

## INVITATION TO BID

### **REQUEST FOR BID DESCRIPTION:** **APPOINTMENT OF A SERVICE PROVIDER FOR DIGITIZATION AND ARCHIVAL SERVICES AT ARMSCOR HEAD OFFICE**

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#### **NOTE:**

**Kindly register on the National Treasury's Central Supplier Database (CSD) via [www.csd.gov.za](http://www.csd.gov.za)**

***Bids must ONLY be submitted in hard copy; electronic bid submissions are NOT acceptable.***

## RETURNABLE DOCUMENTS CHECKLIST

Bidders are required to develop a returnable schedule annexure in accordance with the following table of contents

|     | List of documents required.                                                                                                              | Submitted<br>[Yes or No] |                          |
|-----|------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
|     |                                                                                                                                          | Yes                      | No                       |
| 1.  | Central Supplier database (CSD) registration report or Unique Registration Reference Number                                              | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.  | Valid Tax Clearance Certificate (s) and or proof of application endorsed by SARS and / or SARS issued verification pin code.             | <input type="checkbox"/> | <input type="checkbox"/> |
| 3.  | Copies of bidders CIPC Company registration documents listing all members with percentage. See bidding structure for required documents. | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.  | Copy of the Joint Venture / Consortium Agreement duly signed by all parties                                                              | <input type="checkbox"/> | <input type="checkbox"/> |
| 5.  | Copy of the Sub-Contracting Agreement duly signed by all parties                                                                         | <input type="checkbox"/> | <input type="checkbox"/> |
| 6.  | Valid proof of BBBEE status for the bidder and its sub-contractor(s)                                                                     | <input type="checkbox"/> | <input type="checkbox"/> |
| 7.  | Designated sectors: Local production and content. (Where applicable)                                                                     | <input type="checkbox"/> | <input type="checkbox"/> |
| 8.  | Originally certified copy of Identity Document for the Company representative                                                            | <input type="checkbox"/> | <input type="checkbox"/> |
| 9.  | Copy of latest audited financial statements                                                                                              | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. | Bid conditions acceptance form on KD17 (Mandatory)                                                                                       | <input type="checkbox"/> | <input type="checkbox"/> |

# ARMAMENTS CORPORATION OF SOUTH AFRICA SOC LTD (ARMSCOR)

Company registration: 1968/008611/06    Vat registration: 4500101169

## REQUEST FOR BID: EICT/2021/31

### 1. INSTRUCTIONS ON SUBMISSION OF BIDS

- 1.1 Bid Closing at **11:00 am on 03 March 2022 (SOUTH AFRICAN TIME)**
- 1.2 Bids must be submitted in a sealed envelope marked with this bid reference number.
- 1.3 The sealed envelope must be deposited in the bid box at Armscor Head Office, Visitors Entrance (Block) 8 before the bid closing date and time addressed to:

The Manager:                      Supply Chain Management Department  
Armscor SOC Ltd

Postal address:                      Armscor SOC Ltd  
Private Bag X337  
Pretoria  
0001

Delivery address:                      Armscor Head Office  
370 Nossob Street  
Erasmuskloof Ext 4  
Pretoria

- 1.4 Bids dispatched by the courier service Company must be marked with bid reference number on the delivery note / packaging and the courier must ensure that the bid document is deposited in the bid box before the closing date and time. **Armscor will not be held responsible for any delays where bid documents are handed to the Armscor Reception.**
- 1.5 Bid proposals received after the closing time and date will not be considered.

### 2. ENQUIRIES

- 2.1 All queries regarding this bid must be addressed in writing to SCM Department on [aopts@armscor.co.za](mailto:aopts@armscor.co.za). Questions/enquiries relating to this RFB should be received three working days prior to the closing date. Queries received after this period will not be entertained.

### 3. BID VALIDITY PERIOD

Bid proposals to remain valid for acceptance for a period of **ONE HUNDRED AND FIFTY** days counted from the closing date.

