

Terms of Reference



sassa

SOUTH AFRICAN SOCIAL SECURITY AGENCY

**FINGERPRINT SEARCH CAPABILITY SOFTWARE
FOR
THE SOUTH AFRICAN SOCIAL SECURITY AGENCY**

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GENERAL INFORMATION

1. STRUCTURE OF THE BID DOCUMENT

- 1.1 In order to best articulate the requirements of the bid, this document is structured and divided into the following sections:

Section A: Business Overview

Section B: Objective and scope of the bid

Section C: Pricing

Section D: Evaluation of the Bid

Section E: DETAILED SPECIFICATIONS AND REQUIREMENT

2. BID RESPONSE REQUIREMENTS

- 2.1. All proposals should be well structured, accurate and unambiguous in their response to the requirements stipulated in the bid document. All responses must be prepared as per instructions set out in this bid document
- 2.2. All sections of the bid are critical to the satisfaction of all the requirements, and must be responded to fully
- 2.3. Responses to each section of the bid must be prepared using the prescribed corresponding Annexures i.e. as part of the proposal, response to Section C will be prepared using Annexure A. Electronic copies of the response annexures will be made available to bidders. Failure to respond according to these templates will make the responses impractical to evaluate, and will therefore be disqualified.
- 2.4. Any further supporting information that cannot be accommodated on the response Annexure must be included as an attachment in the response and clearly referenced both in the response annexure, and on the attachment itself. Failure to cross-reference will result in such attachments not recognized, and eventually not evaluated.

- 2.5. An original response must be accompanied by a hard copy (Original and a copy) and an electronic soft copy on thumb drive or CD/DVD. All the contents of the copies must be in the exact same order as in the hard copy to make it easier to navigate, and evaluate the bid response.
- 2.6. Delivery of goods to be done on or before 3-6 weeks after receiving of the official purchase order
- 2.7. Bidders to provide Bid Proposals as per the Detail Specification (Section E below).

3. BID ENQUIRIES

- 3.1. All enquiries, questions and requests for clarification that may arise in relation to this Bid is to be done in writing and addressed to the below email address listed in the Invitation to Bid. fingerprint2023@sassa.gov.za
- 3.2. It is important to note that all Queries/Questions need to: must be clear and precise
The emails also include:
 - 3.2.1 Bid Ref# in the Subject Line of your e-mail
 - 3.2.2 The companies' name, contact and telephone number is clearly stated
 - 3.2.3 Where applicable, reference be made to specific points within this Bid document
 - 3.2.4 No meetings or telephonic enquiries will be entertained or responded to with regards to this Bid.

NB Bidder to send question/s within 5 days of the advert and SASSA will respond with 7 days of the bid advert.

4. BID CONDITIONS

The following are bid conditions which all bidders should take note of:

- 4.1.1. The Agency will contract and also conclude Service Level Agreement(s) with the successful bidder(s).
- 4.1.2. The General Conditions as stipulated in the General Conditions of Contract as issued by National Treasury.
- 4.1.3. The Agency reserves the right to cancel or not to award the bid.
- 4.1.4. SASSA reserves the right to negotiate price with the successful bidder.

SECTION A – BUSINESS OVERVIEW

5. BACKGROUND

5.1. Background to the Organization

South African Social Security Agency (SASSA) (also referred here-in as the 'Agency') was established in terms of the South African Social Security Agency Act, 2004 (Act No. 9 of 2004) to administer social assistance in terms of Chapter 3 of the Social Assistance Act, 2004 (Act No. 13 of 2004). SASSA is mandated to ensure effective and efficient delivery of service of high quality with regard to the management and administration of social grants such that the entire payment process and system from application to receipt of social grants by a beneficiary, is done in a manner that is sensitive, caring and restores the dignity of the beneficiaries as well the integrity of the whole system

5.2. SASSA's Custom Developed Biometric solutions landscape:

SASSA designed and built a Biometric solution using NeuroTechnology's solutions (Verifinger, Match-on-Card and Facial Recognition) to reduce fraud and to verify the identities of grant beneficiaries.

SASSA bought 1000 NeuroTechnology's Verifinger Standard SDK (1 single computer license). The Verifinger SDK includes Fingerprint Matcher and Extractor component licenses. The software and licenses are installed on the user's workstations. The SDK allows rapid development of biometric applications using functionality from the VeriFinger algorithm.

SASSA has a few custom developed Biometric applications that makes use biometric data (fingerprint and facial) to verify the identity of staff and grant applicants. These applications was developed used Neurotechnology products (Verifinger, Match-on-Card and Facial Recognition).

