



REQUEST FOR BID PROFESSIONAL SERVICES

BID NUMBER: BS/2023/RFB490

ADVERT DATE Monday, 13 November 2023

CLOSE Date: Wednesday, 6 December 2023

Time: 11h00

DESCRIPTION: PROVISION OF INTEGRATED COMPUTERISED SOLUTION FOR FINANCE AND ACCOUNTING, PROJECTS AND SCM FOR A PERIOD OF FIVE YEARS.

ONLINE NON-COMPULSORY BRIEFING SESSION Monday, 20 November 11h00
 Send Email for briefing link to jacks@bankseta.org.za and scm@bankseta.org.za

Respondent details

(Use this as a cover page for response document and envelope)

Company Name:				
Contact person:				
Company physical address				
Email:				
Telephone:				
Mobile number:				
Date:				
Original copy of documents or copy - Mark with X	ORIGINAL		COPY	

1. BANKSETA BACKGROUND

The Banking Sector Education and Training Authority (BANKSETA) is the SETA for banking and alternative banking industry. It is a statutory body established through the Skills Development Act of 1998 as amended by the Skills Development Act, 26 of 2011 to enable its stakeholders to advance the national and global position of the banking and alternative banking sector. As guided by its mandate, the BANKSETA is as such an agent of transformation and seeks to promote employment equity and broad-based BEE through skills development.

For further details on the BANKSETA, visit www.bankseta.org.za and refer to the 2021/22 annual report under Media Center/publications.

2. PURPOSE AND OBJECTIVES OF THE PROJECT

- 2.1 The BANKSETA seeks to appoint a suitably qualified and experienced service provider to provide an integrated web-based computerised Enterprise Resource Planning (ERP) Solution for finance, accounting, project management, and supply chain management. BANKSETA seeks the use of this ERP as a service for a period of five (5) years
- 2.2 The BANKSETA is currently using SAGE X3 with modules covering all finance requirements, accounting, project management and SCM transacting and reporting. The current system is owned, hosted and fully supported by a service provider. The current modules in the current ERP system include.
 - General ledger,
 - Budgeting
 - Cash and bank management
 - Discretionary grant accounting,
 - Supply Chain Management module on purchase requisition and purchasing order.
 - Levies and mandatory grant accounting module
 - Debtors control
 - Purchases ledger/accounts payable
 - Fixed assets
 - Management reporting

3. SCOPE OF WORK

- 3.1 The BANKSETA is a public entity and accounts and reports using Generally Recognised Accounting Standards (GRAP). These are available on the website of the Accounting Standards Board at www.asb.org.za.

- 3.2** More information on the BANKSETA including its annual financial statements may be gathered in the latest annual report accessible at www.bankseta.org.za.
- 3.3** The service provider must be able to migrate data from the current ERP system (SAGE X3) to the newly proposed system and assist with data cleansing.
- 3.4** The proposed ERP system should be able to cover all accounting, financial reporting and management functions as detailed under the requirements, in particular, the proposed ERP system needs to have levy and mandatory grant modules that cater for skills development levy income, associated mandatory grants as well as maintaining history per levy stakeholder.
- 3.5** The system should be able to create purchase requisition, create purchase order and manage the approval process thereof.
- 3.6** The system should be able to facilitate the creation of requests for goods/ services, requestions, purchase orders, capturing of invoices, maintenance of approved budget and the associated reporting requirements.
- 3.7** In addition, the service provider must configure integration between the proposed web-based ERP Solution to existing Management Information System (MIS) of BANKSETA for processing of Levy upload and information required for payment processing. The current BANKSETA MIS solution is hosted by an external service provider on cloud and is developed using Microsoft Dynamics platform. Specifically, it must allow for projects information to be exported to MIS.
- 3.8** The MIS hosts the learner database and is used for **(i)** workplace skills plan (WSP) submission **(ii)** workplace skills plan (WSP) approval and **(iii)** discretionary grants application(DG).
- 3.9** The integrated web-based ERP Solution that the BANKSETA is seeking should not replicate the learner database, WSP submission and approval or the discretionary grant application platforms which are currently in the MIS.
- 3.10** The service provider should ensure that team members dedicated to this work shall be available at all the times when needed.

4. REQUIREMENTS

The scope of the services required for the integrated computerised ERP solution includes a minimum of the following modules.

- (a) Levies and mandatory grants.
- (b) Finance modules covering at least general ledger, income, cash and bank, accounts receivable, accounts payable, budget, fixed assets,
- (c) Supply Chain Management Module including purchase orders.
- (d) Project/discretionary grants accounting module.
- (e) Reporting and Business Intelligence

4.1 GENERAL FUNCTIONS

The ERP system should be able to provide at least following functional modules.

- (a) Have strong access controls and ability to control what modules/areas a person may view or transact in.
- (b) Have logical security access i.e., same user person may not generate a transaction and authorize it (segregation of duties is essential), also authorization must be done by a person at a higher level than the person capturing the transaction e.g., transactions captured by a specialist may only be authorized by a manager or General Manager.
- (c) Provide data security, full audit trails including date, time, user, and access point detail.
- (d) Provide workflow for transactions from capturer to authorizer and indication that transactions are completed as well as email notifications of work waiting for authorization and history of who captured/authorized transactions, date, and time.
- (e) Email notifications of transactions rejected, date, and time be sent to all approvers on the workflow.
- (f) Possess capabilities like budget checking, no sufficient budget notifications and pre-set notification of budgets has been committed. It must not allow generation of purchase requisitions, orders or capturing of invoices that exceed the loaded budget.
- (g) The system should have a function for searching, sorting, and grouping of data customised reporting.
- (h) The ability to create user defined fields on transaction file records.
- (i) All ledgers and sub ledgers should be able to be run at specified past month ends even when the financial year has passed, e.g., in April 2019 ledger in July 2020.
- (j) Drill down to transactional level.
- (k) Be able to store the full ledger and transactions for up to 5 years in line with legislated minimum financial archives.

- (l) Fully integrated business management application and Integration with Microsoft 365 office package. Ability to import and download excel templates, ability to generate letters/notifications, ability to email reports.
- (m) Provide the availability of management information, such that BANKSETA with minimal intervention to move from a high-level "dashboard" summary report to the underlying detail of the report by user-friendly drill-down features and capabilities.
- (n) Provide for a scalable, robust, and secure infrastructure that can flex, grow and shrink with the demands of the business.
- (o) Evolve to a managed environment that is monitored on a real-time basis allowing for the pre-emptive generation of alerts and incidents leading to the timely resolution of issues long before these are allowed to evolve into fatal errors leading to the disruption of services and facilities.
- (p) Problem detection and rectification.

4.2 ACCOUNTING SOLUTION PERFORMANCE REQUIREMENTS

4.2.1 Budgeting

The ERP system should be able to provide at least following functional modules.

- (a) Ability to set a budget for each general ledger account and each cost centre per year for the income statement accounts and on a cumulative level for the balance sheet accounts.
- (b) Ability to set budgets per project and sub programme/milestone.
- (c) Budgeting at general ledger account and cost centre and project level including the ability to view budgets for all accounts and audit trail for reflecting all changes from original budget to current budget.
- (d) Budget reserving/blocking/ring fencing per project, sub programme/milestone, contract, purchase order/purchase agreement and general ledger account.
- (e) General ledger, project/sub programme/milestone and purchase order/agreement budget controls whereby invoices, purchase requisitions, orders, or any transactions cannot be initiated if the budget is insufficient.
- (f) Ability to allow all end users to real -time access on budget and spend information.

4.2.2 General Ledger

The ERP system should be able to provide at least following functional modules.

- (a) General ledger with multiple levels and 'roll-up'/segmental functions. The general ledger must have a narrative field and should be able to show the opening balance,

transactions movements and closing balance in one view. Authorised User's should be able to restrict posting or capturing in certain periods.

- (b) The sub ledgers should be able to be run at specified past month ends even after the financial year has passed, i.e., run December 2014 in April 2018. One should be able to run March 2013 accounts payable listing.

4.2.3 Levies and mandatory Grants

The ERP system should be able to provide at least following functional modules.

- (a) The BANKSETA receives skills development levies monthly and pays mandatory grants quarterly in line with the following.
 - Skills Development Act, Act 97 of 1998,
 - Skills Development Levies Act, Act No 9 as amended
 - skills Development Circular 09/2013 and
 - 1998 SETA Grant Regulations,
- (b) Levies module must be able to upload levies received analysed into categories and by levy payer, month and year from excel levy upload files encrypted and received monthly from Department of Higher Education and Training (DHET)
- (c) Mandatory grants and levies module capable of keeping generating mandatory grants entries at 20% of the SDL monthly and process the payments quarterly. It must be capable of tracking mandatory grants and levies per scheme year and month received and per grant and levy category. Historical levy data from scheme year 2000 to current must be migrated.
- (d) Workplace skills planning (WSP) and annual training report (ATR) submission and approval are done in a separate MIS. The package must be able to integrate/upload the WSP approval record or status from the management information system (MIS).
- (e) The levies and mandatory grant module should have the ability to correctly allocate prior year reversals and adjustments and the impact on grants.
- (f) Mandatory Grants should be linked to a grants purchase ledger capable of holding up to 1000 grants creditor accounts and keeping grants and grant payment history from 2000 to date.
- (g) The mandatory grants module should be able to calculate and create mandatory grants based on a percentage of levies received (as per the stipulated skills development levy act) and allocate these to the relevant mandatory grants accounts, month and year. The system should only calculate mandatory grants when the levy payer has a WSP approval for that year.

- (h) The mandatory grants and payment history as well as the levy information must be able to be exported to the separate MIS program where the stakeholders may view their own data.
- (i) All the above should be able to integrate with the existing MIS.
- (j) The system should be able to pull WSP approvals from separate MIS through an interface.

4.2.4 Accounts Payable

The ERP system should be able to provide at least following functional modules.

- (a) At least 2 accounts payable ledgers fully integrated with the general ledger which stores creditor information like banking details and up to three different accounts payable ledgers. The BANKSETA currently has two accounts payable ledgers, one for trade creditors and another for mandatory grant creditors.
- (b) The system must be able to create EFT batches/listing and integrate onto an online banking platform for Nedbank Corporate Saver. The update of the creditor information including bank information should be restricted to authorized users and must be approved by a manager. The system must provide for ease of generation of payment batches.
- (c) The system must have the capability to move suppliers to inactive status if not used in 365 days.
- (d) The ledger must have the ability to interface with the CSD in line with any legislative changes/requirements regarding tax clearance validity checking.
- (e) Facility to store tax clearance certificate detail including expiry date and flag and send email notification one month before expiry.
- (f) The ledger must check parameters like contract end date and insufficient budget and block payment should that be exceeded.
- (g) Ability to approve invoices within the agreed to payment terms.
- (h) The ability to upload documents (invoices, contracts, addendums and supporting documents) relating to each invoice transaction.
- (i) The ability to detect duplicate invoices.
- (j) The ability to match payments against invoices.
- (k) The ability to allow capturing of multiple “open” invoices against one purchase order.
- (l) The ability to allow the final approver to be able to change a general ledger/posting date of an invoice without restarting the workflow.
- (m) The ability to produce an invoice tracking schedule (invoices received not paid)
- (n) The ledger must have a facility to match any open items.
- (o) The ledger must be able to produce an aged creditor analysis.

4.2.5 Cashbook and Bank

The ERP system should be able to provide at least following functional modules.

- (a) Up to 10 cashbooks, with reconciliation, preview and print function.
- (b) The system must provide for ease of generation of payment batches.

