect or deficiency at the Successful Bidder's cost where the Successful Bidder fails to do so within a reasonable time.
- 2.3.24 The Turnkey Solution should accord with the specifications, designs and instructions set out in the RFP. The DLCA shall not be liable for any infringement of any patent,



trademark, copyright or manufacturing design and Successful Bidder to accept full responsibility for and indemnify the DLCA against any claims that may be brought against the DLCA by reason of any alleged infringement of a trademark, patent, copyright, design or otherwise arising out of the production, reproduction or use of the Turnkey Solution or other documents in relation thereto. Despite this, the Successful Bidder shall not be relieved of liability to the DLCA in the event that the Successful Bidder is restrained from supplying the Turnkey Solution and shall be liable to the DLCA for the full loss it sustains as a result of any breach under the Definitive Agreement. It shall be the responsibility and obligation of the Successful Bidder to contest any action brought against the DLCA which would attempt to restrain production, sale or distribution of the Turnkey Solution or alleges any infringement of any trademark, patent, copyright or design by the Successful Bidder.

2.3.25 Cards must be delivered to the DLCA in securely sealed blocks. Each block must contain a batch control sheet (certified by the card manufacturer) containing the serial numbers, production batch and production date in text and machine-readable formats (whitelist).

2.3.26 All materials are sensitive and shall be kept under secure conditions at all times. The Bidder shall confirm premises and processes for materials and information according to ISO 14298:2013 or equivalent.

2.3.27 Packing shall be done as follows:

- i. Packaged 500 cards per lot
- ii. Dust-free packaging must be used
- iii. Packaging must be labelled appropriately as to allow for identification.

2.3.28 Lots shall be packaged to protect them from dust, spillage, water and weather conditions.

2.3.29 Packaging must meet the following environmental requirements:

- i. The packaging for the consumables should not contain PVC or other chlorinated plastics.



- ii. The packaging materials should be possible to separate into mono-material parts, and at least 80% of the packaging by weight should consist of materials that are readily recyclable or can be composted (biodegradable).
- iii. Bidders should provide (if/when requested) a list of the different packaging materials used for the product, their weight and a declaration by the packaging producer/s where the percentage of recycled content for cardboard in their packaging is specified.

2.3.30 Quantity tolerances of excess and short delivery on the total quantity ordered shall not exceed 5% of the original total quantity ordered.

2.3.31 The initial production batch is an estimated quantity of 2.5 million cards per annum. The initial delivery scheduled quantity is 625 000 per quarter. If the level of utilisation changes, an alternative delivery schedule will be negotiated with the Bidder.

2.3.32 The offered Turnkey Solution must have a supported life expectancy of longer than 10 years.

2.3.33 The DLCA reserves the right to appoint other service providers, thus the Service Provider may not be the exclusive provider of the Services to the DLCA. The DLCA shall be entitled to appoint third parties to provide the Services or services similar thereto.

2.4 Format and Submission of the Proposal

2.4.1 All the official forms (SBD forms in Section 3) must be completed and signed in all respects by Bidders. Failure to comply will invalidate a bid.

2.4.2 This is a two-stage bidding process in which proposals submitted must include technical and price, submitted in separate envelopes. For this purpose, the Bidder must provide in respect of:

- a. Clearly marked **Technical** one (1) original hard copy plus electronic copies in three (3) memory/USB sticks. Bidders must ensure that the hard copy and electronic copies are aligned. No pricing to be included in memory stick. The soft copies and flash drive should not be editable.



- b. Clearly marked **separate price bid sheet, one (1)** original hard copy should include the name of Bidder and certification that the person signing the proposal is entitled to represent the Bidder and empowered to submit the bid and authorized to sign a contract with the DLCA.

2.4.3 For ease of reference, Technical copy bids should be packaged in the following format:

- a. Tab A - Signed Tender Document and Completed SBD Forms (refer to [Section 3](#))
- b. Tab B - Mandatory Documents (Refer to [Section 6.1](#))
- c. Tab C - Functionality / Technical Proposal (refer to sections 4, 5, and 6.2)
- c. Tab D – Pricing in a separate envelope. No pricing to be included in memory stick. ([Section 6.5](#)).

2.5 Contract Performance

- 2.5.1 Preferred Bidder will enter into a 5-year contract with the DLCA, this in in a format, term and conditions set by the DLCA.
- 2.5.2 The performance of the Bidder shall be reviewed quarterly during the period of the signed Service Level Agreement.
- 2.5.3 If it is found that information provided is false including the breach of the General Condition of Contract, The DLCA reserves the right to terminate this contract with immediate effect.
- 2.5.4 The Successful Bidder will be required to provide Performance Security as part of the finalisation of the contract.

2.6 Subcontracting, Partnership, Consortium, Joint Venture and Company Requirements

- 2.6.1 Subcontracting, partnerships, consortiums or joint ventures are allowed within the applicable laws and regulations. SBD forms need to be submitted in line with the Preferential Procurement Regulations.



- 2.6.2 In line with National Treasury implementation guidelines on Preferential Procurement Regulations of 2017, the following subcontracting conditions are applicable:
- a. The Bidder cannot subcontract the core (personalization equipment) capability.
 - b. The Bidders are advised to consider subcontracting services, including but not limited to, in any of the following areas:
 - i. Maintenance and installation services;
 - ii. Testing services;
 - iii. Training services;
 - iv. Supply of production consumables;
 - v. Packaging materials supply and internal packaging services.
- 2.6.3 A proposal submitted by a company, close corporation or other legal person must be accompanied by a resolution or agreement of the directors or members and be signed by a duly authorized person.
- 2.6.4 A proposal submitted by a partnership must be accompanied by a written partnership agreement.
- 2.6.5 Any change in subcontractors to deliver goods and services after concluding of the Turnkey Solution contract that impacts the authenticity of technical and security criteria certification, will require from the Bidder to obtain approval from the DLCA.
- 2.6.6 A proposal submitted by a consortium or joint venture of two or more parties must be accompanied by a signed memorandum of understanding between the parties to such consortium indicating:
- a. the conditions under which the consortium will function;
 - b. its period of duration;
 - c. the persons authorized to represent it;
 - d. the participation of the several parties forming the consortium;
 - e. the benefits that will accrue to each party;
 - f. any other information necessary to permit a full appraisal of its functioning.



2.7 Security and Confidentiality of Information

2.7.1 No material or information derived from the provision of the services under the Contract shall be used for any purposes other than those of the DLCA, except when authorized in writing to do that. All information shall be kept strictly confidential. The successful Bidder shall be required to sign a Confidentiality Agreement with the DLCA.

2.8 Compulsory Information Session & Enquiries

2.8.1 A compulsory information session would be held as stipulated on the first page of this document. Certificates of attendance of the information session will be issued by DLCA at the end of the information session. (The bidder must submit the information session attendance certificate as part of the bid documents.

2.8.2 Bidders who fail to comply with the above requirement will not be considered for the compulsory information session.

2.8.3 Upon registration a link will be shared with the bidders to enable them to participate in the information session.

2.8.4 After the briefing session, a signed briefing certificate will be emailed to all the bidders who were part of the information session.

NB: The mentioned briefing certificate must be attached on the bid documents upon submission on the closing date of the bid. (Failing which will invalidate the bid)

2.8.5 Enquiries **SHALL** be made in writing to the following:

Supply Chain Management Office / Admin	Technical
Supply Chain Management Office tenders@dlca.gov.za	Project Management Office pmo@dlca.gov.za

2.8.6 The cut-off date for enquiries is 23 November 2022 Questions submitted after this date will not be answered.



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PERSONALIZATION OF SMART DRIVING
LICENCE CARDS IN SOUTH AFRICA

Bid No: DLCA/2022/03

2.9 Closing Date

- 2.9.1 Proposals must be submitted on or before 30 November 2022 at 11:00 am at the DLCA Offices Reception, 495b Tsitsa Street, Erasmuskloof, Pretoria. No late submissions will be accepted.
- 2.9.2 There will be a submission register which the Bidder must sign upon submitting their bid.
- 2.9.3 Bidders are therefore strongly advised to ensure that bids be dispatched allowing enough time for any unforeseen events that may delay the timeous delivery of the bid.

2.10 General conditions of contract (GCC)

- 2.10.1 The Bidder shall have to comply with the GCC which will be defined upon awarding of contract.
- 2.10.2 The Bidder shall, along with the service level agreement, sign the GCC.



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Section 3: SBD forms

SBD 1

PART A

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)

BID NUMBER:	DLCA/2022/03	CLOSING DATE:	30 November 2022	CLOSING TIME:	11H00
DESCRIPTION	Provision of a Turnkey Solution for Personalization of Smart Driving Licence Cards in South Africa				

THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN
THE BID BOX SITUATED AT (STREET ADDRESS)

495B Tsitsa Street				
Erasmuskloof				
Pretoria				
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				
	TCS PIN:		OR	CSD No:
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes	B-BBEE STATUS LEVEL SWORN AFFIDAVIT		<input type="checkbox"/> Yes
	<input type="checkbox"/> No			<input type="checkbox"/> No



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IF YES, WHO WAS THE CERTIFICATE ISSUED BY?			
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	<input type="checkbox"/>	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)	
	<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)	
	<input type="checkbox"/>	A REGISTERED AUDITOR	
		NAME:	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT(FOR EMEs& QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]			
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No	[IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?
			<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ANSWER PART B:3 BELOW]
SIGNATURE OF BIDDER	DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)			
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE (ALL INCLUSIVE)	Do Not Complete. To be included in a separate pricing schedule as indicated in Annexure B
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT/ PUBLIC ENTITY		CONTACT PERSON	
CONTACT PERSON		TELEPHONE NUMBER	
TELEPHONE NUMBER		FACSIMILE NUMBER	
FACSIMILE NUMBER		E-MAIL ADDRESS	
E-MAIL ADDRESS			



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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 ONLINE
- 1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
- 1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
- 1.5. 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 LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.

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 VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE



- VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUBCONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- 3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES
☐ NO
- 3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA? ☐
YES ☐ NO
- 3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA
☐ YES ☐ NO
- 3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?
☐ YES ☐ NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.



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SBD 3.1

PRICING SCHEDULE – FIRM PRICES (PURCHASES)

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of Bidder.....	Bid number.....
Closing Time 11:00	Closing date.....

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

ITEM QUANTITY DESCRIPTION BID PRICE IN RSA CURRENCY NO/YES.** (ALL APPLICABLE TAXES INCLUDED)

- | | | |
|---|--------------------------------------------------|--------------------------|
| - | Required by: | |
| - | At: | |
| - | Brand and model | |
| - | Country of origin | |
| - | Does the offer comply with the specification(s)? | *YES/NO |
| - | If not to specification, indicate deviation(s) | |
| - | Period required for delivery | |
| | | *Delivery: Firm/not firm |
| - | Delivery basis | |

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.



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

*Delete if not applicable



SBD 4

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.