**NOTE:** Bids for the supply of the goods and/or services described in the attached documents are invited in accordance with the provisions of the General Conditions of Contract (A-STD-0020) Issue 4 dated 14 February 2020 and the Rules of Procedure for Offerors (A-STD-0010) Issue 2 dated 21 April 2014, as well as any special condition contained in these documents. Copies of the General Conditions of Contract and the Rules of Procedure are available on Armscor's website at [www.armscor.co.za](http://www.armscor.co.za).

**BIDDING STRUCTURE**

|                                                                                      |  |
|--------------------------------------------------------------------------------------|--|
| Indicate the type of bidding structure by marking with an 'X' in an appropriate box. |  |
| Individual Bidder                                                                    |  |
| Joint Venture                                                                        |  |
| Consortium                                                                           |  |
| Using Sub-contractors                                                                |  |
| Other                                                                                |  |

**Only fill the relevant category:**

|                                                                                                                                                   |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>If individual bidder, indicate the following:</b>                                                                                              |  |
| Name of Bidder                                                                                                                                    |  |
| Company / Close Corporation<br>Registration Number                                                                                                |  |
| VAT Registration Number                                                                                                                           |  |
| National Treasury Supplier Number                                                                                                                 |  |
| Unique Registration Reference<br>Number                                                                                                           |  |
| Contact Person                                                                                                                                    |  |
| Telephone Number                                                                                                                                  |  |
| Fax Number                                                                                                                                        |  |
| Email Address                                                                                                                                     |  |
| Postal Address                                                                                                                                    |  |
| Physical Address                                                                                                                                  |  |
| <b>NB: Submit with the bid the following documents:</b>                                                                                           |  |
| Copies of the bidder's CIPC company registration documents listing all members with percentages, in case of a CC.                                 |  |
| In case of Individual Bidder supply ID document for local and if foreigner supply passport number or identification as applicable in that country |  |
| Latest copies of all share certificates, in case of a company or any other form of a legal entity.                                                |  |
| Shareholding breakdown per race, gender and percentage shareholding with shareholders of the bidding entity.                                      |  |

|                                                                                                                                                   |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>If Joint Venture or Consortium, indicate the following: (To be completed for each JV/Consortium member)</b>                                    |  |
| Name of Joint Venture / Consortium                                                                                                                |  |
| Company / Close Corporation<br>Registration Number                                                                                                |  |
| VAT Registration Number                                                                                                                           |  |
| National Treasury Supplier Number                                                                                                                 |  |
| Unique Registration Reference Number                                                                                                              |  |
| Contact Person                                                                                                                                    |  |
| Telephone Number                                                                                                                                  |  |
| Fax Number                                                                                                                                        |  |
| Email Address                                                                                                                                     |  |
| Postal Address                                                                                                                                    |  |
| Physical Address                                                                                                                                  |  |
| <b>NB: Submit with the bid the following documents:</b>                                                                                           |  |
| Copies of the bidder's CIPC company registration documents listing all members with percentages, in case of a CC.                                 |  |
| In case of Individual Bidder supply ID document for local and if foreigner supply passport number or identification as applicable in that country |  |
| Latest copies of all share certificates, in case of a company or any other form of a legal entity.                                                |  |
| Shareholding breakdown per race, gender and percentage shareholding with shareholders of the bidding entity.                                      |  |

|                                                                                                                                                   |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>If Joint Venture or Consortium, indicate the following:</b>                                                                                    |  |
| Name of Prime Contractor                                                                                                                          |  |
| Company / Close Corporation<br>Registration Number                                                                                                |  |
| VAT Registration Number                                                                                                                           |  |
| National Treasury Supplier Number                                                                                                                 |  |
| Unique Registration Reference Number                                                                                                              |  |
| Contact Person                                                                                                                                    |  |
| Telephone Number                                                                                                                                  |  |
| Fax Number                                                                                                                                        |  |
| Email Address                                                                                                                                     |  |
| Postal Address                                                                                                                                    |  |
| Physical Address                                                                                                                                  |  |
| <b>NB: Submit with the bid the following documents:</b>                                                                                           |  |
| Copies of the bidder's CIPC company registration documents listing all members with percentages, in case of a CC.                                 |  |
| In case of Individual Bidder supply ID document for local and if foreigner supply passport number or identification as applicable in that country |  |
| Latest copies of all share certificates, in case of a company or any other form of a legal entity.                                                |  |
| Shareholding breakdown per race, gender and percentage shareholding with shareholders of the bidding entity.                                      |  |