4.2.6 Accounts Receivable

The ERP system should be able to provide at least following functional modules.

- (a) At least 2 accounts receivable ledgers
- (b) Accounts Receivable with ability to drill down, access limits and history.

4.2.7 Fixed Asset management

The ERP system should be able to provide at least following functional modules.

- (a) Detailed Fixed assets register including location of asset, description, asset number, cost, depreciation, net book value, asset serial number (where applicable), signing for asset issuance / verification.
- (b) Ability to automatic generate monthly depreciation charge.
- (c) Disposals, transfers, and additions report.
- (d) Reconciliation facility where one can indicate which assets have been counted, the status of assets, date counted and generate reports of assets not counted.
- (e) The system should comply with assets management life cycle best practises.

4.2.8 Reporting

The ERP system should be able to provide at least following functional modules.

- (a) The system should have standard reports which include the monthly management accounts, projects and commitments register, budget comparisons, variance analysis, debtors/creditors aged analysis, purchase/sales ledger, general ledger, list of journals, list of invoices including GL code allocated to, purchase orders/requisitions or transactions per type or month or other parameter like per creditor, audit trails etc.
- (b) Integration with Microsoft office 365 and excel is important as well as the ability to import and download excel templates, all reports should be exportable in excel/CSV and PDF.
- (c) The ability to customise and change layouts on those reports as well as the functionality for the user to set up and write reports from a trial balance level.
- (d) The system should have a function for searching, sorting, and grouping of data.
- (e) The ability to create user defined fields on transaction file records.
- (f) Ability to generate letters/notifications, ability to email reports.
- (g) Cash flow reporting on monthly basis on expenditure and budgets.

- (h) Provide dashboard access to BANKSETA (CEO and management) reporting on at least the following:
- Real time available budget.
 - Total expenditure and committed funds.

4.3 SUPPLY CHAIN MODULE PERFORMANCE REQUIREMENTS

4.3.1 Purchase Orders and Service Provider Details

The ERP system should be able to provide at least following functional modules.

- (a) Capturing of service provider details including but not limited to contact details, BANKSETA Preferential Policy system details, tax number and central supplier database number.
- (b) Allow the updating of banking details of approved suppliers.
- (c) Ability to create electronic purchase requisitions per general ledger account and the approval of these Purchase Requisitions by the relevant manager under a defined workflow stream. There should also be the ability to upload documents with the Purchase Requisitions.
- (d) Generate/create of purchase orders from Purchase Requisitions detailing the approved amounts and goods/services and the appropriate codes. These orders should be sent to supplier / service providers electronically. The orders should be approved electronically as per delegation of authority under defined workflow. The purchase orders should integrate with the accounting systems as they need to be used for accounts payable when matched to invoices.
- (e) The system must allow for changes to be made to the contents of the purchase order after approval, but with the necessary approval levels in place to effect the changes.
- (f) Differentiate number series for admin and discretionary grants project purchase orders to allow easy classification and identification. This can be done by allocating the Purchase Order number series according whether the Purchase Requisition has a general ledger code or a project number.
- (g) Facilitate order acknowledgement from the service provider.

4.3.2 Purchase requisition

The ERP system should be able to provide at least following functional modules.

- (a) Enable creation of a Purchase requisition which can also be converted into a new contract Purchase requisition.
- (b) The PR approval workflow must be in line with the delegation of authority.

- (c) Capturing the contract information i.e., Name of company, Description of goods/service Contract dates (start and end) and contract value.
- (d) The Purchase Order approval workflow must be in line with the delegation of authority.
- (e) Enable creation of Contract Purchase order for multiples lines items annually in relation to the contract and allow end-user to load invoices against the amount from the Purchase order.
- (f) Tracking of the contract to show the spend amount and available funds remaining. An automated email notification one month before expiry of contract and 80% of contract amount spend.

4.3.3 Other procurement transactions – deviations i.e., sole source and single source, and contracts variations (*optional but provide added advantage on system presentation*)

The ERP system should be able to provide at least following functional modules.

- (a) The system must have facility to capture deviations, have them approved electronically as well as generate an order from the deviation request.
- (b) Deviations should be approved electronically by the relevant manager via a defined workflow stream and the order raised should be approved by the SCM Manager.
- (c) The deviation request facility must have the ability to upload documents. E.g., the written motivation and evidence for the deviation. The upload of a document should be compulsory i.e., it should not be possible to approve a contract variation if no document is attached.
- (d) The system must have the functionality for the capturing of contract variation requests split into 3 categories as follows:
 - i. Contract variations resulting in below 15% change in contract value.
 - ii. Contract variation resulting in above 15% change in contract value.
 - iii. Contract variations of scope or date with no impact on contract value
- (e) Contract variations should be approved electronically by the relevant manager via a defined workflow stream and then an order generated and approved by the SCM Manager.
- (f) The system must have functionality for the upload of documents i.e., the written motivation for the contract variation. The upload of a document should be compulsory i.e., it should not be possible to approve a contract variation if no document is attached.
- (g) Orders raised from deviations and contract variation must have a prefix or different sequence in order to differentiate them from normal orders.

4.3.4 SCM Reporting (*optional but provide added advantage on system presentation*)

The ERP system should be able to provide at least following functional modules.

- (a) Create report on deviations transactions.
- (b) Create report on procurement plan verses various stages.
- (c) Create report on purchases order against each provider.
- (d) Capturing of the procurement plan and RFQ planner with updates of actual compared to planned.
- (e) Quarterly reports as required by National Treasury
- (f) Service Provider spend reporting (for example Top 20 service providers etc.)
- (g) BANKSETA Preferential Policy system and BBBEE spend reporting on Service Provider.
- (h) Spend reporting per general ledger account number or per particular period.
- (i) Purchase order details showing required delivery dates, purchase requisition details, goods/services and department and contract details.
- (j) Customised reports on procurement purchases
- (k) Separate reports for contract variations which must be split between
- (l) Contract variations resulting in below 15% change in contract value.
- (m) Contract variation resulting in above 15% change in contract value.
- (n) Contract variations of scope or date with no impact on contract value
- (o) Separate reports for deviations

4.4 PROJECT DISCRETIONARY GRANT

The ERP system should be able to provide at least following functional modules.

- (a) Have a system where one can open new projects with unique project numbers and update project information including start, end dates and overall project budget.
- (b) Create sub programmes/milestone under each project and input specific information of a contract including the stakeholder's name, address, contract purpose, start and end date, contract amount.
- (c) Ability to create orders or purchase agreements under each sub programme/milestone with a value from which invoices can be allocated. The system must keep track of the expenditure and contract value available. It should check contract value, budget and end dates parameters each time an invoice or transaction is captured and block any transactions if the contract value, budget or end dates are exceeded.
- (d) Track projects commitments based on information of contracts entered, expenditure and balance left in the discretionary grants module. The system should be able to produce a commitments and discretionary grants projects register with fields for additional information.

- (e) Track all changes on budget, contract duration and contract values and produce audit trail.
- (f) Discretionary grants ledger should reflect budget and expenditure per milestone as well as per income/expenditure line and uploading ad-hoc contracts and/or agreements.
- (g) The system must flag and send email notification to the relevant parties when the contract has reached pre-set of budget spent, any inactivity and / or four months before contract expiry.
- (h) Overall project portfolio management across BANKSETA; and
- (i) Project management for financial aspects of individual projects to integrate with the MIS.
The MIS maintains the project beneficiary record while financial aspects including payment should be in accounting system.
- (j) Production of aggregated overall project financial report management reports in a dashboard format at least once per month.
- (k) Recommend and implement future version/release design.
- (l) Project cash flow reporting on a monthly basis including but not limited to write backs, movement of funds between projects, etc.
- (m) Electronic production of project financial reports monthly in accordance with BANKSETA's requirements.
- (n) Roll up of project finance to produce monthly/annual reports.
- (o) Provide ongoing system requirements for implementation in new versions.
- (p) Ensure that expense allocations are done online and flag if the allocation exceed milestone amounts.
- (q) Optimise approval and approval levels.
- (r) This system will provide alerts on tolerances including but not limited to:
 - Time.
 - Cost

4.5 GENERAL REPORTING

The ERP system should be able to provide at least following functional modules.

- (a) Provision of online report facilities and queries.
- (b) Provision for generation of ad-hoc customised reports by the user.
- (c) The report should be generated so that only the relevant data is displayed without unnecessary data.
- (d) Provide 'click-of-the-button' reports.
- (e) Provide user training and refresher training.
- (f) Provision of all relevant statutory and legislative reports.
- (g) Provide for easy report generation and ability to create new reports.

- (h) Make available a reporting system that will allow the BANKSETA to directly upload the necessary data.
- (i) Ensure that specified information is available in the real-time dashboard format.

4.6 TRAINING

- (a) Provide user training through Microsoft teams for Finance, Projects and SCM modules to users on inception of the system,
- (b) and thereafter provide on monthly basis 1 hour training via Microsoft Teams to general system users
- (c) Provide system training to in-depth training to super user through Microsoft teams (1 hour training quarter month)

4.7 SYSTEM DISASTER RECOVERY, BACKUP AND BUSINESS CONTINUITY

- (a) Provide failover environment.
- (b) Provision of a secure off-site back up storage
- (c) Submission of Disaster Recovery plan to the BANKSETA.
- (d) Biannually perform simulation Testing of the Disaster Recovery.
- (e) Updating of Disaster Recovery plan depending on the test results and changing circumstances.
- (f) Provision of change management report on monthly basis (patches and upgrades).
- (g) Provision of daily, weekly, monthly, quarterly and annual system and data backups.
- (h) Provide back-up statistics and random testing results in the monthly report.
- (i) Provide incident /problem management monthly report.
- (j) Provide system availability monthly report.
- (k) provide monthly report on any cyberattack attempts to BANKSETA servers in your environment.
- (l) provide user access management monthly report.

4.8 OTHER REQUIREMENTS

- (a) Provision of a fully integrated/interfaced ERP System for finance Projects and SCM solution for use on the BANKSETA LAN/WAN – with availability of 97% up time every day.
- (b) The system must be accessible through the internet web browsers not limited to Microsoft Edge
- (c) Result in efficient, quick and "User friendliness" package with easy navigation, menus and reporting.
- (d) The system must have full audit trails with data integrity.

- (e) Access controls to log into system, ability to set up individual user access per module either as view only, capture or authorize transactions.
- (f) Easy control of accounting periods that are open for entry.
- (g) History functionality.
- (h) Ease of download/upload to reports.
- (i) The BANKSETA acknowledges any system which will need customisation, the bidder must provide customisation in the bid as long as basic functionalities are met.
- (j) The service provider must provide licensing for 32 users at the same time.

4.9 INCIDENTS

- (a) Where the Incident cannot be determined by means of remote take-over, an engineer will be despatched to the site to investigate the problem and determine the cause of the incident locally.
- (b) Investigating the Incident.
- (c) BANKSETA IT should have access to view all incidents.
- (d) Determining the cause of the Incident.
- (e) Successfully resolve all incident reported within agreed turnaround times.
- (f) Perform root cause analysis.
- (g) Provide Help desk system to log and attend any technical queries, difficulties, or software issues. This should maintain history including resolution.
- (h) Telephonic and email support during business hours
- (i) Standard onsite support of at least 4 hours a week on a set day each week as well as on site user support in case of urgency within 48 hours.
- (j) Monthly report on errors/system performance as well as recommendations to resolve recurring issues.