Full Name	Identity Number	Name of institution	State

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



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

2.2.1 If so, furnish particulars:

.....
.....

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

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or



- consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 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.

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.



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.....
Signature

.....
Date

.....
Position

.....
Name of bidder



SBD 5

THE NATIONAL INDUSTRIAL PARTICIPATION PROGRAMME

INTRODUCTION

The National Industrial Participation (NIP) Programme, which is applicable to all government procurement contracts that have an imported content, became effective on the 1 September 1996. The NIP policy and guidelines were fully endorsed by Cabinet on 30 April 1997. In terms of the Cabinet decision, all state and parastatal purchases / lease contracts (for goods, works and services) entered into after this date, are subject to the NIP requirements. NIP is obligatory and therefore must be complied with. The Industrial Participation Secretariat (IPS) of the Department of Trade, Industry and Competition (DTIC) is charged with the responsibility of administering the programme.

1. PILLARS OF THE PROGRAMME

1.1 The NIP obligation is benchmarked on the imported content of the contract. Any contract having an imported content equal to or exceeding US\$ 10 million or other currency equivalent to US\$ 10 million will have a NIP obligation. This threshold of US\$ 10 million can be reached as follows:

- (a) Any single contract with imported content exceeding US\$10 million.
or
- (b) Multiple contracts for the same goods, works or services each with imported content exceeding US\$3 million awarded to one seller over a 2-year period which in total exceeds US\$10 million.
or
- (c) A contract with a renewable option clause, where should the option be exercised the total value of the imported content will exceed US\$10 million.



or

- (d) Multiple suppliers of the same goods, works or services under the same contract, where the value of the imported content of each allocation is equal to or exceeds US\$ 3 million worth of goods, works or services to the same government institution, which in total over a two (2) year period exceeds US\$10 million.
- 1.2 The NIP obligation applicable to suppliers in respect of sub-paragraphs 1.1 (a) to 1.1 (c) above will amount to 30 % of the imported content whilst suppliers in respect of paragraph 1.1 (d) shall incur 30% of the total NIP obligation on a pro-rata basis.
- 1.3 To satisfy the NIP obligation, the DTIC would negotiate and conclude agreements such as investments, joint ventures, subcontracting, Licensee production, export promotion, sourcing arrangements and research and development (R&D) with partners or suppliers.
- 1.4 A period of seven years has been identified as the time frame within which to discharge the obligation.

2. REQUIREMENTS OF THE DEPARTMENT OF TRADE AND INDUSTRY

- 2.1. In order to ensure effective implementation of the programme, successful Bidders (contractors) are required to, immediately after the award of a contract that is in excess of R10 million (ten million Rands), submit details of such a contract to the DTIC for reporting purposes.
- 2.2. The purpose for reporting details of contracts in excess of the amount of R10 million (ten million Rands) is to cater for multiple contracts for the same goods, works or services; renewable contracts and multiple suppliers for the same goods, works or services under the same contract as provided for in paragraphs 1.1. (b) to 1.1. (d) above.



3. BID SUBMISSION AND CONTRACT REPORTING REQUIREMENTS OF BIDDERS AND SUCCESSFUL BIDDERS (CONTRACTORS)

- 3.1. Bidders are required to sign and submit this Standard Bidding Document (SBD 5) together with the bid on the closing date and time.
- 3.2. In order to accommodate multiple contracts for the same goods, works or services; renewable contracts and multiple suppliers for the same goods, works or services under the same contract as indicated in sub-paragraphs 1.1 (b) to 1.1 (d) above and to enable the DTIC in determining the NIP obligation, successful Bidders (contractors) are required, immediately after being officially notified about any successful bid with a value in excess of R10 million (ten million Rands), to contact and furnish the DTIC with the following information:
- Bid / contract number.
 - Description of the goods, works or services.
 - Date on which the contract was accepted.
 - Name, address and contact details of the government institution.
 - Value of the contract.
 - Imported content of the contract, if possible.
- 3.3 The information required in paragraph 3.2 above must be sent to the Department of Trade, Industry and Competition, Private Bag X 84, Pretoria, 0001 for the attention of Mr Elias Malapane within five (5) working days after award of the contract. Mr Malapane may be contacted on telephone (012) 394 1401, facsimile (012) 394 2401 or e-mail at Elias@thedti.gov.za for further details about the programme.

4. PROCESS TO SATISFY THE NIP OBLIGATION



- 4.1 Once the successful Bidder (contractor) has contacted and furnished the DTIC with the information required, the following steps will be followed:
- the contractor and the DTIC will determine the NIP obligation;
 - the contractor and the DTIC will sign the NIP obligation agreement;
 - the contractor will submit a performance guarantee to the DTIC;
 - the contractor will submit a business concept for consideration and approval by the DTIC;
 - upon approval of the business concept by the DTIC, the contractor will submit detailed business plans outlining the business concepts;
 - the contractor will implement the business plans; and
 - the contractor will submit bi-annual progress reports on approved plans to the DTIC.
- 4.2 The NIP obligation agreement is between the DTIC and the successful Bidder (contractor) and, therefore, does not involve the purchasing institution.

Bid number Closing date:.....

Name of bidder.....

Postal address
.....

Signature..... Name (in print).....

Date.....



SBD 6.1

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL
PROCUREMENT REGULATIONS 2017**

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to all bids:
- 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 The value of this bid is estimated to exceed R50 000 000 (all applicable taxes included) and therefore the 90/10 preference point system will be applicable to this tender.
- 1.3 Points for this bid shall be awarded for:
- (a) Price; and
 - (b) B-BBEE Status Level of Contributor.
- 1.4 The maximum points for this bid are allocated as follows:



Item	POINTS
PRICE	
B-BBEE STATUS LEVEL OF CONTRIBUTOR	
Total points for Price and B-BBEE must not exceed	100

- 1.5 Failure on the part of a Bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.6 The purchaser reserves the right to require of a Bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services



in accordance with specifications as set out in the tender documents.

(g) **“prices”** includes all applicable taxes less all unconditional discounts;

(h) **“proof of B-BBEE status level of contributor”** means:

- 1) B-BBEE Status level certificate issued by an authorized body or person;
- 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
- 3) Any other requirement prescribed in terms of the B-BBEE Act;

(i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;

(j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

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

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

80/20 or 90/10

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

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration



Pmin = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a Bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5. BID DECLARATION

- 5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

- 6.1 B-BBEE Status Level of Contributor: . =(maximum of 10 or 20 points)



(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUBCONTRACTING

7.1 Will any portion of the contract be subcontracted?

(Tick applicable box)

YES		NO	
-----	--	----	--

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the subcontractor.....
- iii) The B-BBEE status level of the subcontractor.....
- iv) Whether the subcontractor is an EME or QSE

(Tick applicable box)

YES		NO	
-----	--	----	--

- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

Designated Group: An EME or QSE which is at least 51% owned by:	EME	QSE
	√	√
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		



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Designated Group: An EME or QSE which is at least 51% owned by:	EME	QSE
	√	√
Any EME		
Any QSE		

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

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

☐ Partnership/Joint Venture / Consortium

☐ One person business/sole propriety

☐ Close corporation

☐ Company

☐ (Pty) Limited

[TICK APPLICABLE BOX]

8.5 **DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

.....
.....
.....
.....

8.6 **COMPANY CLASSIFICATION**

☐ Manufacturer

☐ Supplier

☐ Professional service provider

☐ Other service providers, e.g. transporter, etc.



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[TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding 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 Bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

WITNESSES

1.
2.

.....

SIGNATURE(S) OF BIDDERS(S)

DATE :.....

Initials

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LICENCE CARDS IN SOUTH AFRICA

Bid No: DLCA/2022/03

**VOLUME 2: REQUIREMENTS FOR THE PROVISION OF A
TURNKEY SOLUTION FOR PERSONALIZATION OF SMART
DRIVING LICENCE CARDS IN SOUTH AFRICA**

Section 4: Functional Requirements

4.1 Scope of Work

- a. The DLCA requires a Turnkey Solution for the personalisation of Smart Driving Licence Cards.
- b. The operational context for the envisaged DLCA Smart Driving Licence Card Personalisation Turnkey Solution (Turnkey Solution) is shown in Figure 1 below. The objective of the Turnkey Solution is to personalize smart licence Proximity Integrated Circuit Cards (P-ICCs) at a required production volume as specified in the document.
- c. The proposed Turnkey Solution must include best-practice and must incorporate 4th Industrial Revolution (4IR) technology and/or principles. The Turnkey Solution must highlight how 4IR technologies are utilized in the solution and how the capabilities will enable the DLCA to improve their business operations and contribute to the service delivery objectives.
- d. DLCA shall provide the human resources to operate the Turnkey Solution.
- e. The standard utility power supply is 220 Volt 50Hz AC.
- f. The electricity from the mains supply to the equipment will be provided by the DLCA and the successful Bidder will be responsible for the wiring and connection of all equipment of the Turnkey Solution at the DLCA premises.
- g. The machine shall produce all the required personalisation characteristics of the Smart Driving Licence Card.

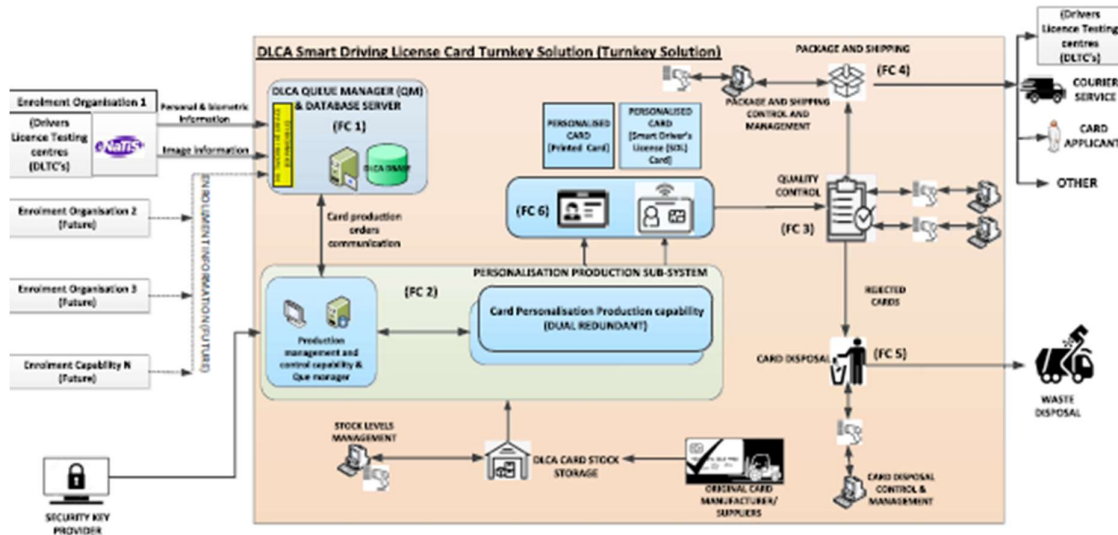


Figure 1: Operational context for the DLCA Smart Driving Licence Card Personalisation Turnkey Solution (Turnkey Solution)

4.2 Turnkey Solution Breakdown Structure

The Turnkey Solution configuration, depicted in Figure 1, shall consist, as a minimum, out of the sub-system capabilities as shown in Figure 2.