|                                                                                                                                                   |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>If using subcontractors, indicate the following:</b>                                                                                           |  |
| Name of Prime -Contractor                                                                                                                         |  |
| Percentage Value to be subcontracted                                                                                                              |  |
| Company / Close Corporation<br>Registration Number                                                                                                |  |
| VAT Registration Number                                                                                                                           |  |
| National Treasury Supplier Number                                                                                                                 |  |
| Unique Registration Reference<br>Number                                                                                                           |  |
| Contact Person                                                                                                                                    |  |
| Telephone Number                                                                                                                                  |  |
| Fax Number                                                                                                                                        |  |
| Email Address                                                                                                                                     |  |
| Postal Address                                                                                                                                    |  |
| Physical Address                                                                                                                                  |  |
| <b>Subcontractor Details:</b>                                                                                                                     |  |
| Name of Subcontractor                                                                                                                             |  |
| Company / Close Corporation<br>Registration Number                                                                                                |  |
| VAT Registration Number                                                                                                                           |  |
| National Treasury Supplier Number                                                                                                                 |  |
| Unique Registration Reference<br>Number                                                                                                           |  |
| Contact Person                                                                                                                                    |  |
| Telephone Number                                                                                                                                  |  |
| Fax Number                                                                                                                                        |  |
| Email Address                                                                                                                                     |  |
| Postal Address                                                                                                                                    |  |
| Physical Address                                                                                                                                  |  |
| <b>NB: Submit with the bid the following documents for both Prime and Sub-Contractors:</b>                                                        |  |
| Copies of the bidder's CIPC company registration documents listing all members with percentages, in case of a CC.                                 |  |
| In case of Individual Bidder supply ID document for local and if foreigner supply passport number or identification as applicable in that country |  |
| Latest copies of all share certificates, in case of a company or any other form of a legal entity.                                                |  |
| Shareholding breakdown per race, gender and percentage shareholding with shareholders of the bidding entity.                                      |  |

|                                                                                                                                                   |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Other:</b>                                                                                                                                     |  |
| Name of Bidder                                                                                                                                    |  |
| Company / Close Corporation<br>Registration Number                                                                                                |  |
| VAT Registration Number                                                                                                                           |  |
| National Treasury Supplier Number                                                                                                                 |  |
| Unique Registration Reference<br>Number                                                                                                           |  |
| Contact Person                                                                                                                                    |  |
| Telephone Number                                                                                                                                  |  |
| Fax Number                                                                                                                                        |  |
| Email Address                                                                                                                                     |  |
| Postal Address                                                                                                                                    |  |
| Physical Address                                                                                                                                  |  |
| <b>NB: Submit with the bid the following documents:</b>                                                                                           |  |
| Copies of the bidder's CIPC company registration documents listing all members with percentages, in case of a CC.                                 |  |
| In case of Individual Bidder supply ID document for local and if foreigner supply passport number or identification as applicable in that country |  |
| Latest copies of all share certificates, in case of a company or any other form of a legal entity.                                                |  |
| Shareholding breakdown per race, gender and percentage shareholding with shareholders of the bidding entity.                                      |  |

**Declaration:**

I, as the duly authorized representative of the bidder hereby authorize Armscor to request, investigate and process company information including tax compliance via the SARS website.

.....  
Name

.....  
ID number

## Declaration of Bidder's Past Supply Chain Management Practices

This Standard Bidding Document serves as a declaration to ensure that goods and services being procured are aligned with all reasonable steps are taken to combat the abuse of the supply chain management system. The bid of any bidder may be disregarded if that bidder or any of its directors have been involved in the abuse of public institution's supply chain management system