4.10 FIX PROGRAM ERRORS

- (a) Apply changes to programs that are deployed in the production environment to fix specific program errors that prevent job schedules completing within the scheduled timeframes.
- (b) Adhere to the agreed emergency program change process for unscheduled emergency type changes applied to programs in the production environment outside normal business hours.
- (c) Adhere to the agreed Change Control Process.
- (d) Register business application development requests to fix errors by logging such request with the Helpdesk.
- (e) Maintain list of critical and non-critical batch and online systems.

- (f) Emergency program changes after hours.
- (g) Provide the Services to conduct the necessary User Testing; and
- (h) Migrate the change programs to the production environment.

4.11 MIGRATION

- (a) Migrate software changes from the development environment to the Quality Assurance (QA) environment.
- (b) Migrate software changes from the pre-production environment to the production environment.
- (c) Compile the migration events to be used to migrate from Quality Assurance to all the other environments up to and including the Production environment.
- (d) Migrate software changes from the user test to the pre-production environment.
- (e) Migrate software changes from the QA to the user test environment.
- (f) Maintain an audit trail/report of all the programs that have been migrated to the production environment (program name, program version and date or Product Release Number).
- (g) Assist the users in the event where they have to roll back changes to a specific environment.
- (h) Ensure that all source code is backed up on a regular basis to prevent the loss of source code.
- (i) Schedule Postproduction Implementation Test.
- (j) Identify data to be migrated and inform BANKSETA accordingly.
- (k) Establish the level of data cleanliness and readiness for migration (currently at >90% "clean").
- (l) Document and forward a Data Migration Plan to BANKSETA.
- (m) Handle Data Migration as a project. Data migration should comply with but not limited to the following:
 - migrate all data from existing ERP system to the newly proposed ERP system where applicable.
 - Develop data migration strategy in line with BANKSETA data migration policy (migration policy will be made available during projection implementation).
 - Assist in data cleansing process.
 - Set-up of the proposed ERP system including data migration, customisation and integration.
 - Balancing of migration data and a full audit trail should be provided as well as a report to be used for audit purposes.
 - Appropriate backup of the migrated data.

- The service provider should be able to sign off all data to be migrated to the new system.

4.12 MINOR PROGRAM ENHANCEMENTS

- (a) Apply and test the programs in the development environment.
- (b) Provide training on any enhancement with a workflow map.
- (c) Request Management
- (d) Address changes in the system workflow as and when required by the business.
- (e) Evaluation, categorization, implementation of Requests received via Helpdesk.
- (f) Request management will provide the following services.
 - Categorise Requests.
 - Investigate Requests raised by the BANKSETA and the impact and extent of such requests.
 - Change status of Requests.
 - Provide reports regarding Requests.
 - Assign Requests.

4.13 UPGRADE TESTING AND VERIFICATION

- (a) Conduct technical and application testing on new releases and patches.
- (b) Conduct technical testing to ensure that the upgrades / patches are integrated correctly and that the products still perform / operate as specified.
- (c) Conduct detailed application testing on the upgraded platform to ensure that the results of the applications are still correct and that the applications perform as specified.

4.14 OPERATIONAL MAINTENANCE OF THE SYSTEM

- (a) Operational maintenance of the system with 99% availability.

4.15 HOSTING

- (a) The service provider should provide a highly secured hosting service of the system and be accessible securely through internet.
- (b) The system must be available at minimum 97% uptime.

4.16 SECURITY

- (a) The systems should be highly secured against external threats such as cyber-threats, viruses, hacking, etc.

5. COMPETENCY AND EXPERTISE REQUIREMENTS

- (a) The track record of the bidder should be provided through reference letters. The reference letters should be on the client's letterhead and cover past and/or current successfully implemented ERP systems projects of at least 1 year duration or where the service provider is/has run a similar package for at least 1 year each. i.e., Note that similar services referred to as operation of a computerised ERP covering at least finance/accounting, levies, mandatory grants, SCM module and projects/discretionary grants module services.
- (b) The Service provider should provide a Project Team comprising of at least the following resources.
 - One team leader with any qualifications in any field at NQF 6 level or above and experience in operations of ERP systems
 - Two team members with any qualification in ICT at NFQ 5 level or above and experience in operation of ERP systems.

6. DURATION OF THE CONTRACT

- (a) The contract will be valid from contract signing date by both parties for a period of five **(05) years**.

7. PRICING STRUCTURE

N.B: The Pricing Schedule must be completed as per the attached annexure A. Failure to comply with the requirements may lead to disqualification of the bids because it will be impractical to compare across all submissions.

7.1 The quoted prices will remain fixed for the particular year indicated for the duration of the contract.

7.2 The attached pricing sheets (Appendix A) should be completed in full. The BANKSETA will not entertain pricing adjustments after the signing of contract, and it is therefore important that all pricing elements are disclosed.

7.3 The pricing sheet should show VAT separately.

7.4 The Bidders are therefore required to indicate a total bidding price by completing the pricing schedule provided in full.

7.5 Sufficient detail should be included to enable the BANKSETA to fully understand the make-up of the overall pricing.

7.6 All pricing assumptions excluded costs and estimated costs should be clearly documented. The BANKSETA assumes that the pricing document as supplied is complete and covers all costs associated with this project.

8. SUBMISSION REQUIREMENTS

8.1 All submissions should be delivered in individual envelopes as **per clause 8. 4.**

8.2 Respondents should take particular care to ensure that there are no discrepancies between all submissions presented to the BANKSETA.

8.3 The BANKSETA reserves the right to reject any submissions if there are discrepancies identified in the submissions thereto.

8.4 Document should be submitted as follows:

- Hardcopy should be the original submission, clearly marked "Original" and
- One (1) copied version of the original and a soft (electronic) copy (preferably to be memory stick.
- An Envelope 1 – Original
- Envelope 2 – Hard Copy of the original document and 1 Soft copy (USB)
- Envelope 3 – **Pricing and SBD1** – (invitation to bid) together with the BANKSETA PREFERENCE POINTS CLAIM DOCUMENT.

8.5 Each individual envelope must be clearly marked with the following information: Description of the Submission: **PROVISION OF INTEGRATED COMPUTERISED ERP SOLUTION FOR FINANCE, ACCOUNTING, PROJECTS AND SCM FOR A PERIOD OF FIVE YEARS.**
Submission Bid Number: **BS/2023/RFB490.**

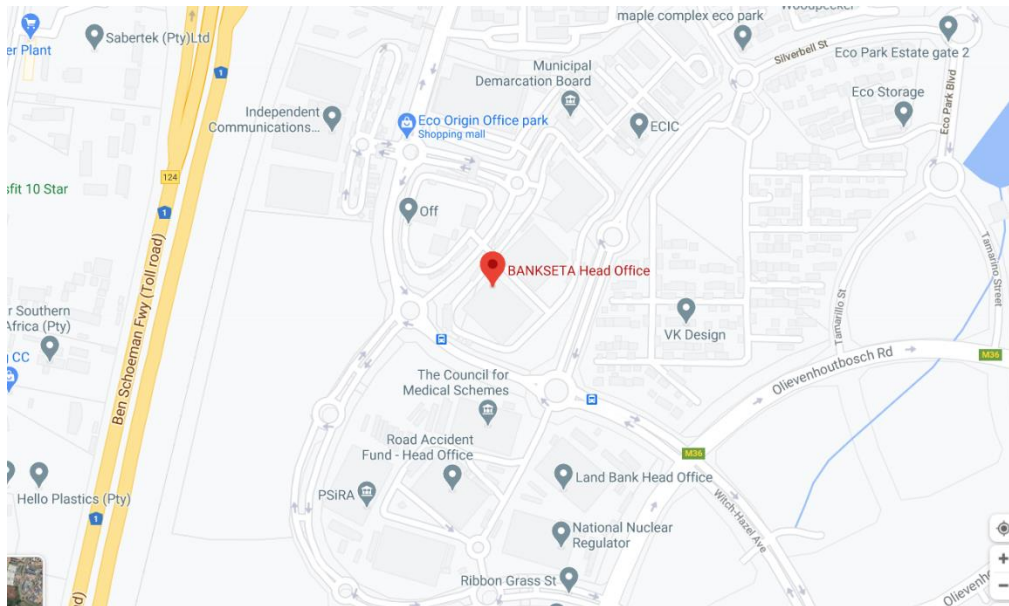
8.6 Submissions that are faxed, sent via telex, and/ or electronic mail delivery will not be accepted.

8.7 All submissions received by BANKSETA will become the property of the BANKSETA and will not be returned to the respondent.

8.8 The submissions must be inserted into the SUBMISSION BOX available at the Reception Area of BANKSETA Offices at the following address:

- Eco Origin Office Park, (Please use gate 1 to enter the Eco-origins Office Park) Block C2, 349 Witch-Hazel Avenue, Eco Park Estate, Highveld, Centurion, 0144

The BANKSETA is situated in a very large office park with security offices at the main gate. Please allow at least 30 minutes to clear security and navigate through the office park.



8.9 NB: The Service provider is required to sign a register on their submission.

8.10 Unsuccessful bidders will be informed in writing when the process is concluded.

8.11 Tender will be considered late if received after the specified date and time.

8.12 Service providers are therefore strongly advised to ensure that Tenders be despatched allowing enough time for any unforeseen events that delay the delivery of the Tender.

9. ENQUIRIES/COMMUNICATION

9.1 Contact person for enquiries regarding the tender document:

Mr. Jack Serite

Title: Specialist: Supply Chain Management Unit

9.2 Bidders who wish to attend virtual non- compulsory briefing session should indicate in writing within a week after advertising date by emailing: Email: jacks@bankseta.org.za copy scm@bankseta.org.za.

9.3 All clarifications or enquiries should be made in writing and received by the BANKSETA at least **8 days** before closing date of the Tender. Telephonic requests for clarification will not be accepted.

9.4 All questions received after the non-compulsory briefing session and the BANKSETA's answers will be updated on the BANKSETA website under the tender for all service providers' information.

9.5 Kindly check BANKSETA's website for this information before finalisation of your bid.

9.6 Should your questions not be included on the website kindly escalate this matter to Rapulas@bankseta.org.za and Beaulad@bankseta.org.za at least 5 days before the tender closes.

RFB TIMELINES

Activity	Time	Date
Tender advert	11:00	Monday, 13 November 2023
Non-compulsory Virtual Briefing Bidders who wish to attend a virtual briefing session should indicate in writing within a week after advertising date.	11:00	Monday, 20 November 11h00
last day for questions is 8 days before closing of bid Final questions and answers emailed to BANKSETA. Responses will be published on the website under the tender,	c.o.b.	Monday, 27 November 2023
Closing date	11h00	Wednesday, 6 December 2023
Tender evaluation, Bidder Verification and Due Diligence	c.o.b.	11 December 2023
Clarification presentations by Service Providers if required/ Due Diligence	c.o.b.	19 December 2023 2023
Provisional Contract Award	c.o.b.	24 January 2024
Contract Signatures	c.o.b.	31 January 2024

10. TENDER EVALUATION/ADJUDICATION

10.1 Phase 1 - Compliance/eligibility Evaluation (Bids that do not pass the compliance eligibility evaluation will be disqualified from participating in the next evaluation)

10.2 Phase 2 -Technical/Functionality Evaluation (Bids that do not meet the minimum threshold indicated in participate in the phase 3 of the evaluation

10.3 Phase 3 – Presentation/demonstration of the ERP System (Bids that do not meet the minimum threshold indicated will not participate in the final evaluation)

10.4 Phase 4 - Price and the BANKSETA Preferential Procurement points (Bidder will be appointed on the highest scores).

11. COMPLIANCE STATUS

11.1 The service provider should be registered on the Central Supplier Database (CSD) maintained

by the National Treasury and accessible on <http://www.csd.gov.za>

11.2 The BANKSETA, before making an award, shall check the central supplier database CSD) wether.

- The bidder's tax status is compliant.
- The bidder or any of its directors are not listed / indicated as restricted from doing business with the public sector, and person prohibited, and
- The bidders, its directors or management are not employees of the state or if a director is an employee of the state, or if they are employees of the state, they have written authority to do work with the state as required by legislation.