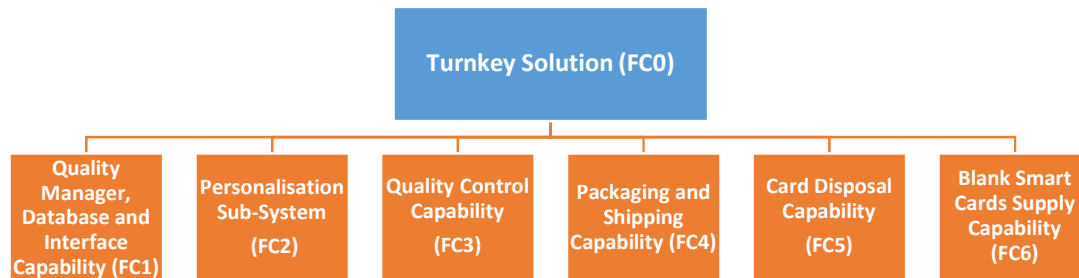


Figure 2: The Turnkey Solution breakdown structure

Reference to Figure 3	Sub-System Capability	Purpose
FC1	Queue manager, database server and interface capability	The Queue-Manager and database server shall be able to receive Smart Driving Licence Card applications from external enrollment organizations, and process applications in a suitable file format for transfer to the P-ICC personalization sub-system.
FC2	Personalization sub-system	The smart card personalization sub-system shall receive production orders from the FC1 Queue manager server, for execution by the P-ICC personalization production process.
FC3	Quality Control capability	The quality control capability shall be a manual quality check process function executed by DLCA quality workers to quality check personalized P-ICCs at a rate of 1% of the production run.



Reference to Figure 3	Sub-System Capability	Purpose
FC4	Packaging and shipping capability	This capability shall be responsible for the reception of completed personalized P-ICCs from the production sub-system for the purpose of packaging and shipment according to client service requirements.
FC5	Card disposal capability	The disposal capability shall be responsible for the reception and record keeping of rejected cards for the purpose of the destruction of the rejected P-ICCs according to best practices.
FC6	Blank Smart Cards Supply Capability	The supplying capability of pre-printed polycarbonate Smart Cards used as input material in the production of the Smart Driving Licence Card.

4.2.1 Turnkey Solution constraints

The following Turnkey Solution constraints have been identified:

- a. The Turnkey Solution shall depend on Public Key Infrastructure (PKI) services supplied by a designated security key supplier. The PKI supplier requirements shall not form part of the scope of this document.

4.2.2 FC0: Turnkey Solution Capabilities

The Turnkey Solution to be offered, shall be able to integrate within the existing DLCA production management framework, and shall provide for the following high-level features:



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Requirement	Submitted (Yes/No)	Reference Paragraph in Proposal
a. The Turnkey Solution capability shall be a re-configurable production system with the ability to personalize/produce more than one type of card document configuration, ranging from Smart Card types to standard printed (“dumb”) identity card types.		
b. The Turnkey Solution shall have the capability to integrate with LDAP (Light-weight directory access protocol) for the purpose of user identification and access control.		
c. The Turnkey Solution shall provide for the capacity to manage different types of documents and coordinate all personalization/production steps during a single-run continuous production process.		
d. The Turnkey Solution shall provide for the capacity to provide for post personalization processes such as automated quality assurance and integration with the card mailing solution, as well as card disposal sub-systems.		
e. The Turnkey Solution Workflow Management System shall have the capability to provide a suite of production operations reports, reporting on all key production operations.		
f. The Turnkey Solution shall have the capability to sense, capture and track key production process data and provide reports on all captured data of key processes.		



Requirement	Submitted (Yes/No)	Reference Paragraph in Proposal
g. The Turnkey Solution shall have the capability to enable production workers to manage (record and track) manually rejected production batch jobs.		
h. The Turnkey Solution shall have the capability to provide functionalities for the dispatch of final products from the personalization/production workstations to different recipients (i.e. couriers), including reporting on dispatch lists.		
i. The Turnkey Solution shall provide interfaces and APIs with external systems, such as personalisation data, card suppliers, logistics companies, etc.		

4.2.3 FC1: Queue Manager, Database (DB) server and interface capability

Requirement	Submitted (Y/N)	Reference Paragraph in Proposal
a. The DLCA Queue-Manager and database server shall be able to receive and process Smart Driving Licence Card (P-ICC) applications via the existing external system. All applications with its associated personal and biometric information received via the external system as submitted at the enrolment centres shall be stored by the DLCA Queue database server.		



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Requirement	Submitted (Y/N)	Reference Paragraph in Proposal
b. The DLCA Queue-Manager and database server shall be able to receive text, "images" (e.g. fingerprint, facial image, etc) in various formats as captured at enrolment centres.		
c. The DLCA database server shall be able to receive applicants' personal information, via external source, as captured at enrolment centres.		
d. The DLCA Queue-Manager shall be able to process and prepare P-ICC production orders in the required format, to be communicated to the DLCA personalization production sub-system. The Queue-manager server shall be able to communicate the production orders via a network interface to the personalization production sub-system.		
e. The DLCA Queue-manager and database server shall have a modular, adaptable and upgradeable network interface capability, which shall allow third party developers to adapt and/or re-configure the network interface hardware and software requirements to implement network links to various different future enrolment organization agencies. Open industry standards shall be adhered to.		
f. Bidders shall be required to supply and integrate the hardware and software components for the Queue Manager, database server to provide the interface between the external source and the P-ICC personalization sub-system.		
g. Bidders shall be required to liaise with external sources and DLCA to determine the server hardware and software		



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Requirement	Submitted (Y/N)	Reference Paragraph in Proposal
interface requirements for the integration between the existing external system and the P-ICC personalization sub-system.		
h. The Queue manager server shall have the capability to provide for all the required hardware and software network interface capabilities to provide for the data communications interface between a specific Enrolment Organisation, and the DLCA Queue Manager (QM) and Database Server (FC1). The Bidder shall have the capability to implement the required Application Programming Interfaces (APIs) when required.		



4.2.4 FC2: Smart Card Personalization Sub-System (PSS) capabilities

Requirement	Submitted (Y/N)	Reference Paragraph in Proposal
4.2.4.1 P-ICC card personalization machine capabilities		
a. The Personalization Sub-System (PSS) machine(s) shall have the capability to produce P-ICCs at a constant sustainable production rate of at least 2000 cards per hour.		
b. The Production Management and Control Capability (FC2) shall have the hardware and software interface capabilities to implement the required Application Programming Interfaces (APIs) specified by the Original Equipment Manufacturer (OEM) of the Personalisation Production Subsystem (FC2) to interface with the DLCA Queue Manager (FC1).		
c. The Personalization Sub-System (PSS) machine(s) shall have the redundancy capability to maintain a production rate of at least 50% of production capacity in the event of undergoing scheduled maintenance (dual redundancy);		
d. The Personalization Sub-System (PSS) machine(s) personalization process shall require the capability to print or engrave text, images and complex security features on the front and back layer surfaces of 100% polycarbonate P-ICC materials. The process shall include the capability for electronic generation and storing of secure electronic data on the P-ICC chip.		
e. The Personalization Sub-System (PSS) machine(s) shall have the capability to print on preprinted and blank cards to enable DLCA production workers to re-configure and change the artwork layout and printing format of information on the front		



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Requirement	Submitted (Y/N)	Reference Paragraph in Proposal
and back of the card, in accordance with the various DLCA client requirements.		
f. The electronic writing (saving) of personalized information onto the P-ICC shall implement on-chip functionalities for the secure access to on-card storage resources, authentication and encryption functions.		
g. The Personalization Sub-System (PSS) machine(s) shall have the capability to program a P-ICC's on-card chip which shall be pre-installed with a Global Platform Card V2.3.1 compliant Card Operating System (OS), i.e., Java Card 3.05 (minimum) or another open Card OS similar in security and features.		
h. The Personalization Sub-System (PSS) machine(s) shall have the capability to store personalization information on a P-ICC chip that has been pre-installed with a Card OS which complies with a minimum CC EAL6+ rating for the Card OS and chip resources.		
i. The Personalization Sub-System (PSS) machine(s) shall have the capability to personalize the P-ICC by capturing of the personal visual data, e.g. name, signature, surname, etc. by high quality laser engraving on both sides of a card in a single pass.		
j. The Personalization Sub-System (PSS) shall have the functional capability to perform tactile engraving of specified data elements i.e. date of issue, on either the front or rear side of a card.		



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Requirement	Submitted (Y/N)	Reference Paragraph in Proposal
k. The Personalization Sub-System (PSS) shall have the functional capability to deliver sensitive laser engraved features (e.g., IPI®-features) if required.		
l. The Personalization Sub-System (PSS) shall have the functional capability to deliver sharp, crisp micro-text images such as a personalized micro-text line.		
m. The Personalization Sub-System (PSS) shall have the functional capability to engrave (print): i. at least two data elements on an MLI-patch, at a typical swivel of 15 degrees, of one element of fixed data and one element of variable data. ii. the MLI-patch shall be positioned on the front and/or rear side of a card.		
n. The Personalization Sub-System (PSS) shall have the functional capability to perform the laser engraving process in such a way to not interfere with the OVD feature which could partly cover the primary photo.		
o. The Personalization Sub-System (PSS) shall have an XY-positioning system to enable highly accurate positioning of laser marking features within the required accuracy parameters of the pre-printed zones on the card.		
p. The Personalization Sub-System (PSS) shall have the functional capability to create high quality barcodes of different types (e.g., line-barcodes and ISO/IEC 15438 type barcodes.)		



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Requirement	Submitted (Y/N)	Reference Paragraph in Proposal
q. The Personalization Sub-System (PSS) shall have the functional personalization capability to process contactless P-ICC chip and cards without any chips.		
r. The Personalization Sub-System (PSS) shall have an automated personalization processing capability to capture the following data in a single production pass:		
i. all related electrical (on-chip) data.		
ii. all related visual personalization (photo, name, etc.) data on both sides of a card.		
s. The Personalization Sub-System (PSS) equipment shall have the following capabilities:		
i. automated feeding of cards from multiple infeed cartridges (min 2), with each cartridge holding a different card type.		
ii. each cartridge with capacity to hold at least 2000 cards.		
iii. a secure collection bin to receive rejected (faulty) cards.		
t. A visual recognition system shall be required for purposes of reading a pre-printed card number from any position on the rear side of the card. The pre-printed card number shall be incorporated into the personalization data of the P-ICC. The pre-printed card number shall be a minimum font-size of $\pm 1,6$ mm high (4,25 points Didot).		