In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

| Item | Question                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Yes                      | No                       |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| 1    | Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?<br><br>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).<br><br><b>The Database of Restricted Suppliers now resides on the National Treasury's website(<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</b> | <input type="checkbox"/> | <input type="checkbox"/> |
|      | If so, furnish particulars:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                          |                          |
| 2    | Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?<br><br>The Register for Tender Defaulters can be accessed on the National Treasury's website ( <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> ) by clicking on its link at the bottom of the home page.                                                                                                                                                                                                                                                                                | <input type="checkbox"/> | <input type="checkbox"/> |
|      | If so, furnish particulars:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                          |                          |
| 3    | Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <input type="checkbox"/> | <input type="checkbox"/> |
|      | If so, furnish particulars:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                          |                          |
| 4    | Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <input type="checkbox"/> | <input type="checkbox"/> |
|      | If so, furnish particulars:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                          |                          |

## CERTIFICATION

I, the undersigned (full name).....certify that the information furnished on this declaration form is true and correct.

I accept that, in addition to cancellation of a contract, action may be taken against me should this declaration prove to be false.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

**BID CONDITIONS ACCEPTANCE FORM**

**Bidders shall complete and sign this bid conditions acceptance form**

I/We hereby offer to supply all or some of the supplies and/or services described in the Pricing Schedule and /or attached documents on the terms and conditions and in accordance with the conditions set out in A-STD-0010 Issue 2 dated 21 April 2014 and A-STD-0020 Issue 4 dated 14 February 2020 (and I/we acknowledge that I/we am/are acquainted therewith) at the price and on the terms of delivery/execution inserted by me/us.

I/We agree -

1. that this bid shall remain binding on me/us and open for acceptance for the period stipulated above;
2. that if my/our bids is accepted, the acceptance will be communicated to me/us by letter or order through the post, and such acceptance shall constitute a contract between me/us and Armscor, subject to the terms and conditions set out in Armscor's General Conditions of Contract (A-STD-0020), Issue 4 dated 14 February 2020, the contents of which I/we acknowledge ourselves to be acquainted with.

I/We choose as domicilium citandi et executandi in the Republic

.....  
 .....  
 (no post box or private bag)

IN BLOCK LETTERS ON BEHALF OF -

Complete registered:

Name of bidder:.....

**AUTHORISED SIGNATURE**

..... Date: .....

Name in block letters: .....

Capacity: .....

**NB: FAILURE TO COMPLETE AND SIGN THIS PAGE SHALL INVALIDATE THE BID AND WILL BE DISQUALIFIED FROM FURTHER EVALUATION.**

**SUPPLIER REGISTRATION**

- 1.1 Bidders must register on the National Treasury Central Supplier Database (CSD) in terms of National Treasury Instruction Note 3 of 2016/17.
- 1.2 Bidders must electronically register for Security on Armscor website to be considered for orders which are administered by Armscor SOC Ltd on Behalf of clients.

For more information on security registration contact:-

**The Security Registration**  
**Private Bag X337**  
**PRETORIA**  
**0001**

**E-mail:- register@armscor.co.za**

**ALL BIDDERS SHALL COMPLY WITH THE FOLLOWING:**

1. Bidders should check the numbers of the pages correspond with the table of contents as no liability arising from claims owing to the omission or duplication of pages will be recognised by Armscor. The appendices mentioned in these pages form part of the bids.
2. **All bidders shall -**
  - 2.1. insert their name at the top of each price schedule form used (a rubber stamp may be used);
  - 2.2. insert the information in the spaces provided in the price schedules by writing or typing on the dotted lines only (additional information should be contained in a separate annexure);
  - 2.3. if they wish to make more than one bid against an item, as an alternative, apply for additional copies of the bid documents or photocopy one or more pages, and not retype or redraft any of the forms used;
  - 2.4. indicate the prices quoted in the units shown and quote them per item;
  - 2.5. indicate in respect of each item whether the goods/services quoted comply strictly with the specified requirements, and furnish particulars of deviations if this is not so;
  - 2.6. complete all appendices.
3. **Value-added tax, customs duties, *ad valorem* customs duties and surcharges:**
  - 3.1. Value added tax levied by the Receiver of Revenue must not be included in the prices quoted but be shown as a separate line item.
  - 3.2. Where supplies are quoted which are subject to levying of any customs duty, ad valorem customs or excise duty or surcharge by the Department of Customs and Excise, such charges must not be included by the bidder in the prices quoted. The applicable customs duty, ad valorem customs or excise duty or surcharge must, however, be indicated separately where provided for on Armscor's Questionnaire
4. **Security:**
  - 4.1. Classified bids are to be handled in the manner set out in Armscor's Security Instruction, document number A-WI-014, copies of which are obtainable on request from the Contractor Security Section, P O Box 411, Pretoria, 0001.
  - 4.2. Attention is drawn particularly to the procedure set out in chapter 4 of the manual, which is to be complied with when forwarding classified documents.