1. Staff enrolment program that biometrically (fingerprint and facial) verifies staff members.
2. Smartcard is used during the staff enrolment to store fingerprint templates of verified staff member.
3. Non-Repudiation Program (NRP) that forces staff members to biometrically authenticate every time they perform a high risk transaction
4. Beneficiary enrolment application that biometrically verifies and captures grant applicants biometrics (fingerprint and possibly Facial in the future)

5.3. Fingerprint scanners in use by SASSA:

- 3500 x FS82 Futronic Fingerprint Readers
- 400 x Lumidigm Biometric scanners

SASSA has captured and stored millions of Beneficiaries biometric data as part of the Grant Application enrolment process. This repository of biometric data must now be used to reduce fraud. We need a solution that will allow SASSA to (1) search through the repository of biometric data to find duplicate identities (2) search through the biometric repository when an applicant applies for a grant to ensure that they are not already in our database.

SECTION B – OBJECTIVE AND SCOPE OF THE BID

6. OBJECTIVE AND SCOPE OF THE BID

The objective of this bid is to source proposals and to successfully contract an able and suitable Service Provider to **supply of Neurotechnology Fingerprint Matching Software as per the Detailed Specification (Section E) below.**

SECTION C: PRICING

7. SOLUTION PRICING

- 7.1 The bidding price must be in rand value and inclusive of VAT.
- 7.2 The bidding price must be fixed until the delivery and payment.
- 7.3 The bidding price must be valid for 90 days
- 7.4 The bidding must be in accordance to the specification in Annexure A

SECTION D: EVALUATION OF THE BID

8. BID EVALUATION PRINCIPLES

The bid proposals shall be evaluated in accordance with the 80/20 principle. The evaluation shall be conducted as follows:

8.1.1. First Stage

- a) Phase 1 : Mandatory Requirement;
- b) Phase 2 : Administrative Compliance;

EVALUATION CRITERIA
Phase One – Mandatory Requirement
Bidders must fully complete Annexure A with all applicable prices and Taxes.
NOTE: Failure to submit the above will invalidate your bid.
Phase Two - Administrative Compliance

Bidders must submit the following:

- Tax Compliance Status PIN
- Proof of company registration with Central Supplier Database
- B-BBEE Certificate issued by SANAS / Sworn Affidavit to claim points in line with the below Special Goals
- Fully Completed SBD Forms

NOTE: Failure to submit the above may invalidate your bid.

8.1.2. Second Stage – Price and Specific Goals.

The proposal shall be evaluated in accordance with 80 /20 principle.

SECOND STAGE: Specific Goals	Weights
Price	80
Specific Goals	20

Price

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

Specific Goals

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

B-BBEE Status Level 1-2 contributor	14
B-BBEE Status Level 3-8 contributor with at least 51% youth or disabled ownership	12
B-BBEE Status Level 3-4 contributor	8
B-BBEE Status Level 5-8 contributor	4
Others	0

8.1.2.1. Bidders to submit a B-BBEE verification certificate from a verification agency accredited by the South African National Accreditation System (SANAS) and/or a CSD MAAA Number and/or a sworn affidavit indicating the percentage of all shareholders and signed by Commissioner of oaths, shareholder or owners of company.

8.1.2.2. If the BBBEE verification certificate does not reflect the bidder's BBBEE status Level of contributor with at least minimum percentage claimed, sworn Affidavit must be submitted over and above the B-BBEE Certificate or CSD MAAA Number to claim points for specific goals as per the above table.

8.1.2.3. Failure to submit shall be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

8.1.2.4. This tender will be evaluated on Price and Preference Points (Specific Goals).

Note: A bidder must submit proof of its B-BBEE status or supporting documents for the above listed specific goals

SECTION E – DETAILED SPECIFICATIONS AND REQUIREMENT

Bidder are required to submit bid proposals as per the below specification:

- Neurotechnology Fingerprint Matching Solution (Software)

Neurotechnology Component/SDK	Qty	Comment
MegaMatcher 13.0 Extended SDK	1	SDK required to license components
MegaMatcher Accelerator 13.0 Extreme (fingerprint engine) license	2	Licenses for PROD (22 million subjects with duplicate check on enrolment & de-duplication over 30 days)
MegaMatcher Accelerator 13.0 Extreme (fingerprint engine) license For Disaster Recovery Center (DRC). With 40% discount.	2	Licenses for DR (22 million subjects with duplicate check on enrolment & de-duplication over 30 days)
Fingerprint Matcher 13.0	2	License for DEV, QA (1,000 subjects with duplicate check on enrolment & de-duplication over 30 minutes)