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Requirement	Submitted (Y/N)	Reference Paragraph in Proposal
u. The design configuration of the P-ICC Personalization Sub-System (PSS) equipment shall make provision for safe operation practices by using suitable safety shrouding, screening, guards and insulating, as far as practicable, of all moving as well as stationery parts which may pose any danger to operators.		

Requirement	Submitted (Y/N)	Reference Paragraph in Proposal
4.2.4.2 Operators Control		
a. The Personalization Sub-System (PSS) machine(s) shall incorporate a front-end operator's console (e.g., touch screen monitor & working desk) capability which shall provide for the purpose of managing of all the typical machine operating functions from a central workstation.		
b. The language used on all Turnkey Solution operator's monitors and console displays shall be in English and customized for the solution.		
c. Access to the Personalization Sub-System (PSS) software and hardware functionalities, shall be protected by means of secure user identities to prevent unauthorized access and use of the equipment. The Personalization Sub-System (PSS) machine(s) shall capture and store all log-on attempts to the system.		



Requirement	Submitted (Y/N)	Reference Paragraph in Proposal
d. The Personalization Sub-System (PSS) Control panels for each item of equipment offered, shall be fitted with at least the following:		
i. A mains power-supply switch and clearly visible mains power switch indicator, either LED or similar.		
ii. Emergency-stop switch clearly marked and easily accessible.		

4.2.5 FC3: Quality Control Capabilities

Requirement	Submitted (Y/N)	Reference Paragraph in Proposal
a. The Bidder shall supply all the required P-ICC Quality Assurance (QA) equipment (hardware and software) with required quality verification procedures to enable DLCA quality workers to manually inspect personalized P-ICCs. The manual quality inspection equipment shall enable quality workers to inspect P-ICCs at a rate of at least 1% of the production rate capacity.		
b. The Bidder shall supply Quality Assurance (QA) equipment for at least two (2) manual QA inspection workstations. The QA workstations shall be equipped with all required computer		



terminals and P-ICC reading devices to manually confirm the quality requirements of a personalized P-ICC.		
c. The Bidder shall supply all the equipment and software to enable DLCA quality inspectors to electronically capture quality inspection data of all manually verified P-ICCs into a quality management database.		
d. The Personalization Sub-System (PSS) equipment shall have the capability to perform automated quality inspection processes and chip data verification operations during a continuous production run.		
e. The Personalization Sub-System (PSS) shall have the capability to verify all personalization data fields for completeness and filter out all incomplete records.		
f. The Personalization Sub-System (PSS) solution offered shall provide a management system for rework of all automatically and manually rejected cards.		
g. The Personalization Sub-System (PSS) shall have the capability to perform a photo and signature match after personalization of the primary photo and signature. The PS shall have the capability to verify the following for correctness prior to delivering the card.		
i. Compare the photo on the database and match with the picture on the card for correctness.		



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ii. Compare the signature on the database and match with the signature on the card for correctness.		
h. The Personalization Sub-System (PSS) shall have the capability to verify the P-ICC personalization data correctness prior to delivering of the card, by:		
i. Reading data on the chip for comparison with target data from the database.		
ii. Perform optical data verification (OCV) by comparing actual data (e.g., name, surname) on the card against individual target data from the data-record.		
i. The Personalization Sub-System (PSS) shall have the capability to verify the barcodes (both ISO/IEC 15438 and linear type barcodes) for correctness prior to delivering of the card.		
j. The Personalization Sub-System (PSS) shall have the capability to verify the X-Y position measurements of personalized data against pre-determined limits for specific zones before delivering the card.		
k. The Personalization Sub-System (PSS) shall have the functional capability to perform an automated rejection of a card which registers a verification mismatch on any verification condition. The system shall provide a rejection report with associated rationale for rejecting a card.		



I. The Personalization Sub-System (PSS) shall allow the operator to reject a document manually by providing reasons for such rejection.		
m. Should an operator manually inspect a rejected card and determine the document to bear only minor defects, the system shall allow for the operator to assign the document as valid to avoid reproduction of such card.		

4.2.6 FC4: Packaging and shipping capabilities

Requirement	Submitted (Y/N)	Reference Paragraph in Proposal
a. The Personalization Sub-System (PSS) shall have a packaging and shipping function which shall enable DLCA workers with the capability to prepare P-ICC shipment batches according to predefined shipment criteria.		
b. The Turnkey Solution shall have the packaging and shipping capability to enable DLCA packaging and shipment workers to confirm shipment batches for correctness, against the approved shipping database.		
c. The Turnkey Solution shall have a shipping capability to enable DLCA shipment workers to package P-ICCs in a suitable batch size format for the purpose of sending and distribution to designated courier services for delivery. A premium courier service shall provide for P-ICC delivery to the applicant's		



preferred address, as well as a standard service for a regular batch delivery service which shall deliver to enrolment centres across the RSA.		
d. The Bidder shall have the capability to provide a fit-for-purpose P-ICC materials handling capability for the manual and/or automatic continuous transitioning of completed cards from the personalisation sub-system to the packaging and shipment capability.		
e. The Personalization Sub-System (PSS) shall have a card mailing system capability with the functionality to provide for the following: i. Flexible personalization (printing) of the address field in a defined zone on a pre-printed carrier sheet (80 g/m ² A4-format paper), using variable/fixed data from a database. ii. Pick finished cards and automatically attach individual cards accurately onto a pre-defined zone on the carrier sheet.		
f. The Personalization Sub-System (PSS) shall have the production capability to: (1) fold the carrier sheet with its attached card, (2) insert the folded carrier sheet into a window type envelope, (3) seal each individual envelope, and (4) stack the sealed envelopes in an output tray.		
g. The Personalization Sub-System (PSS) mailing sub-system shall have the capability to automatically feed the pre-printed 80 g/m ² A4-format paper carrier sheets into a printing device for personalization.		



h. The Personalization Sub-System (PSS) mailing sub-system shall have the capability for an additional in-feed (e.g., information leaflet in 80 g/m ² A4-format paper) when required.		
i. The Personalization Sub-System (PSS) mailing sub-system shall have an automated feeding capability for DL-format (110 mm x 220 mm) ISO/IEC 269 standard window envelopes into the mailing system.		
j. The mailing system's in-line printing device shall have the capability to:		
i. Print high quality barcodes (minimum 600 dpi) on a carrier sheet when required.		
ii. Print variable data e.g., names as may be applicable to individual cards, in a fixed zone on the carrier sheet.		
iii. Print mono-chrome colour on stationary (no colour printing is required on stationary).		
k. The mailing sub-system shall interface with the card personalization system to ensure correct assignment of a card, mailing address and covering (carrier sheet) letter.		
l. The mailing sub-system shall incorporate stop/start manual intervention functions to assist the operator with issues such as paper/envelope jams, etc.		



4.2.7 FC5: Card disposal capabilities

Requirement	Submitted (Y/N)	Reference Paragraph in Proposal
a. The Personalization Sub-System (PSS) shall have a disposal capability to ensure that all discarded invalid Licence cards are destroyed in accordance with acceptable best practice processes.		
b. The disposal capability shall have the capability to enable DLCA disposal workers to verify the rejected status of P-ICCs against an approved disposal request database, prior to disposal.		
c. The Bidder shall have the capability to supply DLCA with disposal equipment and operating procedures to enable DLCA disposal workers to destroy the rejected P-ICCs in accordance with best practice procedures.		
d. The Bidder shall have the capability to supply DLCA disposal workers with the equipment, software, procedures and training to keep an electronic secure database of all disposed Smart Driving Licence Cards.		
e. The Turnkey Solution shall have application interface capabilities to enable the capture (recording) of P-ICC stock levels onto the production system database.		



4.2.8 FC6: Blank Smart Cards Supply Capability

4.2.8.1 Card Design

- 4.2.8.1.1 The required cards shall be polycarbonate Blank Smart Cards.
- 4.2.8.1.2 The card design/artwork and related information shall be provided by the DLCA after the contract award and the signing of a Non-Disclosure Agreement.
- 4.2.8.1.3 The front of the card will typically contain the information as indicated in the figure below after the personalisation process is completed.

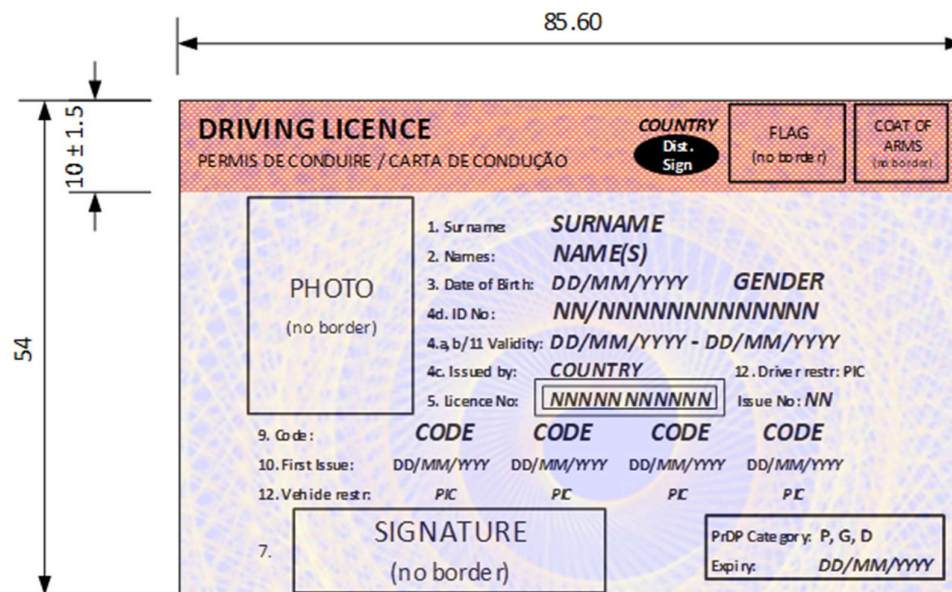


Figure 5: Driving licence card design outline (Front)

- 4.2.8.1.4 The front of the card will typically contain the following features:

Feature	Details
Design features	The Security background will be printed with an appropriate security printing method and should include capability for rainbow printing. The following features must be provided for:



Feature	Details
	<ul style="list-style-type: none">a. Anti-scan design featuresb. Duplex security patternc. Fine-line design with integrated guilloche patterns, and lines with variable line width.d. Micro texte. Micro and hidden imagesf. Enhanced security elements will be overlapping the facial area (front side of the card only)
Tactile Features	Tactile design on top layer of the polycarbonate card. This tactile image will be added during the pre-printing process (front side only).
Clear Window	Clear window (see-through) must be incorporated in the card body during the manufacturing process, for the purpose of laser engraving of a secondary image of the face of the licence holder. (Size: 4.32 x 5.54 mm).
Diffractive Optically Variable Image Device (DOVID)	An Optically Variable Device (OVD) with integrated security features must be embedded within the polycarbonate layers during the manufacturing process of the card. This DOVID will protect the face image of the holder of the card during the personalization process. A concept design of the DOVID has been done by the DLCA and the design will be finalized with the successful bidder.
Security inks	<ul style="list-style-type: none">a. Ink with infra-red propertiesb. Optically Variable Ink (OVI)c. Ability to print UV ink in either rainbow printing, multicolour ink, Bi-fluorescent ink or a combination of the different options. <p>The ink combination will be finalized with the DLCA once the Successful Bidder has been appointed.</p>



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4.2.8.1.5 The back of the card will typically contain the following information as indicated in the figure below:



Figure 6: Driving licence card design outline (Back)

4.2.8.1.6 The card stock serial number will be a 1-D bar code printed at the back of the card.

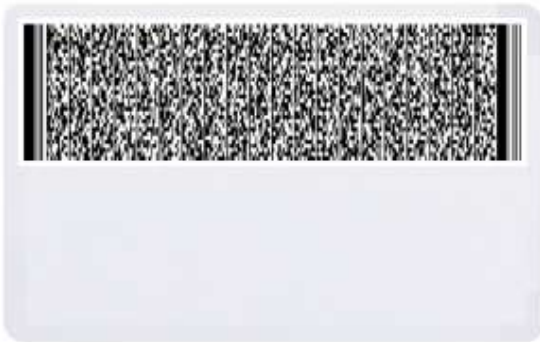
4.2.8.1.7 The card will have a ghost image in a clear window.