11.3 The BANKSETA will not award any bids to service providers who do not comply with the above.

11.4 The BANKSETA will afford bidders an opportunity to clarify and provide evidence where there is any adverse information on the CSD reports.

12. COMPLIANCE/ELIGIBILITY EVALUATION

Respondents who do not meet the requirements below will be immediately disqualified.

NB: (For Joint Venture (JV) submissions each partner to the JV must submit all documents listed below and the JV agreement).

N.B All relevant forms/documents as prescribed by the PFMA Regulation: Framework for Supply Chain Management accompanying this document must be completed in full and signed where applicable by a duly authorized official of the primary contractor / bidder.

NB: Failure to submit the items listed below will result in the bid being immediately disqualified.

Item	Description
1.	Submission of the proposal (response document) and the Pricing schedule Annexure A The Pricing Schedule must be completed as per the attached annexure A. Failure to comply may lead to disqualification because it will be impractical to compare pricing across all submissions.
2	Submission of the following fully completed and signed returnable documents: <ul style="list-style-type: none"> - SBD 1 Invitation to submission - SBD 4 Declaration of interest - SBD 6.1 SBD 6.1 Preference points claim form where applicable (complete the part that is applicable to the BANKSETA Preference Points Claim Document). NB. BANKSETA will not allocate points for BBBEE status Level Contributor

3	Special Conditions that the bidder needs to accept by signing the last page and submit.		
4	Submission of the service provider's Central Supplier Database report.		
<p>5. Levies and grants are core services to SETA's mandate and; therefore, The bidder must have a functional and demonstrable computerised levy, mandatory grant, discretionary grants modules at the time of time submission which the service provider can demonstrate by processing transactions.</p> <p>The bidder must indicate by YES/NO below to determine the system has these modules in place. The service providers who do not have these functional modules will be disqualified.</p> <p>Bidders are therefore requested to submit supporting documents and/or information detailing the operation of the modules below to confirm the functional ERP system for demonstration purposes.</p> <p style="text-align: right;">Yes No</p>			
5.1	Levies Module (able to demonstrate upload of a levies file and split of levies into different categories and creation of levies journals capable to be posted to the general ledger.		
5.2	Mandatory grants modules must be able to demonstrate creation of mandatory grants at 20% from above levies and creation of mandatory grant provision journals and of mandatory grant payment files.		
5.3	Discretionary/project modules (should be able to create projects in line with the SETA grants regulations and with budgetary control including but not limited to. <ul style="list-style-type: none">• Approved project budgets loaded on the system.• Distinguish between pivotal and non-pivotal projects.		

12. TECHNICAL/ FUNCTIONALITY EVALUATION

The evaluation of the functionality of the bid will be evaluated as per the criteria contained in the table below.

CRITERIA	SUB-CRITERION WEIGHTING/ PERCENTAGE	WEIGHT /PERCENTAGE
1. Experience and qualification of Team leader		25
<p>1.1 One team leader /person who will be in charge of the account.</p> <p>The service provider should submit.</p> <ul style="list-style-type: none"> - the CV or professional profile, or resume, or employee profile of the team leader demonstrating experience in ERP System management (maintaining the functions of system in order to keep a business operational and running efficiently) or support or implementation. <li style="text-align: center;">and - The submission of a copy of the qualification of the team leader which should be at NQF 6 level or above in any field. <p>The CV should indicate years of experience in ERP system management or support or implementation in the last 6 years, with the name of company where the work was done and a brief description/ summary of the work in ERP system.</p> <p>Should the bidder fail to submit the copy of the qualification at NQF Level 6 or above, the experience of the team leader will not be considered.</p> <p>On evaluation, the BANKSETA will award points as follows:</p> <ul style="list-style-type: none"> (a) Less than 1 year relevant Experience = 0 point (b) 1 year to less than 2 years' relevant experience = 1 Point (c) 2 years' to less than 3 years' experience relevant = 2 Points 		

<p>(d) 3 years' to less than 4 years' relevant experience = 3 Points</p> <p>(e) 4 years' to less than 5 years' relevant experience = 4 Points</p> <p>(f) 5 years and more relevant experience = 5 Points</p>		
1.2.(a) Experience and qualification of team member		20
<p>1.2.1 Team member No 1</p> <p>The service provider should submit.</p> <ul style="list-style-type: none"> - the CV or professional profile, or resume, or employee profile of the team member No 1 demonstrating experience in ERP System management (maintaining the functions of system in order to keep a business operational and running efficiently) or support or implementation. <p style="text-align: center;">and</p> <ul style="list-style-type: none"> - The submission of a copy of the qualification of the team member which should be in ICT at NQF 5 level or above. <p>The CV should indicate years of experience in ERP system management or support or implementation in the last 6 years, with the name of company where the work was done and a brief description/ summary of the work in ERP system.</p> <p>Should the bidder fail to submit the copy of the NQF Level 5 ICT qualification (or above), the experience of the team member will not be considered.</p> <p>On evaluation, the BANKSETA will award points as follows:</p> <ul style="list-style-type: none"> (a) Less than 1 year relevant Experience = 0 point (b) 1 year to less than 2 years' relevant experience = 1 Point (c) 2 years' to less than 3 years' relevant experience = 2 Points (d) 3 years' to less than 4 years' relevant experience = 3 Points (e) 4 years' to less than 5 years' relevant experience = 4 Points 		

(f) 5 years and more relevant experience = 5 Points		
1.2 (b) Experience and qualification of team members		20
<p>1.2.2 Team Member No 2</p> <p>The service provider should submit.</p> <ul style="list-style-type: none"> - the CV or professional profile, or resume, or employee profile of the team Member no 2 demonstrating experience in ERP System management (maintaining the functions of system in order to keep a business operational and running efficiently) or support or implementation. <p style="text-align: center;">and</p> <ul style="list-style-type: none"> - The submission of a copy of the qualification of the team member which should be at least should be in ICT at NFQ 5 level or above. <p>The CV should indicate years of experience in ERP system management or support or implementation in the last 6 years, with the name of company where the work was done and a brief description/ summary of the work in ERP system.</p> <p>Should the bidder fail to submit the copy of the NQF Level 5 qualification, the experience of the team leader will not be considered.</p> <p>On evaluation, the BANKSETA will award points as follows:</p> <ul style="list-style-type: none"> (a) Less than 1 year Experience = 0 point (b) 1 year to less than 2 years' relevant experience = 1 Point (c) 2 years' to less than 3 years' relevant experience = 2 Points (d) 3 years' to less than 4 years' relevant experience = 3 Point (e) 4 years' to less than 5 years' relevant experience = 4 Points (f) 5 years and more experience relevant = 5 Points 		

The CV could be for a full-time employee, or a consultant contracted for this project and working under the service provider's direction and supervision.		
3. Track record of the bidder (Company Experience)		35
<p>The bidder should provide signed reference letters on the client's letterhead showing work previously or currently provided to clients covering provision of ERP System and ERP System management or support or implementation services, from 2018 onwards. The ERP system should cover at least at least levies and grants</p> <p>The reference letters should</p> <ul style="list-style-type: none"> - Be on the client's letterhead, - Be signed and dated. - Indicate the recruitment work done. - Show the client contact details including contact name and telephone or email address. BANKSETA reserves the right to verify the information. <p>On evaluation, the BANKSETA will award points as follows:</p> <ul style="list-style-type: none"> (a) 0 reference letter = 0 points (b) 1 reference letters = 1 Point (c) 2 reference letters = 2 Points (d) 3 reference letters = 3 Points (e) 4 reference letters = 4 Points (f) 5 or more reference letters = 5 Points 		
TOTAL WEIGHTING		100
MINIMUM WEIGHTING/PERCENTAGE THRESHOLD TO PASS TECHNICAL/FUNCTIONAL EVALUATION		70

12.2 The minimum weighting threshold for technical / functional evaluation is 70%. Any bidder scoring less than 70% or 70 weight will be disqualified from further evaluation and will be disqualified from System presentation - phase 3 evaluation.

13. Phase 3 – PRESENTATION AND DEMONSTRATION OF THE COMPUTERISED ERP SYSTEM

(Bids that do not meet the minimum threshold indicated will not participate in the final evaluation)

13.1 The bidder will be expected to do a presentation of the functionalities to the BANKSETA to demonstrate the systems capabilities. The presentation and demonstration should showcase the capability and how well the system will meet the requirements as per scope of work.

13.2 The presentation and demonstration should be at most 2 hours long and further time will be given for questions from the evaluation panel and clarifications. The presentation/demonstration should cover the modules and functionalities per the criteria below.

13.3 In addition, the BANKSETA will provide a short levy file, payments and other data 3 days before the date of the presentation which the service provider will use for the presentation.

13.4 Both the presentation and bid documents will be used in order to evaluate criteria on system demonstration.

13.5 The service provider must have its system ready to be able to presentation to the BANKSETA 3 days after closing the closing date and will be given 3 working days' notice in writing of the presentation/demonstration.

CRITERIA	WEIGHT /PERCENTAGE
<p>The Service provider should present detailed descriptions of the module's functionalities and workings and how they align with the relevant requirements under scope of work.</p> <p>The presentation/demonstration should be based on information in the written bid document submitted by the tender close date. New information will not be considered.</p> <p>The bid document will be scored together with the presentation/demonstration. The presentation/demonstration should confirm the ability to process the transactions and the system's capabilities in line with the relevant requirements.</p>	
<p>1. LEVIES MODULES</p> <p>On evaluation the BANKSETA will score as follows:</p> <p>(a) Module does not have all requirements = 0 Points</p> <p>(b) Demonstration of system function indicating requirements below = 4 Points</p> <p>Requirements</p> <ul style="list-style-type: none"> i. The ability to upload of DHET encrypted levy files including the employer file. ii. The ability to export uploaded files to excel iii. The ability to do bulk approval and posting of levy files. iv. The ability to classify each scheme year as a separate account number under the general ledger. 	<p>20</p>

<p>v. The ability to store levy data from scheme year 2000 to date.</p> <p>vi. The ability to download all levy data reporting to excel.</p> <p>vi. Requirement no 6 -Segregation of duty between the capturer and the approver</p> <p>(c) Module demonstration shows all requirements above AND extra features listed below = 5 Points</p> <p>Extra Features</p> <p>i. The ability to draw up levy trend reports.</p> <p>ii. The ability to project future levy receipts based on current data.</p> <p>iii. Any other relevant innovative enhancements</p>	
<p>2. MANDATORY GRANTS</p> <p>On evaluation the BANKSETA will score as follows:</p> <p>(a) Module demonstration does not have all requirements below = 0 Points</p> <p>(b) Demonstration of system function indicating all requirements below = 4 Points</p> <p>Requirements</p> <p>i. The ability to update WSP approvals from MIS to the system.</p> <p>ii. The ability to draw 20% of levies due based on approved WSP'S</p> <p>iii. The ability to generate both bulk and manual mandatory grant vouchers/invoices.</p> <p>iv. The ability to create a payment file in the Nedbank Corporate saver upload format.</p> <p>v. Segregation of duty between the capturer and the approver</p> <p>(c) Module demonstration shows all requirements above AND the extra features listed below = 5 Points</p> <p>Extra Features</p> <p>i. The ability to draw up grant trend reports.</p> <p>ii. The ability to project future grant payments based on current data.</p> <p>iii. Any other relevant innovative enhancements</p>	20
<p>3. DISCRETIONARY GRANTS</p> <p>Discretionary project modules presentation evaluation</p> <p>Requirements</p> <p>i. Have a system where one can open new projects with unique project numbers.</p>	10