4.2.8.2 Polycarbonate Smart Card Requirements

Indicate if the required substantiation of the requirements were submitted, and if so, provide the reference paragraph in the submitted technical proposal.



4.2.8.2.1 Card body

Description	Submitted (Y/N)	Reference Paragraph in Proposal
<p>a. Card material shall be 100% Polycarbonate.</p> <p>Bidder must provide test certificate and/or report from an independent laboratory as proof of compliance.</p>		
<p>b. The card body must be multilayered card with a minimum of 5 layers.</p>		
<p>c. All layers of the card must be fused to form a uniform card body capable of withstanding the applicable durability tests.</p>		
<p>d. The 2D Barcode must be of type PDF417 and adhere to ISO/IEC 15438</p>  <p><i>2D Barcoded card</i></p>		
<p>e. The minimum area to be provided on the card for the personalisation of the PDF417 barcode is 85.6 x 26.3 mm.</p>		



f. Thickness of each layer must be given by the bidder. Mentioning the thickness is compulsory. Bidder must provide test certificate and/or report from an independent laboratory as proof of compliance.		
g. UV-A dull substrate material shall be used as a security feature compliant with ISO/IEC 18013.		
h. Pre-printed serial number shall appear on all blank cards.		
i. The following features shall be used in the card design <ul style="list-style-type: none"> i. No CMYK colours and at least 2 special colours ii. Guilloche design compliant with ISO/IEC 18013 iii. Anti-scan pattern compliant with ISO/IEC 18013 iv. Micro printed text compliant with TTTPF requirements v. Duplex security pattern compliant with TTTPF requirements vi. Use of non-standard type-fonts compliant with TTTPF requirements vii. UV fluorescent ink in security background printing compliant with ISO/IEC 18013 		
j. The inks used for printing personalised data shall be UV fluorescent ink compliant with ISO/IEC 18013.		
k. The following personalisation security features shall be used: <ul style="list-style-type: none"> i. Printing dynamic data elements using digital imaging technologies compliant with ISO/IEC 18013. ii. Security background pattern overlapping the portrait image area compliant with ISO/IEC 18013. iii. Visible security element overlapping the portrait image area fonts compliant with TTTPF requirements. iv. Redundant personalised data fonts compliant with TTTPF requirements 		



I. A Diffractive Optically Variable Image Device (DOVID) with integrated security features must be added during the card manufacturing process and is embedded within the polycarbonate layers. The concept design of the DOVID has been done by the DLCA and the design will be finalized with the successful bidder.		
i. The DOVID shall be of any shape and three-dimensional design.		
ii. The DOVID shall be transparent and shall not obscure the card artwork and personalization.		
iii. The DOVID position on card shall be partially over the main photo area and shall be protected by artwork and UV-A dull substrate material.		
iv. The DOVID security features shall consist of <ul style="list-style-type: none">• holographic image effect (level 1)• standard reflection / movements (level 1)• colour shift (level 1 & 2)• microtext (level 2)• nano text (level 3)• transparency (level 1)		
m. Clear window (see-through) must be incorporated in the card body during the manufacturing process, for the purpose of laser engraving of a secondary image of the face of the licence holder. (Size: 4.32 x 5.54 mm).		
n. All the cards design features indicated in item 4.3.8.1.4 must be accommodated. Bidder must provide 5 sample cards covering the security features indicated.		



4.2.8.2.2 Card Physical Characteristics

Description	Submitted (Y/N)	Reference Paragraph in Proposal
a. Physical properties of the card must comply with the requirements of ISO 7810:2019. Bidder must provide test certificate/report from an independent laboratory as proof of compliance.		
b. The nominal dimensions of the card must be in conformance with ISO/IEC 7810 for ID-1 type cards: i. 85.60 × 53.98 millimeter (mm), ii. 30 mil thickness, and iii. Rounded corners with a radius of 2.88–3.48 mm. Bidder must provide test certificate and/or report from an independent laboratory as proof of compliance to ISO 7810:2019. The bidder must provide 5 sample cards.		

4.2.8.2.3 Proximity Integrated Circuit Card (P-ICC) - Operational Capability

The polycarbonate Blank Smart Card must be a Proximity Integrated Circuit Card (P-ICC).


The information to be kept on the P-ICC include:

1. Demographic, licence holder and issuing authority data
2. Portrait data
3. Biometric data

The details and data format shall be provided by the DLCA after the contract award and the signing of a Non-Disclosure Agreement.



The bidder must provide 10 sample P-ICCs. The bidder must provide test reports from an independent laboratory verifying compliance to ISO 14443: 1 – 4 or optionally ISO 24727. All required ISO certificates must be in the name of the Bidder or the name of the P-ICC original equipment manufacturer.

Description	Submitted (Y/N)	Reference Paragraph in Proposal
<p>a. The chip of the P-ICC shall be able to operate contactless in compliance with ISO/IEC 14443.</p>  <p>P-ICC</p>		
<p>b. The physical characteristics of the P-ICC must adhere to ISO/IEC 14443-1.</p>		



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Description	Submitted (Y/N)	Reference Paragraph in Proposal
c. The P-ICCs must adhere to the following supporting infrastructure and key ISO Standards: i. Existing manufacturing standards ISO/IEC 14443 that ensure support for a broad range of cards and devices by multiple manufacturers. ii. ISO/IEC 24727, which may optionally be used.		
d. Location and size of contactless coupling area for P-ICCs must adhere to ISO/IEC 14443-1.		
e. Magnetic fields and radio frequency power for P-ICCs must adhere to ISO/IEC 14443-2.		
f. Transmission protocols for P-ICCs must be compatible with ISO/IEC 14443-1 to ISO/IEC 14443-4 and support half-duplex transmission protocol specified by ISO/IEC 14443-4.		
g. The P-ICC ROM memory size shall be sufficient to contain the Card OS compliant with at least a Global Platform Card V2.3.1 and, in future , a Fingerprint Match-on Card (FMOC) capability.		
h. The P-ICC on-chip RAM memory size should be at least 8KB.		
i. The P-ICC EEPROM size shall be at least 80KB		



4.2.8.2.4 Proximity Integrated Circuit Card (P-ICC) – Software Capability

Description	Submitted (Y/N)	Reference Paragraph in Proposal
a. The chip on the P-ICC shall be equipped with a Global Platform Card V2.3.1 compliant Card OS, i.e., Java Card 3.05 (minimum) or another open OS similar in security and features that do not require the signing of non-disclosure agreements for applet development and deployment.		
b. The chip hardware shall have the capability to implement on-chip software applications to meet a Common Criteria (CC) rating of EAL5+ as defined in ISO/IEC 15408.		
c. The on-chip Operating System (OS) shall be a Global Platform Card V2.3.1 compliant Card OS and shall meet a minimum Common Criteria (CC) rating of EAL6+, as defined in ISO/IEC 15408.		
d. All the required P-ICC on-card software applications [applet(s)] shall be pre-loaded by the Original Equipment Manufacturer (OEM) at the time of original manufacturing. The bidder shall provide a certified electronic copy of required on-card software applets to the DLCA.		
e. The chip on the P-ICC shall have the capability to implement software patch management functions with the ability to apply software patches for new cards at the DLCA manufacturing site.		



Description	Submitted (Y/N)	Reference Paragraph in Proposal
f. Access control mechanisms must comply with ISO/ IEC 18013-3 rules and means by which to confirm data validity and authenticity, specifically: i. Password Authenticated Connection Establishment (PACE) ii. Extended Access Control version 1 (EACv1)		
g. Secure messaging communication must be protected according to ISO 7816-4		

4.2.8.2.5 Proximity Integrated Circuit Card (P-ICC) – Cryptographic Capability

Description	Submitted (Y/N)	Reference Paragraph in Proposal
a. The P-ICC chip shall have the capability to be personalized only once. On completion of the personalization process, the P-ICC chip shall implement a “blow-a-fuse” capability to ensure personalization can only be performed once.		
b. The chip of the P-ICC shall be equipped with a cryptographic module. This module shall ensure data protection (i.e. encryption and decryption) in the P-ICC through the use of cryptography.		



c. The chip of the P-ICC shall have a cryptographic hardware co-processor or co-processors with the minimum of following capabilities: <ul style="list-style-type: none">i. PKI key pair based on Rivest, Shamir and Adleman (RSA);ii. Elliptic Curve Cryptography (ECC);iii. Advanced Encryption Standard (AES);iv. Secure Hash Algorithm (SHA) algorithms, andv. Random Number Generator (RNG); The card processor shall be able to generate numbers in compliance with ISO/IEC 18031.		
d. The smart card chip shall be able to generate a hash key to be used during hashing operations, in accordance with ISO/IEC 18013.		
e. The P-ICC shall have the capability to implement a PKI digital certificate message for trust establishment. The PKI digital certificate shall be an electronic message attached to send data, to be used to verify if the sending entity can be trusted and to provide a means to encode a reply message, in accordance with ICU-T X.509 and FIPS PUB 186 or equivalent.		
f. The P-ICC shall have a software applet that enables the read, write and verification of the P-ICC bearer's personal data during the personalization process, in compliance with ISO/IEC 7816.		
g. The P-ICC shall have the capability to use PKI asymmetric keys, in the form of public and private key pairs for mutual authentication processes between the P-ICC, and the card		



reader/terminal device and the DLCA back-end server and shall be in compliance with ICU-T X.509.		
h. The P-ICC chip shall have the capability to implement symmetric (identical) key data encryption and decryption capabilities to ensure that any attempt to read the smart card without the correct key passed to the decryption module shall return scrambled data.		
i. The P-ICC shall have the capability to implement data hashing functions SHA3 and above shall be acceptable) to ensure data integrity is maintained, in accordance with ISO/IEC 18013. Modification attempts of hashed data sent to the smart card shall result in the smart card rejecting the credibility of the data.		

4.2.8.2.6 Proximity Integrated Circuit Card (P-ICC) – Machine Readable Data

Description	Submitted (Y/N)	Reference Paragraph in Proposal
a. The P-ICC shall have the capability to store the card holders personal data groups in a chip master file logical data structure as a minimum, as prescribed by ISO/IEC 18013-2		
b. The data elements stored within the card's master file logical data structure shall be accessible to the terminal after active asymmetric authentication.		



4.2.8.2.7 Proximity Integrated Circuit Card (P-ICC) – Antenna Requirements

Description	Submitted (Y/N)	Reference Paragraph in Proposal
a. The operating range for the Smart Driving Licence Card shall not exceed 10 cm.		
b. The antenna of the smart card shall be a Class 2 as per ISO/IEC 14443-A2.		
c. During normal smart card operation, the antenna shall draw a maximum of 2.8mA (DC).		
d. The smart card shall interface with a terminal through the antenna and comply with ISO/IEC 14442 part 1 and 2.		



4.2.8.2.8 Proximity Integrated Circuit Card (P-ICC) – Operating Environment

Description	Submitted (Y/N)	Reference Paragraph in Proposal
a. The P-ICC and the terminal shall comply with the Electromagnetic Disturbance Handling required by in ISO/IEC 14443-2 A1:2011 and shall be testable under ISO/IEC 10373-6. Must provide test certificate/report from an independent laboratory compliance to ISO/IEC .		
b. The P-ICC chip and antenna shall be able to function without any degradation in ambient temperatures ranging between -25 degrees C and +85 degrees Celsius.		
c. The P-ICC chip shall function without degradation within levels ranging between 5% to 95% relative humidity, non-condensing.		

4.2.8.2.9 Service Life

Description	Submitted (Y/N)	Reference Paragraph in Proposal
a. The card must be durable and survive under normal use and must be warranted by the Bidder for a period of minimum ten (10) years from the date of personalisation.		



Description	Submitted (Y/N)	Reference Paragraph in Proposal
b. Cards must be in compliance to ISO/IEC 24789 or any relevant tests for a Card Service Life (CSL) (including shelf life) period of minimum of ten (10) years: The bidder must provide test reports from an independent laboratory verifying compliance to ISO 24789.		

4.2.8.2.10 Stock Control Number

Description	Submitted (Y/N)	Reference Paragraph in Proposal
a. Each card must have a unique serial number or stock control number, including the TTTFP specified checksum digit, allocated and preprinted on it. The stock control number must be engraved into the card in human readable format. The calculation of the checksum digit shall be provided to the successful Bidder once the contract is awarded.		



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Description	Submitted (Y/N)	Reference Paragraph in Proposal
b. The stock control number must be stored in the P-ICC.		
c. The stock control number will be added to an electronic approval list (whitelist) and provided to the DLCA for the delivered cards.		
d. The stock control number will be verified against the approval list and printed on the back of the card during the personalization process.		

4.2.8.2.11 Testing and Certification

Description	Submitted (Y/N)	Reference Paragraph in Proposal
a. The cards must be tested in accordance with the requirements of ISO 18013-4 for IDL.		



Description	Submitted (Y/N)	Reference Paragraph in Proposal
b. The cards must be tested in line with the requirements ISO 10373-1. A Test Report prepared by an ISO approved independent laboratory shall be submitted which demonstrates the card construction proposed and represented by the samples submitted have met the requirement of ISO/IEC 10373-1. Test report(s) may be from a prior project, provided it is representative of the cards proposed in regard to materials and construction and manufactured on the same or identical equipment to that proposed within the tender submission.		
c. Test methods used for measurements must comply with INCITS 322 test method related to peel strength, bending stiffness, opacity, stability, resistance to chemicals, and warpage.		

4.2.8.3 Stock Control Methodology

- 4.2.8.3.1 The Smart Driving Licence Card is a security document. Thus, the Bidder shall have full control over all input/output material and information related to a production run during the manufacturing of the cards.
- 4.2.8.3.2 The bidder must provide details of their stock control methodology. The methodology must address the following minimum requirements:



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Requirement	Submitted (Y/N)	Reference Paragraph in Proposal
a. All card blanks, and other security-sensitive components must be serialised with a full audit trail capability.		
b. The Bidder must have a full audit trail capability, including blind audits, with reconciliation of all materials (used, unused, defective or spoiled) and must provide certified records.		
c. Good physical security of the premises with controlled access to delivery and/or shipment and production areas, card storage facilities, etc. must be specified.		
d. The Bidder must ensure secure transit of blank cards to the DLCA.		



Section 5: Non-functional Requirements

5.1 Implementation methodology

The Bidder shall provide a Turnkey Solution implementation plan, with required timescales and objectives for the installation and commissioning of the Turnkey Solution at the DLCA designated facilities. The plan shall make provision for the following estimated timeline. The dates might change subject to negotiations with the Bidder

Item	Start Date	Duration
Manufacturing/Assembly	April 2023	4 months
Shipping, Commissioning and Training (Implementation)	September 2023	2 months
Testing, Piloting and Handover	December 2023	3 months
Live	April 2024	

Requirement	Submitted (Y/N)	Reference Paragraph in Proposal
The Bidder must provide a detailed project plan for successful and timely project implementation in line with the provided outline schedule which include:		
a. Comprehensive work breakdown structure identifying activities, roles, related responsibilities and information flow encompassing the phases to deliver the Turnkey Solution.		
b. For each phase, the Bidder should identify and explain:		



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Requirement	Submitted (Y/N)	Reference Paragraph in Proposal
i. principal activities with milestones and dependencies		
ii. principal contractor/client roles and related responsibilities		
c. The implementation plan should form the basis for the payment schedule.		
d. Must include costs related to the phases in the production.		
e. State the delivery lead time (in weeks) for the offered Turkey Solution, with an equipment delivery timescale requirement not exceeding the above estimated timeline.		

5.2 Localization

Requirement	Submitted (Y/N)	Reference Paragraph in Proposal
a. The Bidder shall indicate the current proposed percentage of products and services sourced locally for the Turnkey Solution.		
b. The Bidder shall submit a localisation development plan to develop local capacity for the Turnkey Solution, which shall include, but not limited to, the development of local service technicians to provide maintenance services to at least maintenance level 2.		



Requirement	Submitted (Y/N)	Reference Paragraph in Proposal
c. The Bidder shall indicate in the localisation development plan the progression from the current localisation of services percentage to the future local content of 100% for level 2 maintenance of the Turnkey Solution within a period of two (2) years.		
d. The localisation development plan must indicate any, but not limited to, EME and QSE development, skills transfer and any other relevant capacity building areas for the Turnkey Solution.		
e. The localisation development plan shall be included in the contract for the successful Bidder and penalties will be levied in the case of non-compliance.		

5.3 Maintenance & Support for the Turnkey Solution

Requirement	Submitted (Y/N)	Reference Paragraph in Proposal
a. Level 1 maintenance and support requirements: The Bidder shall have the capability to train the DLCA maintenance team(s) with the capability to diagnose Turnkey Solution failures on-site by means of diagnostic software and/or hardware test equipment. It shall be possible for on-site maintenance teams to re-configure, repair or replace identified Level 1 parts, and consumables as required, and to		



Requirement	Submitted (Y/N)	Reference Paragraph in Proposal
be suitably skilled to know when to escalate the maintenance task to a level 2 status.		
b. Level 2 maintenance and support requirements: It is required that the Bidder has local infrastructure to provide the DLCA with access to the services of at least two (2) competent technicians, who will provide on-site maintenance services to the DLCA upon request. The local supplier's maintenance personnel shall have the capability to escalate a required maintenance intervention to a level 3 status intervention, according to service level agreements, when required.		
c. Level 3 maintenance and support requirements: The Bidder shall have an expert diagnosis and support capability to resolve Level 3 problems by means of in-depth analysis and troubleshooting techniques.		
d. The Bidder shall provide a maintenance and support plan for the Turnkey Solution and also indicate all required spares levels that the DLCA will have to keep in-stock to support the maintenance and support of the Turnkey Solution.		
e. The Bidder shall provide a document to identify all the required Turnkey Solution consumables, i.e., spares, envelopes, paper, printer toners, ink etc.		
f. The maintenance and support plan shall be included in Service Level Agreements during conclusion of the contract.		



5.4 Training and development

Requirement	Submitted (Y/N)	Reference Paragraph in Proposal
a. The Bidder must train operating and maintenance staff of the DLCA in the operation, servicing and maintenance of the Turnkey Solutions.		
b. DLCA must provide the needed staff to operate the Turnkey Solution, whom the Bidder shall train.		
c. The Bidder must provide specialised training as per designated DLCA staff members on site.		
d. The Bidder must provide a training plan to define the training skills development requirements.		
e. The training plan shall address, as a minimum, the required skills of the various production system roles, production operator training requirements, required production management and operational dashboard requirements, the training of maintenance personnel to provide maintenance service levels 1, 2, 3, operator training, back-office skills, and materials management.		
f. The training plan shall be included in Service Level Agreements during conclusion of the contract.		



5.5 Experience

Requirement	Submitted (Y/N)	Reference Paragraph in Proposal
a. The Bidder must have a minimum of 5 years' experience in the manufacturing and/or supply of card personalisation production machines with the capability to process contactless 100% polycarbonate smart cards (i.e., driving licence, identity document, health cards etc).		
b. The Bidder must have supplied polycarbonate Smart Card personalisation production machines to at least 3 different customers over the past 5 – 7 years, i.e., since 2015.		
c. The bidder and/or a sub-contractor must have a minimum of 5 years' experience in the manufacturing and/or supply of 100% polycarbonate security identity cards (driving licence, identity document, health cards etc).		
d. The bidder and/or a sub-contractor must have supplied at least 3 million polycarbonate Smart Cards per year in the past 5 – 7 years i.e. since 2015.		



5.6 Warranty

Requirement	Submitted (Y/N)	Reference Paragraph in Proposal
a. The DLCA requires a warranty on the Turnkey Solution, to be at least twenty-four (24) months or three thousand six hundred production hours (3600 hours) whichever occurs soonest after handover, subject to wear and tear, and providing the prescribed servicing is maintained by authorized personnel.		
b. The warranty shall cover faulty manufacture, design, materials and workmanship for the applications for which the total items comprising the Turnkey Solution are intended according to specification.		
c. The DLCA requires the warranty to cover all expenditure for labour, spares and transport necessary to correct any defects to the Turnkey Solution at the DLCA premises.		
d. The DLCA requires the warranty period to commence from the handover date of the Turnkey Solution.		
e. The Bidder shall have the capability to provide maintenance and support services to DLCA for all hardware and software subsystems and material subsystems (FC1 to FC6) of the Turnkey Solution.		
f. The products/equipment/ services to be offered must have a supported life expectancy of more than 10 years.		