<ul style="list-style-type: none"> ii. The system to enable a user to Create sub programmes/milestone under each project and input project information of a contract. iii. The system must keep track of the expenditure and ensure that it does not exceed contract value. iv. The system should be able to produce a commitments and discretionary grants contract register. v. The system should enable users to draw a project history report reflecting such information budget, all individual invoices paid and remaining balances. vi. The system should send email workflow notifications of transactions that need approval. vii. The system must flag and send email notification to the relevant parties when the contract has reached pre-set of budget spent, any inactivity and / or four months before contract expiry. <p>On evaluation, the BANKSETA will award points as follows.</p> <ul style="list-style-type: none"> (a) Module does not have all requirements listed above = 0 Points (b) Demonstration shows capabilities of at least any of the 5 requirements listed above = 3 Points (c) Demonstration shows all capabilities of all listed above listed requirements = 5 Points 	
<p>4. SUPPLY CHAIN MANAGEMENT MODULE</p> <p>On evaluation the BANKSETA will score as follows: If the Purchase requisition and Purchase order requirements below are demonstrated, the BANKSETA will score on evaluation = 3 Points</p> <p>Purchase requisition Requirements</p> <ul style="list-style-type: none"> i. Enable creation of a Purchase requisition which can also be converted into a new contract Purchase requisition. ii. The PR approval workflow must be in line with the delegation of authority. iii. Capturing the contract information i.e., Name of company, Description of goods/service Contract dates (start and end) and contract value. iv. The Purchase Order approval workflow must be in line with the delegation of authority. v. The system should send email workflow notifications of transactions that need approval. 	10

<p>vi. Enable creation of Contract Purchase order for multiples lines items annually in relation to the contract and allow end-user to load invoices against the amount from the Purchase order.</p> <p>vii. Tracking of the contract to show the spend amount and available funds remaining. An automated email notification one month before expiry of contract and 80% of contract amount spend.</p> <p>Purchase Order Requirements</p> <p>i. Capturing of service provider details including but not limited to contact details, BANKSETA Preferential Policy system details, tax number and central supplier database number.</p> <p>ii. Allow the updating of banking details of approved suppliers.</p> <p>iii. Ability to create electronic purchase requisitions per general ledger account and the approval of these Purchase Requisitions by the relevant manager under a defined workflow stream. There should also be the ability to upload documents with the Purchase Requisitions.</p> <p>iv. Generate/create of purchase orders from Purchase Requisitions detailing the approved amounts and goods/services and the appropriate codes. These orders should be sent to supplier / service providers electronically. The orders should be approved electronically as per delegation of authority under defined workflow. The purchase orders should integrate with the accounting systems as they need to be used for accounts payable when matched to invoices.</p> <p>v. The system must allow for changes to be made to the contents of the purchase order after approval, but with the necessary approval levels in place to effect the changes.</p> <p>vi. Different number series for admin and discretionary grants project purchase orders to allow easy classification and identification. This can be done by allocating the Purchase Order number series according whether the Purchase Requisition has a general ledger code or a project number.</p> <p>vii. Facilitate email order acknowledgement from the service provider.</p> <p>If the Other Procurement/Deviations requirements below are demonstrated, the BANKSETA will score on evaluation = 1 Point</p> <p>The Other Procurement/Deviation requirements will only be considered if all the requirements for Purchase requisition and Purchase Order are met</p> <p>Other procurement / Deviation Requirement</p>	
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- i. The system must have facility to capture deviations, have them approved electronically as well as generate an order from the deviation request.
- ii. Deviations should be approved electronically by the relevant manager via a defined workflow stream and the order raised should be approved by the SCM Manager.
- iii. The deviation request facility must have the ability to upload documents. E.g., the written motivation and evidence for the deviation. The upload of a document should be compulsory i.e., it should not be possible to approve a contract variation if no document is attached.
- iv. The system must have the functionality for the capturing of contract variation requests split into 3 categories as follows:
- v. Contract variations resulting in below 15% change in contract value.
- vi. Contract variation resulting in above 15% change in contract value.
- vii. Contract variations of scope or date with no impact on contract value
- viii. Contract variations should be approved electronically by the relevant manager via a defined workflow stream and then an order generated and approved by the SCM Manager.
- ix. The system must have functionality for the upload of documents i.e., the written motivation for the contract variation. The upload of a document should be compulsory i.e., it should not be possible to approve a contract variation if no document is attached.
- x. Orders raised from deviations and contract variation must have a prefix or different sequence in order to differentiate them from normal orders.

If the SCM Reporting requirements below are demonstrated, the BANKSETA will score on evaluation = 1 Point

The SCM Reporting requirements will only be considered if all the requirements for Purchase requisition and Purchase Order are met

SCM reporting Requirements

- i. Create report on deviations transactions.
- ii. Create report on procurement plan verses different stages.
- iii. Create report on purchases order against each provider.
- iv. Capturing of the procurement plan and RFQ planner with updates of actual compared to planned.
- v. Quarterly reports as required by National Treasury
- vi. Service Provider spend reporting (for example Top 20 service providers etc.)

<ul style="list-style-type: none"> vii. BANKSETA Preferential Policy system and BBBEE spend reporting on Service Provider. viii. Spend reporting per general ledger account number or per particular period. ix. Purchase order details showing required delivery dates, purchase requisition details, goods/services and department and contract details. x. Customised reports on procurement purchases xi. Separate reports for contract variations which must be split between xii. Contract variations resulting in below 15% change in contract value. xiii. Contract variation resulting in above 15% change in contract value. xiv. Contract variations of scope or date with no impact on contract value xv. Separate reports for deviations 	
<p>5. BUDGETING MODULES AND REPORTING MODULES</p> <p>On evaluation the BANKSETA will score as follows:</p> <p>(a) Module does not have all requirements below = 0 Points</p> <p>(b) Demonstration of system function of these requirements is done = 4 Points</p> <p>Requirement</p> <ul style="list-style-type: none"> i. The ability to separate budget line item to both ledger account and department for both reporting and viewing. ii. The ability to reject any PO or PR creation where there is no sufficient budget. iii. Segregation of duty between the capturer and the approver <p>(c) Module has all requirements above AND the extra features listed below = 5 Points</p> <p>Extra Features</p> <ul style="list-style-type: none"> i. The ability to do a bulk upload of budgets. ii. The ability to draw budget trends in different financial years. iii. The ability to request budget revisions and to approve or decline the budget requests on the system iii. Any other relevant innovative enhancements 	4
<p>6. ACCOUNTS PAYABLE</p> <p>(a) Module does not have all requirements = 0 Points</p> <p>(b) Demonstration of system function indicating below = 4 Points</p> <p>Requirements</p>	4

<ul style="list-style-type: none"> i. The ability to have 2 accounts payable ledgers fully integrated with the general ledger which stores creditor information like banking details and up to three different accounts payable ledgers. ii. The ability to create EFT batches/listing and integrate onto an online banking platform for Nedbank Corporate Saver. iii. The update of the creditor information including bank information should be restricted to authorized users and must be approved by a manager. iv. The ability to create and upload payment batches. v. The ability to move suppliers to inactive status if not used in 365 days. vi. The ability to check parameters like contract end date and insufficient budget and block payment should that be exceeded. vii. Ability to approve invoices within the agreed to payment terms. viii. The ability to upload documents (invoices, contracts, addendums and supporting documents) relating to each invoice transaction. ix. The ability to detect duplicate invoices. x. The ability to match payments against invoices. xi. The ability to allow capturing of multiple “open” invoices against one purchase order. xii. The ability to allow the final approver to be able to change a general ledger/posting date of an invoice without restarting the workflow. xiii. The ability to produce an invoice tracking schedule (invoices received not paid) xiv. The ledger must have a facility to match any open items. xv. The ledger must be able to produce an aged creditor analysis. <p>(c) Module demonstration shows all requirements above AND the extra features listed below = 5 Points</p> <p>Extra Features</p> <ul style="list-style-type: none"> i. The ability to do an invoice tracking and prompt notifications should an invoice be close to 30 days. ii. Any other relevant innovative enhancements 	
<p>7. ACCOUNTS RECEIVABLE</p> <p>On evaluation the BANKSETA will score as follows:</p> <p>(a) Module does not have all requirements = 0 Points</p> <p>(b) Demonstration of system function indicating below = 3 Points</p> <p>Requirements</p> <ul style="list-style-type: none"> i. Ability to have at least 2 accounts receivable ledgers. ii. Ability to drill down, access limits and history. 	4

<p>(c) Module demonstration shows all requirements above AND the extra features listed below = 5 Points</p> <p>Extra Features</p> <ul style="list-style-type: none"> i. The ability to produce an aged receivable analysis. ii. Any other relevant innovative enhancements 	
<p>8. CASH BOOK</p> <p>On evaluation the BANKSETA will score as follows:</p> <p>(a) Module does not have all requirements = 0 Points</p> <p>(b) Demonstration of system function indicating the requirements below = 4 Points</p> <p>Requirements</p> <ul style="list-style-type: none"> i. The ability to have 10 cashbooks, with reconciliation, preview and print function. ii. The ability provides for ease of generation of payment batches. <p>(c) Module demonstration shows all requirements above AND the extra features listed below = 5 Points</p> <p>Extra Features</p> <ul style="list-style-type: none"> i. The ability to do cash projections for investment decisions. ii. Any other relevant innovative enhancements 	4
<p>9. FIXED ASSETS</p> <p>On evaluation the BANKSETA will score as follows:</p> <p>(a) Module does not have all requirements below = 0 Points</p> <p>(b) Demonstration of system function indicating the requirements below = 4 Points</p> <p>Requirements</p> <ul style="list-style-type: none"> i. The ability to draw up a detailed Fixed assets register including location of asset, description, asset number, cost, depreciation, net book value, asset serial number (where applicable), signing for asset issuance / verification. ii. The ability to automatic generate monthly depreciation charge. iii. The ability to produce a Disposals, transfers and additions report. 	4

<p>iv. The ability to have a reconciliation facility where one can indicate which assets have been counted, the status of assets, date counted and generate reports of assets not counted.</p> <p>v. The ability to comply with assets management life cycle best practises.</p> <p>c) Module demonstration shows all requirements above AND extra features listed below = 5 Points</p> <p>Extra Features</p> <p>i. The ability sends notifications for fully depreciated assets and prompt revaluation.</p> <p>ii. Any other relevant innovative enhancements</p>	
<p>10. GENERAL LEDGER MODULES</p> <p>On evaluation the BANKSETA will score as follows:</p> <p>(a) Module does not have all requirements = 0 Points</p> <p>(b) Demonstration of system function indicating the requirements below = 4 Points</p> <p>Requirements</p> <p>i. The ability to draw standard reports which include the monthly management accounts, projects and commitments register, budget comparisons, variance analysis, debtors/creditors aged analysis, purchase/sales ledger, general ledger, list of journals, list of invoices including GL code allocated to, purchase orders/requisitions or transactions per type or month or other parameter like per creditor, audit trails etc.</p> <p>ii. The ability to integrate with Microsoft office 365 and excel is important as well as the ability to import and download excel templates, all reports should be exportable in excel/CSV and PDF.</p> <p>iii. The ability to customise and change layouts on those reports as well as the functionality for the user to set up and write reports from a trial balance level.</p> <p>iv. The ability to have a function for searching, sorting, and grouping of data.</p> <p>v. The ability to create user defined fields on transaction file records.</p> <p>vi. The ability to generate letters/notifications, ability to email reports.</p> <p>vii. The ability to do Cash flow reporting on a monthly basis based on expenditure and budgets.</p> <p>viii. The ability Provide dashboard access to BANKSETA management, reporting on at least the following:</p>	4