5.7 Commissioning Service

Requirement	Submitted (Y/N)	Reference Paragraph in Proposal
a. The Bidder shall provide a floorplan of the required Turnkey Solution indicating, amongst others, workflow and/or material flow, equipment and how 4IR principles can be applied at the DLCA premises.		
b. The Bidder shall provide a document with the required electrical utility power requirements of the Turnkey Solution at the DLCA premises.		
c. The Bidder shall provide a schedule of utility services required for the Turnkey Solution.		
d. The Bidder shall provide a list of South African sub-contractors and their applicable scope of work that shall connect the Turnkey Solution to the required utility services.		
e. The Bidder shall apply for and obtain all legally required certificates of compliance before the Turnkey Solution will be allowed to be operated. The Bidder shall supply a schedule of such certificates of compliance to the DLCA. All certificates of compliance shall be handed to the DLCA as part of the handover documentation of the Turnkey Solution.		



5.8 Disaster Recovery

Requirement	Submitted (Y/N)	Reference Paragraph in Proposal
a. The Bidder shall provide a best practice proposal for a disaster recovery capability for the Turnkey Solution components depicted in Figure 3. The proposal costing shall form part of the final bidding price.		
b. The disaster recovery solution shall ensure that production capacity shall never fall below the 50% level in the event of a disaster occurrence. The bidder shall provide the equipment and commission the disaster recovery site. The IT infrastructure will be done by DLCA and the bidder shall provide the IT requirements. The commissioning of the disaster recovery site shall be done in phases after the main site goes live. The bidder shall provide a plan with timelines for the implementation of the disaster recovery site within a period 4 months.		



Section 6: Evaluation Criteria

Bids will be evaluated on 90/10-point system as outlined in the Preferential Procurement Regulations of 2017. The proposals will be evaluated in five (5) phases:



Phase 1 - Mandatory documents: Only Bidders who have complied with mandatory requirements will be evaluated for the technical phase. Bidders must, as part of their bid documents, submit supportive documentation for all phases as indicated hereunder. The Bid Evaluation Committee (BEC) responsible for scoring the respective bids will evaluate and score all bids based on their submissions and the information provided.

Phase 2 – Technical evaluation - The Bidder must score at least 24 out of 30 points of the technical evaluation in order to move to the non-technical evaluation. Failure to score the minimum of 24 points will lead to disqualification and no further consideration.

Phase 3 – Non-technical evaluation - The Bidder must score at least 48 out of 60 points of the non-technical evaluation to qualify for site visit. Failure to score the minimum of 48 points will lead to disqualification and no further consideration.

Phase 4 – Site Visit: The Bidder must score at least 8 out of 10 points of the site visit evaluation to qualify for price and BEE evaluation. Failure to score the minimum of 8 points will lead to disqualification and no further consideration.

Phase 5 – Pricing: Bids will be evaluated on 90/10 points system as outlined in the Preferential Procurement Regulations of 2017.



6.1 Phase 1 – Mandatory documents

The Bidder must submit the following mandatory requirements. Documentary evidence (certificates and/or test reports) shall be submitted to show proof of compliance.

No	Item	Submitted (Y/N)	Reference Paragraph in Proposal
1.	SARS Tax Clearance Pin. In bids where Consortia/ Joint Ventures/ Subcontractors are involved, each party must submit a separate Tax Clearance Pin.		
2.	A CSD report. In the case of a Joint Venture / Consortium, original certified copies (copy with original stamp) of Company Registration documents listing all members with percentage must be submitted for each member company.		
3.	In the case of a Joint Venture or Consortium a Memorandum of Understanding (MoU) in line with requirements in Section 2.6		
4.	Certificate of attendance for compulsory briefing session		
5.	Completed Price Schedule with Detailed Breakdown as per Appendix B to be submitted in a separate envelope.		
6.	Signed copy of the original bid document including the SBD forms below.		
7.	SBD 1 – Invitation to bid		
8.	SBD 3.1 - Pricing schedule – firm prices		
9.	SBD 4 – Declaration of Interest		
10.	SBD 5 – The National Industrial Participation Programme		



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No	Item	Submitted (Y/N)	Reference Paragraph in Proposal
11.	SBD 6.1 - . Preferential Points claim form		
12.	Bidders must provide details of ownership structure of any subcontracted company		
13.	Bid Security to contain information indicated in Annexure A.		
14.	The Bidder, parent organisation or consortium/JV member must have produced cards that have been tested in line with ISO 10373-1. Certificate of compliance must be submitted from an independent standards organisation.		
15.	The Bidder or Principal Bidder in the case of a consortium/JV must be ISO 9001: 2015 compliant. Certificate of compliance from an independent standards organisation must be submitted.		
16.	The Bidder or Principal Bidder in the case of a consortium/JV must be ISO 14001:2015 compliant. Certificate of compliance from an independent standards organisation must be submitted.		
17.	The Bidder must confirm premises and processes for materials and information according to ISO 14298:2013 or equivalent. Certificate of compliance from an independent standards organization must be submitted.		
18.	A list of required on-card software applets must be submitted. After the Bidder was successful, a certified electronic copy of on-card software applets must be submitted to the DLCA.		
19.	The Bidder must provide a certificate of conformance indicating that the stock control number is a unique and unchangeable number assigned to each blank card and is stored on the chip.		



No	Item	Submitted (Y/N)	Reference Paragraph in Proposal
20.	The Bidder must provide audited financial statements for the Financial years ending 2022, 2021, 2020. In the case of JV/Consortium, the financial statements of the Principal Bidder as well as the member responsible for financial support must be submitted. Statements must have a positive average current ratio (current assets / current liabilities) for the required years. Positive current ratio is anything equal to or higher than the industry norm of 2:1. Anything less than the industry norm will invalidate the bid.		
21.	A bid security to the amount of R50 million must be submitted with the bid.		
22.	The finance proposal shall be submitted in a separate envelope, and marked "Finance Proposal". Pricing should only be submitted as per Annexure B.		
23.	All materials are sensitive and shall be kept under secure conditions at all times. The Bidder shall confirm premises and processes for materials and information according to ISO 14298:2013 or equivalent.		
24.	<p>The Bidder must submit at least three reference letters which must contain the following information, failing which the letter is invalidated:</p> <p>a. The scope of work (i.e., Turnkey Solution description, equipment provided, card type, volume of cards provided, etc.)</p> <p>b. Duration of contract (commencement and completion date)</p>		



No	Item	Submitted (Y/N)	Reference Paragraph in Proposal
	<p>c. Contract amount</p> <p>d. Details of contact person (name, email address and telephone numbers)</p> <p>e. Location (city, country)</p> <p>Reference letter must be on the client's letterhead and signed. At least one card production site and/or one personalization site must be willing to allow the DLCA site visits, should the Bidder qualify.</p>		

Note: Bidders who fail to comply with the mandatory requirements will be disqualified.

6.2 Phase 2 – Technical Requirements

The Bidder must score at least 24 out of 30 points of the technical evaluation in order to move to the non-technical evaluation. Failure to score the minimum of 24 points will lead to disqualification and no further consideration.

Area	Criteria	Weight
1. FC0 – Turnkey Solution	<p>The Bidder must provide an overview of the 4IR technology that will be implemented as part of the proposed Turnkey Solution (FC1 to FC6)</p> <ul style="list-style-type: none">No information provided = 0 pointsAll functional capabilities covered (FC1 to FC6) – 8 points. <p>All or nothing</p>	8



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Area	Criteria	Weight
2. FC1: Queue Manager, Database (DB) server and interface capability	<p>The Bidder must provide capability addressed in FC1.</p> <ul style="list-style-type: none">No information provided = 0 pointsAll information provided = 1 points <p>All or nothing</p>	1
3. FC2: Smart card Personalization Sub-System (PSS) capabilities	<p>The Bidder must provide capability addressed in FC2.</p> <ul style="list-style-type: none">No information provided = 0 pointsAll information provided = 1 points <p>All or nothing</p>	1
4. FC3: Quality Control Capabilities	<p>The Bidder must provide capability addressed in FC3.</p> <ul style="list-style-type: none">No information provided = 0 pointsAll information provided = 1 points <p>All or nothing</p>	1
5. FC4: Packaging and shipping capabilities	<p>The Bidder must provide capability addressed in FC 4.</p> <ul style="list-style-type: none">No information provided = 0 pointsAll information provided = 1 points <p>All or nothing</p>	1
6. FC5: Card disposal capabilities	<p>The Bidder must provide capability addressed in FC 5.</p> <ul style="list-style-type: none">No information provided = 0 pointsAll information provided = 1 points <p>All or nothing</p>	1



Area	Criteria	Weight
7. FC6: Blank Smart Cards Supply Capability - Card Body	<p>The bidder must comply with the card requirements detailed in 4.2.8.2.1. The bidder must provide details of card body with all the layers. Must provide test/report certificate (s) from an independent laboratory verifying 100% polycarbonate card.</p> <ul style="list-style-type: none">No information provided = 0 pointsAll information requested is provided = 1 points <p>All or nothing</p>	1
8. FC6: Blank Smart Cards Supply Capability - Card Physical Requirements	<p>The bidder must comply with the card requirements detailed in 4.2.8.2.2. The bidder must provide details of card body with all the layers. Must provide test certificate/report from an independent laboratory compliance to ISO 7810:2019. The bidder must provide 5 sample cards and must be linked to the test certificate/report.</p> <ul style="list-style-type: none">No information provided = 0 pointsAll information requested is provided = 1 points <p>All or nothing</p>	1
9. FC6: Blank Smart Cards Supply Capability - Proximity Integrated Circuit Card (P-ICC) -	<p>The bidder must comply with the card requirements detailed in 4.2.8.2.3. The bidder must provide details of compliance to requirements supported by the certificate of compliance from an independent organisation.</p> <ul style="list-style-type: none">No information provided = 0 pointsAll information requested is provided = 1 points	1