<ul style="list-style-type: none"> - Real time available budget. - Total expenditure and committed funds. <p>c) Module demonstration shows all requirements above AND the extra features listed below = 5 Points</p> <p>Extra Features</p> <ul style="list-style-type: none"> i. The ability to draw GRAP compliant Annual Financial statements. ii. Any other relevant innovative enhancements 	
<p>11. OTHER GENERAL REQUIREMENTS</p> <p>The service providers should provide a detailed presentation of how the following requirements will be met in line with the scope.</p> <ul style="list-style-type: none"> i. TRAINING – clause 4.6 ii. SYSTEM DISASTER RECOVERY, BACKUP AND BUSINESS CONTINUITY – clause 4.7 iii. OTHER REQUIREMENTS – clause 4.8 iv. INCIDENTS – clause 4.9 v. FIX PROGRAM ERRORS – clause 4.10 vi. MIGRATION - clause 4.11 vii. OPERATIONAL MAINTENANCE OF THE SYSTEM – clause 4.14 viii. HOSTING – clause 4.15 i.x SECURITY – clause 4.16 	16
TOTAL WEIGHTING	100
MINIMUM WEIGHTING/PERCENTAGE THRESHOLD TO PASS TECHNICAL/FUNCTIONAL EVALUATION	80

14. The Presentation and demonstration will be evaluated using the following formula for each criterion or sub-criterion.

$$Pf = (So/Ms) \times Ap$$

Where:

- Pf – is the percentage/weighting scored for functionality for that criterion or sub-criterion under consideration.
- So – is the total score evaluated by the BANKSETA for the criterion or sub-criterion

under consideration.

- Ap – is the percentage allocated for functionality for the criterion or sub-criterion.
- Ms – is the maximum score possible per criterion or sub-criteria which is 5.

14.2 Each evaluation criterion or sub-criterion shows how it will be evaluated by BANKSETA out of a maximum of 5 points. i.e Ms =5 points.

14.3 The score/points evaluated per criterion or sub-criterion by BANKSETA is divided by 5 and then multiplied by the weighting of the criteria to arrive at the percentage for that criterion/sub-criterion.

14.4 The percentages for all criteria/sub-criteria are added together to reach the final percentage.

15. PRICE AND PREFERENCE POINTS EVALUATION

The tender will be evaluated using the following:

80/20 PRICE/PREFERENCE POINT SYSTEMS

Points for Price	Preference Points Utilising BANKSETA Goals	Total Points
80	20	100

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

80/20

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

Where?

Ps = Points scored for price of bid under consideration.

Pt = Price of bid under consideration.

Pmin = Price of lowest acceptable bid.

15.1 PREFERENCE POINTS UTILISING BANKSETA GOALS

In terms of Gazette 2721, the BANKSETA has allocated preference points to be awarded to tenderers who meet certain BANKSETA Goals as follows:

No	Specific Goals	80/20 Preference Point system
1.	Empowerment of black persons- Ownership by black persons – 51% threshold as explained below	6
2.	Promotion of Local production and Delivery by South Africans – 100% threshold as explained below	6

3.	Empowerment of Women - Women Ownership Threshold 50% as explained below	2
4	Youth Empowerment Youth Ownership – 33% Threshold as explained below	2
5.	Empowerment of Persons with Disabilities - Ownership or Employment of People with Disabilities – 20% threshold for Ownership and 10% threshold for Employment of Persons with Disabilities as explained below	2
6.	Promotion of small and medium businesses, co-operatives, and non-governmental institutions in all areas- rural and urban areas – as explained below	2
	Total Points allocated towards specific goals	20

The Service provider should complete the BANKSETA preference point bidding form attached.

EXPLANATIONS

15.2 Black persons are as defined in Broad based black economic empowerment Act (B-BBEE) which currently means Africans, Coloureds, and Indians:

- (a) who are citizens of the Republic of South Africa by birth or decent; or
- (b) who became citizens of the Republic of South Africa by naturalisation –
 - (i) before 27 April 1994.
 - (ii) on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalisation prior to that date.

15.3 Black Person Ownership points will be awarded to a Tenderer who have 51% or more black ownership of the company or entity. The shareholding will determine the ownership. The position and role that black owners play in the company should be stated.

15.4 Promotion of Local Production and Services Delivered by South Africans

The goods supplied should be 100% manufactured or assembled in South Africa from 100% local materials and any services supplied should 100% utilising South African citizens. Should only services be required, the services should be provided 100% utilising South African citizens.

15.5 Women ownership points will be awarded to a Tenderer who have 50% or more women ownership of the company or enterprise and are South African citizens.

15.6 Youth ownership points will be awarded to a Tenderer who have 33% or more youth ownership being persons 35 years and below, determined at the date of tender/ RFQ closing. Youth ownership will be determined based on the shareholding of the members who are defined as youth and are South African citizens.

15.7 Persons with Disability Ownership points will be awarded to a Tenderer who have 20% or more shareholding by South African citizen persons with disability or entity are OR to tenderers who employ 10% or more South African persons with disability on a permanent basis. Disability ownership will be determined by the shareholding of the enterprise owned by such a South African citizen person with disability OR by enterprises whose permanent staff complement consists of 10% or more South African citizen persons with disabilities. The disabilities need to be legally verifiable for points to be claimed.

15.8 An entity may only claim once under this category regardless of if it qualifies under both South African citizen persons with disabilities ownership and employment of South African persons with disability.

15.9 Small and medium business includes all South African businesses, co-operatives, and non- governmental organisations with annual turnover up to R10 million or alternatively, these entities are recently incorporated, have been operating for less than one year and are projected to have annual turnover of less than R10 million in the first year. The ownership of small and medium business, co-operatives or non-governmental organisations should be 100% South African citizens (or entities owned 100% by South Africa citizens).

15.10 An entity may claim points based on the same shareholding or persons in more than one category. For example, black female disabled shareholders under 35 who is a SA citizen may lead a business to claim points under Empowerment of women, youth empowerment and empowerment of persons with disabilities.

15.11 False Information from Bidders

Should the BANKSETA ascertain that any bidder has submitted any false information, the BANKSETA may disqualify the bidder/service provider, cancel any award without prejudice to any other remedies available to BANKSETA and report the service provider to National Treasury.

The bidder/service provider will be given an opportunity to give reasons why BANKSETA should not take actions detailed above where false information has been submitted.

The points scored by a bidder in respect of the **PREFERENCE POINTS UTILISING BANKSETA GOALS** contribution will be added to the points scored for price to arrive at the overall score. Points will be rounded off to the nearest 2 decimals. If two or more tenders have scored equal total points, the contract will be awarded to the bidder scoring the highest number of points for the specified goals or **PREFERENCE POINTS UTILISING BANKSETA GOALS** contribution.

16. REVIEW PROCESS

- 16.1 In order to evaluate and adjudicate proposals effectively, it is imperative that applicants submit responsive applications. To ensure an application will be regarded as responsive it is imperative to comply with all conditions pertaining to the application and to complete all the mandatory fields and questionnaires.
- 16.2 All applications duly lodged as per the submission requirements will be evaluated in accordance with the stipulated evaluation criteria.
- 16.3 All proposals will go through Bid Evaluation Committee (BEC) for evaluation on functionality.
- 16.4 The proposals from BEC will be tabled before the Bid Adjudication Committee (BAC).

17 TENDER CONDITIONS

- 17.1 BANKSETA reserves the right to withdraw or amend terms of reference by notice in writing by advertising in the media in which the tender was originally advertised prior to the closing date.
- 17.2 BANKSETA reserves the right not to award this tender or partially award the tender.
- 17.3 The cost of preparing the applications will not be reimbursed.
- 17.4 The BANKSETA reserves the right to conduct a due diligence (including site visits, capacity, assessment, and financial capability assessment) on short listed tender submitters before contracting.
- 17.5 BANKSETA reserves the right to verify the information submitted and request for further information during evaluation of the proposal.
- 17.6 BANKSETA shall not be liable for any direct, indirect, consequential or other losses or damages including loss of profit that may be incurred by any person including, but not limited to, an Applicant, Short Listed Applicant or Successful Applicant, or any director, officer or associated company thereof, as a result of any reliance on or use of information supplied in response to this tender or as a result of the tender process contemplated in this tender document.
- 17.7 BANKSETA makes no representations, undertakings, or warranties whatsoever to any

person in respect of the tender or any information contained in the tender.

17.8 This tender is confidential and proprietary to BANKSETA and may not be used, reused, copied, or distributed for any purpose, other than in relation to the tender process, without BANKSETA's prior written consent.

17.9 POPIA - The Protection of Personal Information Act, ("POPIA") includes the right to protection against unlawful collection, retention, dissemination, and use of personal information. BANKSETA complies with POPIA in collecting, processing, and distributing of Personal Information, which include cooperation with the Regulator as provided for in the act.

18. REVIEW PROCESS

18.1 In order to evaluate and adjudicate proposals effectively, it is imperative that applicants submit responsive applications. To ensure an application will be regarded as responsive it is imperative to comply with all conditions pertaining to the application and to complete all the mandatory fields and questionnaires.

18.2 All applications duly lodged as per the submission requirements will be evaluated in accordance with the stipulated evaluation criteria.

18.3 All proposals will go through Evaluation Committee for evaluation on functionality.

18.4 The proposals from the tender evaluation committee will be tabled before the Bid Adjudication Committee (BAC).

18.5 The validity period of proposals is 150 days after closing.

19. REASONS FOR REJECTION

19.1 Applicants shall not contact BANKSETA on any matter pertaining to the application from the time the application is closed to the time the application has been adjudicated. The results of the Tender will be published by the BANKSETA on portal any other platform which was advertised. Any effort by an applicant to influence the evaluation, application comparisons or application award decisions in any matter, may result in rejection of the applicant concerned.

19.2 BANKSETA shall reject a submission if the applicant has committed a proven corrupt or fraudulent act in competing for a particular contract.

20. BRANDING CONDITION/CLAUSE

- 20.1 The Banking Sector Education and Training Authority (BANKSETA)'s brand value is vital for the positioning of the organisation's brand reputation to the various target markets that BANKSETA provides services to. It is therefore paramount that training providers appointed by the BANKSETA adhere to the organisation's corporate identity guidelines whereby material is to be produced for learning programmes, programme research publications, promotional material, public relations whereby the BANKSETA is the funder of such programmes or materials.
- 20.2 Whereby programs are fully funded by the BANKSETA, BANKSETA will be deemed the sole or primary brand unless in instances whereby certification by institutions of higher learning advise in advance that for certification of qualifications, their branding guidelines prohibit dual branding on certificates. In this regard, the respective institution or training provider is expected to provide a corporate identity manual or letter of confirmation that for certification, only their branding is allowed and provide reasons for such.
- 20.3 In instances whereby promotional material, press releases and other material is produced for BANKSETA funded programs/projects, the BANKSETA remains the hero brand. There may be agreement between the BANKSETA, training providers, other SETAs, and other collaborative partners to co-brand whereby the BANKSETA is still the funder or primary funder. In such instances, the BANKSETA will remain the hero or primary brand. Prior approval is required from the BANKSETA's Marketing and Communications Manager prior to any promotional items, corporate gifts, publications, and press releases being produced, distributed, or published.
- 20.4 The exception for the BANKSETA being the only primary brand, applies in circumstances whereby the partnership is of equal contribution whereby funding is concerned. This means that partners will have equal brand status. The corporate identity manual will be provided to all that enter into contracts with the BANKSETA through the respective operational departmental representatives.

21 JOINT VENTURE

- 21.1 In the case of a Joint Venture, the following will be Applicable:
- 21.2 Each JV Member must have a CSD report showing tax status.
- 21.3 Submission of a signed Joint Venture Agreement by the JV Partners and attached to this tender document: and
- 20.4 Submission of a BANKSETA PREFERENCE POINTS CLAIM DOCUMENT.

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE BANKSETA					
BID NUMBER:	BS/2023/RFB490	CLOSING DATE:	Wednesday, 6 December 2023	CLOSING TIME:	11:00am
DESCRIPTION	PROVISION OF INTEGRATED COMPUTERISED SOLUTION FOR FINANCE AND ACCOUNTING, PROJECTS AND SCM FOR A PERIOD OF FIVE YEARS				
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)					
Eco Origin Office Park, Block C2, 349 Witch-hazel Avenue, Eco Park Estate, Highveld, Centurion,					
NB: Bidders as part on requirement - Submission of soft copy on PDF must be part of bid submissions.					
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:
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)	
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT/ PUBLIC ENTITY	BANKSETA	CONTACT PERSON	
CONTACT PERSON	Mr. Jack Serite	TELEPHONE NUMBER	+27 11 805 9661
TELEPHONE NUMBER	+27 11 805 9661	FACSIMILE NUMBER	
FACSIMILE NUMBER		E-MAIL ADDRESS	
E-MAIL ADDRESS	Jacks@bankseta.org.za		

SBD4 BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? ☐YES ☐NO

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state

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.

employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

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

2.2.1 If so, furnish particulars:

.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

YES/NO

2.3.1 If so, furnish particulars:

.....

3 DECLARATION

I, the undersigned, (name)..... in submitting 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.

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.

- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

SBD 6.1**PREFERENCE POINTS CLAIM FORM IN TERMS OF BANKSETA PREFERENCE POINTS CLAIM**

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

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS.

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

- a) The value of this bid is estimated to **not exceed** R50 000 000 (all applicable taxes included) and therefore the **80/20** preference point system shall be applicable; or
- b) Either the 80/20 preference point system will be applicable to this tender

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) (b) Preference points using BANKSETA's preference point.

1.4 The maximum points for this bid are allocated as follows:

PRICE	80
PREFERENCE POINTS USING BANKSETA PREFERENCE POINTS SYSTEMB	20
Total points for Price and Preference Points must not exceed	

1.5 Failure on the part of a bidder to complete and submit BANKSETA's preference points form together with the bid, will be interpreted to mean that preference points 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) **“bid”** means a written offer in a prescribed or stipulated form into an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals.
- (b) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003).
- (c) **“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.
- (d) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (e) **“prices”** includes all applicable taxes less all unconditional discounts.
- (f) **“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.
- (g) **“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:

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

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{\min} = Price of lowest acceptable bid

4. PREFERENCE POINTS CLAIMED

THE BIDDER SHOULD COMPLETE THE BANKSETA PREFERENCE POINTS CLAIM DOCUMENT BELOW

5. SUB-CONTRACTING

5.1 Will any portion of the contract be sub-contracted?(*Tick applicable box*)

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

5.1.1 If yes, indicate:

5.1.1.1 What percentage of the contract will be subcontracted. %

5.1.1.2 The name of the sub-contractor.....

6. DECLARATION WITH REGARD TO COMPANY/FIRM

6.1 Name of company/firm:.....

6.2 VAT registration number:.....

6.3 Company registration number:.....

6.4 TYPE OF COMPANY/ FIRM

☐ Partnership/Joint Venture / Consortium

☐ One person business/sole propriety

☐ Close corporation

☐ Company

☐ (Pty) Limited

[TICK APPLICABLE BOX]

6.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

.....

6.6 COMPANY CLASSIFICATION

☐ Manufacturer

☐ Supplier

☐ Professional service provider

☐ Other service providers, e.g., transporter,
etc.[TICK APPLICABLE BOX]

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

6.8 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 BANKSETA preference points system qualifies thecompany/ firm for the preference(s) shown and I / we

acknowledge that:

- i) The information provided 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 bidder has claimed or obtained preference points 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 favorable arrangements due to such a 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
 - (e) has been applied; and
 - (f) forward the matter for criminal prosecution.

WITNESSES

1.
2.

.....
....SIGNATURE(S) OF

DATE:
ADDRESS
.....
.....

BANKSETA PREFERENCE POINTS CLAIM DOCUMENT

1.1 The service provider is requested to complete the form below accurately and fully to show the areas where it wishes to claim preference points.

It is the service providers responsibility to ensure that the form is accurately and fully completed.

1.2 For shortlisted service providers, BANKSETA may request additional information and evidence to support the preference points claimed.

1.3 An entity may claim points based on the same shareholding or persons in more than one category. For example, Black female disabled shareholders under 35 who is a SA citizen may lead a business to claim points under Empowerment of women, youth empowerment and empowerment of persons with disabilities.

The BANKSETA will allocate preference points as follows:

No	Specific Goals	80/20 Preference Point system
1.	Empowerment of black persons- Ownership by black persons – 51% threshold as explained below	6
2.	Promotion of Local production and Delivery by South Africans – 100% threshold as explained below	6
3.	Empowerment of Women - Women Ownership t- Threshold 50% as explained below	2
4	Youth Empowerment Youth Ownership – 33% Threshold as explained below	2
	Empowerment of Persons with Disabilities - Ownership or Employment of People with Disabilities – 20% threshold for Ownership and 10% threshold for Employment of Persons with Disabilities as explained below	2
6.	Promotion of small and medium businesses, co-operatives, and non-governmental institutions in all areas- rural and urban areas – as explained below	2
	Total Points allocated towards specific goals	20

1.4 Empowerment of Black persons- Ownership by Black persons Black Person Ownership

1.4.1 Black persons are as defined in Broad based Black economic empowerment Act (B-BBEE) which currently means Africans, Coloureds, and Indians:

(a) who are citizens of the Republic of South Africa by birth or decent; or

(b) who became citizens of the Republic of South Africa by naturalisation –

(i) before 27 April 1994.

(ii) on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalisation prior to that date.

Preference Point	Service Provider to INDICATE YES OR NO	No of Points per BANKSETA Preference point System	For BANKSETA USE Only Points Claimed
Does the service provider wish to claim points under Black ownership where 51% or more ownerships are by Black people		6	

IF YES please provide the following details

DETAILS OF BLACK OWNERS				
	Full Name of Black Owners	ID Number	Ownership Percentage (via shareholding)	Position in the Company
1				
2				
3				
4				
5				
6				

	TOTAL Black Ownership			
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For shortlisted service providers, BANKSETA will request additional information and evidence to support the information shown for the preference points claimed. Please note that such additional information may include but is not limited to certified IDs, naturalisation records for owners not South African by birth and CIPC records of the entity.

1.5 Preference Points Claimed for Empowerment of 100% Local production of Goods and/or 100% Use of South African Citizens for Delivery of Services.

The goods supplied should be 100% manufactured or assembled in South Africa from 100% local materials and any services supplied should 100% utilising South African citizens. If only services are being sought, the services should be delivered using 100% South African citizens.

Preference Point	Service Provider to Indicate YES OR NO	No of Points per BANKSETA Preference point System	For BANKSETA USE Only Points Claimed
Does the service provider wish to claim points under Promotion of Local production and Delivery by South Africans – 100% threshold		6	

IF YES please provide the following details

Details	Service Provider to Indicate YES or NO
2.1 If goods are to be supplied are these 100% assembled or manufactured in South Africa	
2. If goods are to be supplied are these 100% assembled or manufactured in South Africa	
2.3 If services are to be supplied, are these to be delivered 100% by South African citizens. Kindly note that the citizen status of employees is stated in the ID document	

For shortlisted service providers, BANKSETA will request additional information and evidence to support the information shown for preference points claimed. Please note that such additional information may include but is not limited to sworn affidavits, details of manufacturing/assembly plant, details of main raw material suppliers, employee lists and ID numbers.

1.6 Preference Points Claimed for Empowerment of Women – Through Women Ownership of the Entity- Threshold 50%

Women ownership points will be awarded to a Tenderer who have 50% or more women ownership of the company or enterprise. The woman should be South African citizens.

Preference Point	Service Provider to Indicate YES OR NO	No of Points per BANKSETA Preference point System	For BANKSETA USE Only Points Claimed
Does the service provider wish to claim points under women ownership where 50% or more ownerships are by women who are South African citizens		2	

IF YES please provide the following details

DETAILS OF WOMEN OWNERS WHO ARE SOUTH AFRICAN CITIZENS				
	Full Name of Black Owners	ID Number	Ownership Percentage (via shareholding)	Position in the Company
1				
2				
3				
4				
5				
6				
	TOTAL WOMEN OWNERSHIP			

For shortlisted service providers, BANKSETA will request additional information and evidence to support the information shown for preference points claimed. Please note that such additional information may include but is not limited to certified IDs and CIPC records.

1.7 Preference Points Claimed for Empowerment of Youth Through Youth Ownership of the Service Provider /Enterprise– 33% Threshold

1.7.1 Youth ownership points will be awarded to a Tenderer who have 33% or more youth ownership being persons 35 years and below, determined at the date of tender/ RFQ closing. Youth ownership will be determined based on the shareholding of the members who are defined as youth and are South African citizens,

Preference Point	Service Provider to Indicate YES OR NO	No of Points per BANKSETA Preference point System	For BANKSETA USE Only Points Claimed
Does the service provider wish to claim points under Youth Ownership – 33% Threshold. The youth should be South African citizens		2	

IF YES please provide the following details

DETAILS OF YOUTH OWNERS WHO ARE SOUTH AFRICAN CITIZENS				
	Full Name of Black Owners	ID Number	Ownership Percentage (via shareholding)	Position in the Company
1				
2				
3				
4				
5				
6				
	TOTAL YOUTH OWNERSHIP			

For shortlisted service providers, BANKSETA will request additional information and evidence to support the information shown for preference points claimed. Please note that such additional information may include but is not limited to certified IDs and CIPC records.

1.8 Preference Points Claimed for Empowerment of Persons with Disabilities - Ownership or Employment of People with Disabilities – 20% threshold for Ownership and 10% threshold for Employment of Persons with Disabilities of Youth Empowerment

1.8.1 Persons with Disability Ownership points will be awarded to a Tenderer who have 20% or more shareholding by South African citizen persons with disability.

OR

to tenderers who employ 10% or more South African persons with disability on a permanent basis.

Disability ownership will be determined by the shareholding of the enterprise owned by such a South African citizen person with disability.

OR

by enterprises whose permanent staff complement consists of 10% or more South African citizen persons with disabilities. Any disabilities need to be legally verifiable for points to be claimed.

Kindly note that full points are awarded for either ownership of persons with disabilities or employment of persons with disabilities.