Area	Criteria	Weight
Operational Capability	All or nothing	
10. FC6: Blank Smart Cards Supply Capability - Proximity Integrated Circuit Card (P-ICC) - Software Capability	<p>The bidder must comply with the card requirements detailed in 4.2.8.2.4. The bidder must provide details of compliance to requirements supported by the certificate of compliance from an independent organisation.</p> <ul style="list-style-type: none">No information provided = 0 pointsAll information requested is provided = 1 points <p>All or nothing</p>	1
11. FC6: Blank Smart Cards Supply Capability - Proximity Integrated Circuit Card (P-ICC) - Cryptographic Capability	<p>The bidder must comply with the card requirements detailed in 4.2.8.2.5. The bidder must provide details of compliance to requirements supported by the certificate of compliance from an independent organization.</p> <ul style="list-style-type: none">No information provided = 0 pointsAll information requested is provided = 1 points <p>All or nothing</p>	1
12. FC6: Blank Smart Cards Supply Capability - Proximity Integrated Circuit Card	<p>The bidder must comply with the card requirements detailed in 4.2.8.2.6. The bidder must provide details of compliance to requirements supported by the certificate of compliance from an independent organization.</p> <ul style="list-style-type: none">No information provided = 0 points	1



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Area	Criteria	Weight
(P-ICC) - Machine Readable	<ul style="list-style-type: none">All information requested is provided = 1 points All or nothing	
13. FC6: Blank Smart Cards Supply Capability - Proximity Integrated Circuit Card (P-ICC) - Antenna Requirements	<p>The bidder must comply with the card requirements detailed in 4.2.8.2.7. The bidder must provide details of compliance to requirements supported by the certificate of compliance from an independent organization.</p> <ul style="list-style-type: none">No information provided = 0 pointsAll information requested is provided = 1 points All or nothing	1
14. FC6: Blank Smart Cards Supply Capability - Proximity Integrated Circuit Card (P-ICC) - Operating Environment	<p>The bidder must comply with the card requirements detailed in 4.2.8.2.8. The bidder must provide details of compliance to requirements supported by the certificate of compliance from an independent organization.</p> <ul style="list-style-type: none">No information provided = 0 pointsAll information requested is provided = 1 points All or nothing	1
15. Service Life	<p>The bidder must provide test reports from an independent laboratory as detailed in 4.2.8.2.9.</p> <ul style="list-style-type: none">No information provided = 0 pointsAll information requested is provided = 1 points All or nothing	1



Area	Criteria	Weight
16. Stock Control Number	<p>The bidder must comply with the card requirements detailed in 4.2.8.2.10. The bidder must provide details of compliance to requirements supported by the certificate of compliance from an independent organization.</p> <ul style="list-style-type: none">No information provided = 0 pointsAll information requested is provided = 1 points <p>All or nothing</p>	1
17. Testing and Certification	<p>The bidder must comply with the card requirements detailed in 4.2.8.2.11. The bidder must provide details of compliance to requirements supported by the certificate of compliance from an independent organization.</p> <ul style="list-style-type: none">No information provided = 0 pointsAll information requested is provided = 1 points <p>All or nothing</p>	1
18. Stock Control Methodology	<p>The bidder must comply with the card requirements detailed in 4.2.8.3. The bidder must provide details of the stock control methodology (including process flows, references to internal standard operating procedure, etc)</p> <ul style="list-style-type: none">No information provided = 0 pointsComprehensive methodology covering all the points in 4.3.8.3 = 6 points <p>All or nothing</p>	6
TOTAL – Phase 2		30



6.3 Phase 3 – Non-Technical Requirements

The Bidder must score at least 48 out of 60 points of the non-technical evaluation to qualify for site visit. Failure to score the minimum of 48 points will lead to disqualification and no further consideration.

Area	Criteria	Weight
1. Implementation methodology	<p>The Bidder must provide an implementation methodology and detailed implementation plan based on the components and requirements as stated in 5.1.</p> <ul style="list-style-type: none">No or partial information provided = 0 pointsAll requirements = 10 points. <p>All or nothing</p>	10
2. Localisation	<p>The bidder must submit a localisation development plan to develop local capability and/or capacity as stated in 5.2.</p> <ul style="list-style-type: none">No information provided or less than 30% or longer than 2 years = 0 points30% or more in two years = 10 points <p>All or nothing</p>	10
3. Maintenance & support for Turnkey Solution	<p>3.1 The Bidder shall provide a maintenance and support plan for the Turnkey Solution and indicate all required spares levels that the DLCA will have to keep in-stock to support the maintenance of the Turnkey Solution as stated in 5.3.</p> <ul style="list-style-type: none">No or partial information = 0 points	10



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Area	Criteria	Weight
	<ul style="list-style-type: none">Maintenance and support schedule with stock/parts levels and performance measurements (availability, uptimes, capacity etc) that are in place = 10 points <p>All or nothing</p>	
	<p>3.2 The Bidder must have technicians (that are South African Citizens) to provide level 2 maintenance as stated in 5.3.</p> <ul style="list-style-type: none">No or partial information provided = 0 pointsAll information provided = 1 points <p>All or nothing</p>	1
4. Training and Development	<p>The Bidder shall be required to provide a training plan to define the training skills development requirements. The training plan shall address requirements in 5.4.</p> <ul style="list-style-type: none">No or partial information provided = 0 pointsAll information provided covering FC1 to FC6 = 10points. <p>All or nothing</p>	10
5. Experience	<p>5.1 The Bidder must have at least 5 years' experience in the supply of personalization equipment and management of Turnkey Solutions as stated in 5.5.</p> <ul style="list-style-type: none">Less than 5 years or no information = 0 points5 - 10 years = 3 points10+ years = 6 points	6



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Area	Criteria	Weight
	<p>5.2 The bidder and/or subcontractor must have of 5 years' experience in the manufacturing and supply of contactless, 100% polycarbonate smart cards as stated in 5.5. In the case of a consortium or joint venture, the combined experiences must be at least 5 years.</p> <ul style="list-style-type: none">▪ Less than 5 years or no information = 0 points▪ 5 - 10 years = 2 points▪ 10+ years = 4 points	4
6. Warranty	<p>The Bidder agrees with all the Warranty conditions as outlined in 5.6 by submitting a Warranty statement.</p> <ul style="list-style-type: none">▪ No or partial information provided = 0 points▪ All information provided = 1 points <p>All or nothing</p>	1
7. Commissioning Service	<p>The Bidder submitted a floor plan, electrical utility power requirements, schedule of utility services, the South African subcontractors and their scope of work and the schedule of certificates of compliance outlined in 5.7.</p> <ul style="list-style-type: none">▪ No or partial information provided = 0 points▪ All information provided without 4IR = 3 points▪ All information provided incorporating 4IR = 6 points	6



Area	Criteria	Weight
8. Disaster Recovery	<p>The Bidder shall provide a disaster recovery plan to provide 50% production capacity for operations outlined in 5.8.</p> <ul style="list-style-type: none">▪ No or partial information provided = 0 points▪ All required information provided = 2 points <p>All or nothing</p>	2
	TOTAL – Phase 3	60

6.4 Phase 4 – Site Visit

The Bidder must score at least 8 out of 10 points of the site visit evaluation to qualify for price and BEE evaluation. Failure to score the minimum of 8 points will lead to disqualification and no further consideration.

The site visit is to perform due diligence on the following criteria:



Area	Criteria	Weight
1. Site visit	<p>DLCA will conduct site visits at the facilities where polycarbonate Blank Smart Cards are produced and a facility where Smart Cards are personalized using the Bidders proposed equipment. Bidders must indicate locations of potential sites (city, country), see 6.1 Item 26.</p> <p>a. Production capability – a visit to 1 implementation site to confirm capability to produce a similar card. – 3 points</p> <p>b. Polycarbonate blank smart card manufacturing capability – 2 points</p> <p>c. Personalisation equipment - 1 points</p> <p>d. Personalisation process – 1 points</p> <p>e. Quality control and packaging - 1 points</p> <p>f. Maintenance and support – 1 points</p> <p>g. Stock control – 1 points</p>	10
	TOTAL – Phase 4	10

6.5 Phase 5 - Price and PPPFA Calculations

Pricing in accordance with the 90/10 preference points system where 90 points will be for **Price** and 10 points will be for your **B-BBEE status**. The contract would be awarded to the Bidder scoring the highest score.

Bidders must provide a valid B-BBEE Certificate issued by an approved SANAS Accredited B-BBEE Verification Agency or Sworn Affidavit detailing the B-BBEE status or a valid B-BBEE Certificate issued by DTIC (South African Bidders only). In bids where Consortia/ Joint Ventures are involved Bidders must submit a consolidated B-BBEE Certificate.



NB! This document will NOT be requested if not submitted together with the Bid Proposal. Non-submission of B-BBEE will not lead to disqualification but will lead to forfeiture of points in Phase 5: Pricing.

The points scored in respect of B-BBEE contribution (i.e. HDI status) will be added to the points scored for price.

The following formula will be used to calculate the points for **Price**:

$$P_s = 90 \{1 - \frac{(P_t - P_{\min})}{P_{\min}}\}$$

P min

Where

P_s = Points scored for comparative price of bid or offer under consideration.

P_t = Comparative price of bid or offer under consideration.

P min = Comparative price of lowest acceptable bid or offer

Points must be awarded to a Bidder for attaining the BBEE status level of contribution in accordance with the table below:

B-BBEE contributor	Status Level of	Number of points 90/10 system
	1	10
	2	9
	3	6



B-BBEE contributor	Status Level of	Number of points 90/10 system
	4	5
	5	4
	6	3
	7	2
	8	1
Non-compliant contributor		0

THE TOTAL COST WILL BE USED TO CALCULATE POINTS FOR PRICE CLARIFICATION

1.1 The DLCA may request clarity of further information regarding any aspect of the bid. The Bidder should supply the requested information within forty-eight (48) hours after the request has been made.

1.2 The DLCA reserves the right to conduct a security background check or screening of the Bidder.

1.3 The DLCA reserves the right to conduct mandatory site inspection to the offices of the Bidder.



Section 7 – Annexures

Annexure A – Bid Security

The bid security must be submitted on the letterhead of the bank and must be stamped by the bank. The letter must contain the following.

Whereas _____ **[name of Bidder]** (hereinafter called the “Bidder”) has submitted its bid in response to the DLCA bid DLCA/2022/01 for the Provision of a Turnkey Solution for Personalization of Smart Driving Licence Cards in South Africa for a period of 5 year.

We, _____ **[name of bank]**, having our registered office at **[address of bank]** (hereinafter called “the Bank”), are bound unto the Driving Licence Card Account (hereinafter called “the Purchaser”) in the sum of **R50,000,000 (fifty million Rands)** for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors, and assigns by these presents.

THE CONDITIONS of this obligation are:

1. If the Bidder withdraws its bid during the period of bid validity specified on the Bid Submission Form: or
2. If the Bidder, having been notified of the acceptance of its Bid by the Purchaser during the period of validity of the bid:
 - (a) fails or refuses to execute the Contract Form, or
 - (b) fails or refuses to furnish the Performance Security, in accordance with the Instructions to Bidders;



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We undertake to pay to the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including thirty (30) days after the period of validity of the bid, and any demand in respect thereof should reach the Bank not later than the above date. Hence, this Bid Security is considered expired after the bid has been awarded

Nothing in this Bid Security shall be deemed a waiver of any privileges and immunities of the United Nations, including any of its subsidiary organs.