Preference Point	Service Provider to Indicate YES OR NO	No of Points per BANKSETA Preference point System	For BANKSETA USE Only Points Claimed
Does the service provider wish to claim points under? Persons with Disability Ownership points will be awarded to a Tenderer who have 20% or more shareholding by South African citizen persons with disability of the company or entity are. OR to tenderers who employ 10% or more South African persons with disability on a permanent basis.		2	

IF YES please provide the following details

DETAILS OF OWNERS WHO HAVE DISABILITIES AND ARE SOUTH AFRICAN CITIZENS				
	Full Name of Persons with Disabilities Owners	ID Number	Ownership Percentage (via shareholding)	Position in the Company
1				
2				
3				
4				
5				
6				

	TOTALPERSON WITH DISABILITIES OWNERSHIP			
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AND/OR

Total Number of Permanent Employees	Number of Permanent Employees with Disabilities	% Of Employees with Disabilities

For shortlisted service providers, BANKSETA will request additional information and evidence to support the information shown for preference points claimed. Please note that such additional information may include but is not limited to certified IDs, CIPC records, employee list, disabilities list or certificates of disability.

1.9 Preference Points Claimed for Empowerment Small and Medium Enterprises Including Co-operatives and Non-Governmental Organisations in All Areas – Rural and Urban

1.9.1 Small and medium business includes all South African businesses, co-operatives, and non-governmental organisations with annual turnover up to R10 million or alternatively, these entities are recently incorporated, have been operating for less than one year and are projected to have annual turnover of less than R10 million in the first year. The ownership of small and medium business, co-operatives or non-governmental organisations should be 100% South African citizens (or entities owned 100% by South Africa citizens).

Preference Point	Service Provider to Indicate YES OR NO	No of Points per BANKSETA Preference point System	For BANKSETA USE Only Points Claimed
Does the service provider wish to claim points under small and medium business includes all South African businesses, co-operatives, and non-governmental organisations with annual turnover up to R10 million or alternatively, these entities are recently incorporated, have been operating for less than one year and are projected to have annual turnover of less than R10 million in the first year. The ownership of small and medium business, co-operatives or non-governmental organisations should be 100% South African citizens (or entities owned 100% by South Africa citizens).		2	

IF YES please provide the following details

DETAILS OF THE BUSINESS				
Dated Business Incorporated	Financial Year Ending	Turnover in Prior Financial Year of the Enterprise	Budgeted Turnover This Current Financial Year	Turnover to Date in Current Financial Year

For shortlisted service providers, BANKSETA will request additional information and evidence to support the information shown for preference points claimed. Please note that such additional information may include but are not limited to CIPC records, annual financial statements and sworn affidavits.

1.10 False Information from Bidders

Should the BANKSETA ascertain that any bidder has submitted any false information, the BANKSETA may disqualify the bidder/service provider, cancel any award without prejudice to any other remedies available to BANKSETA and report the service provider to National Treasury.

The bidder/service provider will be given an opportunity to give reasons why BANKSETA should not take actions detailed above where false information has been submitted.

SPECIAL CONDITIONS THAT THE BIDDER NEEDS TO COMPLY WITH.

THE BIDDER SHOULD COMPLETE, ACCEPT AND SIGN ON THE LAST PAGE

NB: Complete only the part which is applicable for this tender.

	SPECIAL CONDITIONS	CONFIRMATION		
		Yes	No	If no, indicate deviation
1	GENERAL			
1.1	Respondents must indicate compliance or noncompliance on a paragraph-by-paragraph basis. Indicate compliance with the relevant special conditions by marking the YES box and			

	<p>noncompliance by marking the NO box. The bidder must clearly state if a deviation from these special conditions is offered and the reason, therefore. If an explanatory note is provided, the paragraph reference must be attached as an appendix to the bid submission. Responses not completed in this manner may be considered incomplete and rejected. Answering questions or supplying detail by referring to other sections will not be accepted.</p> <p>Should respondents fail to indicate agreement/compliance or otherwise, BANKSETA will assume that the respondents are not in compliance or agreement with the statement(s) as specified in this request for quotation.</p>			
2	THE SPECIAL CONDITIONS OF REQUEST FOR QUOTATION, REQUEST FOR BID AND CONTRACT			
		Yes	No	If no, indicate deviation
2.1	Special Conditions of Request for Quotation, Request for Bid and Contract has been noted.			
3	GENERAL CONDITIONS OF CONTRACT			
		Yes	No	If no, indicate deviation
3.1	The General Conditions of Contract must be accepted by signing the last page of this document.			
4	ADDITIONAL INFORMATION REQUIREMENTS			
		Yes	No	If no, indicate deviation
4.1	During evaluation of the responses, additional information may be requested in writing from respondents. Replies to such request must be submitted, within 5 (five) working days or as otherwise indicated. Failure to comply, may lead to your response being disregarded.			
5	VENDOR INFORMATION	Yes	No	If no, indicate deviation
5.1	Vendor are encouraged to register on the Central Supplier Database (CSD) as an award cannot be made to a vendor who is not registered and tax compliant on CSD.			

6	CONFIDENTIALITY			
		Yes	No	If no, indicate deviation
6.1	The response and all information in connection therewith shall be held in strict confidence by respondents and usage of such information shall be limited to the preparation of the response. Respondents shall undertake to limit the number of copies of this document.			
6.2	All respondents are bound by a confidentiality agreement preventing the unauthorised disclosure of any information regarding BANKSETA or of its activities to any other organisation or individual. The respondents may not disclose any information, documentation, or products to other clients without written approval of the accounting authority or the delegate.			
7	INTELLECTUAL PROPERTY, INVENTIONS AND COPYRIGHT (Only applicable to services requiring IP)			
7.1	Copyright of all documentation relating to this contract belongs to the client. The successful bidder may not disclose any information, documentation, or products to other clients without the written approval of the accounting authority or the delegate.			
7.2	All the intellectual property rights arising from the execution of this contract shall vest in BANKSETA who shall be entitled to cede and assign such to the Department of Higher Education and Training (DHET) and the contractor undertakes to honour such intellectual property rights and all future rights by keeping the know-how and all published and unpublished material confidential.			
7.3	In the event that the contractor or any project team member would like to use information or data generated by the project, for academic or any other purpose, prior written permission must be obtained from the client. Such permission will not be unreasonably withheld and if it is withheld, written reasons will be provided.			

7.4	BANKSETA shall own all deliverables produced by the Contractor during the course of, or as part of the contract whether capable of being copyrighted or not ("IP") and which are or may become eligible for copyright under the laws of the Republic of South Africa and which relates to the contract or which arises directly from this contract. This IP BANKSETA shall be entitled to freely cede and assign to the Department of Higher Education and Training. No other document needs to be executed to give effect to this session, assignment, or transfer.			
7.5	The provisions of this clause 7 shall only apply to such IP that is created during the course and scope in terms of this contract.			
7.6	The contractor assigns to BANKSETA or the Department of Higher Education and Training, as BANKSETA directs, the rights conferred upon itself as author by section 20(1) of the Copyright Act, no 98 of 1978, as amended.			
7.7	The Contractor acknowledges and agrees that each provision of clause 7 is separate, severally, and separately enforceable from any other provisions of this contract.			
7.8	The invalidity or non-enforceability of any one or more provision hereof, shall not prejudice or effect the enforceability and validity of the remaining provisions of this contract.			
7.9	This contract contains various stipulatio alteri in favour of the Department of Higher Education and Training, which rights shall continue in effect after termination of this contract, and which rights can be exercised and enforced at any time by the Department of Higher Education and Training.			
7.10	This clause 7 shall survive termination of this contract.			
8	NON-COMPLIANCE WITH DELIVERY TERMS			
		Yes	No	If no, indicate deviation
8.1	As soon as it becomes known to the contractor that he/she will not be able to deliver the services within the delivery period and/or against the quoted price and/or as specified, BANKSETA must be given immediate written notice to this			

	effect.			
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9	WARRANTS and PAYMENTS			
		Yes	No	If no, indicate deviation
9.1	The Contractor warrants that it is able to conclude this agreement to the satisfaction of the BANKSETA.			
9.2	The successful respondent IS NOT required to furnish to the purchaser a performance security.			
9.3	Although the contractor will be entitled to provide services to persons other than BANKSETA, the contractor shall not without the prior written consent of BANKSETA, be involved in any manner whatsoever, directly, or indirectly, in any business or venture which competes or conflicts with the obligations of the contractor to provide Services.			
9.4	The BANKSETA will pay the contractor the fee as set out in the final contract. No additional amounts will be payable by the BANKSETA to the contractor.			
9.5	The Contractor shall from time to time during the currency of the contract, invoice the BANKSETA for the services rendered. No payment will be made to the contractor unless an invoice complying with section 20 of the VAT act No 89 of 1991 has been submitted to the BANKSETA.			
9.6	Payment shall be made into the contractor's bank account normally 30 days after the receipt of an acceptable and valid invoice. Banking details must be submitted with the contractor's first invoice. Proof of the banking details will be accepted in the following forms: <input type="checkbox"/> Copy of a cancelled cheque; <input type="checkbox"/> Letter from bank; <input type="checkbox"/> Statement.			
9.7	The contractor shall be responsible for accounting to the appropriate authorities for its income tax, VAT or other monies required to be paid in terms of applicable law.			

9.8	No favour, delay, relaxation, or indulgence on the part of any Party in exercising any power or right conferred on such Party in terms of this contract shall operate as a waiver of such power or right nor shall any single or partial exercise of any such power or right under this agreement.			
10	PARTIES NOT AFFECTED BY WAIVER OR BREACHES			
		Yes	No	If no, indicate deviation
10.1	The waiver (whether express or implied) by any Party of any breach of the terms or conditions of this contract by the other Party shall not prejudice any remedy of the waiving party in respect of any continuing or other breach of the terms and conditions hereof.			
10.2	No favour, delay, relaxation, or indulgence on the part of any Party in exercising any power or right conferred on such Party in terms of this contract shall operate as a waiver of such power or right nor shall any single or partial exercise of any such power or right under this agreement.			
11	RETENTION			
		Yes	No	If no, indicate deviation
11.1	On termination of this agreement, the contractor shall, on demand hand over all documentation provided as part of the project and all deliverables, etc., without the right of retention, to BANKSETA.			
11.2	No agreement to amend or vary a contract or order or the conditions, stipulations or provisions thereof shall be valid and of any force and effect unless such agreement to amend or vary is entered into in writing and signed by the contracting parties. Any waiver of this requirement shall be in writing			
12	Dispute Resolution			
		Yes	No	If no, indicate deviation
12.1	If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.			

12.2	If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Purchaser or the Supplier may give notice to the other party of his			
	intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party. Such notice shall be in English.			
12.3	Notice of intention to commence with mediation shall be writing, in the English language, and served on the other party either personally, by facsimile or electronic mail.			
12.4	If the parties are unable to agree on a mediator or to resolve any disputes by way of mediation within 14 days (fourteen days) of any party requesting in writing that the dispute be resolved by mediation, it may be settled in a South African court of law.			
12.5	All disputes shall be referred to mediation with an AFSA accredited and appointed mediator in accordance with the then current rules of the Arbitration Foundation of Southern Africa or its successor.			
12.6	Notwithstanding any reference to mediation and/or court proceedings herein, (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and (b) the purchaser shall pay the supplier any monies due the supplier			
13	FORMAT OF REQUEST FOR QUOTATION, REQUEST FOR BID AND CONTRACT			
		Yes	No	If no, indicate deviation
13.1	Respondents must complete all the necessary quotation documents and undertakings required in this quotation document. Respondents are advised that their responses should be concise, written in plain English and simply presented. Respondents are to set out their quotation in the format prescribed in the RFQ/RFB documents:			
13.2	Respondents must complete and return Special Conditions of Contract.			

NAME OF BIDDER

SIGNATURE

DATE