5. **Broad-Based Black Economic Empowerment Compliance:**

- 5.1 In terms of the Defence Sector Codes, contracts for goods and services shall only be awarded to a bidder that has Black Equity Ownership of at least 25% in year 1 (12 April 2019 to 31 March 2020), 30% in year 2 (01 April 2020 to 31 March 2021) and 35% in year 3 (01 April 2021) onwards, where applicable.
- 5.2 Failure to comply with the **B-BBEE Mandatory and Compulsory requirements** as stated in the KD24 will lead to disqualification.

6. **Advance payments:**

Bidders shall furnish the price without advance payment. (Consult paragraph 8 of A-STD-0010).

7. **Performance Guarantee:**

Armscor reserves the right to request the successful bidder to submit a performance guarantee for the proposed contract. Bidders must submit prices without provision for the performance guarantee as well as prices including the cost of such a guarantee.

8. **Commissions:**

If any commission is payable by yourself to any person(s) or body as a result of any order which may arise from this Request for Proposal, you must submit full details of the applicable person(s) or body and the amount payable, with this bid.

9. **Tax Compliance Requirements**

**It is a condition of bid that the successful bidder MUST be tax compliant, or that satisfactory arrangements have been made with the South African Revenue Service (SARS) to meet the bidder's tax obligations. FOREIGN COMPANIES ARE REQUIRED TO COMPLETE QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS OF ANNEXURE 1 TO KD 25**

- 9.1 In order to meet this requirement the bidder is required to access SARS e-filing and complete the SARS ONLINE "SARS tax compliance status" under tax status. Tax compliance requirements are also applicable to individuals who wish to submit bids.
- 9.2 SARS will then furnish the bidder with a Tax compliance PIN code that will be valid for a period of 1 (one) year from the date of approval.
- 9.3 The Tax compliance PIN letter shall be submitted with the bid, with an authorisation letter for Armscor to use the PIN code for verification of tax compliance status of the supplier.
- 9.4 In bids where Consortia /Joint Ventures / are involved, each party must submit a separate tax compliance PIN with authorisation letter.
- 9.5 In the event of subcontracting, tax compliance PIN letter and authorisation letter for the subcontractor must also be submitted with the bid.

-10-

- 9.6 Tax compliance is done via e-filing on the SARS website [www.sars.gov.za](http://www.sars.gov.za).
- 9.7 Original valid tax clearance certificates issued before 18 April 2016 are still valid until the expiry date or on replacement with SARS tax compliance PIN.

**NOTE: Armscor Suppliers /Bidders and Subcontractors must remain tax compliant for the duration of their contracts.**

#### 10. Awarding of Bids

The awarding of bids will be in terms of the Preferential Procurement Policy Framework Act, 2000: Preferential Procurement Regulations, 2017.  
The applicable points are:

**Price: (Pp) 80 Points**

**Broad-Based Black Economic Empowerment: 20 Points**

**Total: 100 Points**

The following formula will be used to calculate the points in respect of a bid up to a rand value of R50 000 000, 00 (all applicable taxes included).

(Armscor may also apply this formula to price quotations with a value of less than R30 000, if and when appropriate):

$P_s = P_p$

Provided that  $\sum (P_{pa}) = 80$

|        |       |                                                 |
|--------|-------|-------------------------------------------------|
| Where: | $P_s$ | = points scored for bid/bid under consideration |
|        | $P_p$ | = points scored for price                       |
|        | $a$   | = allocated                                     |

The points scored for price ( $P_p$ ) =  $P_{pa} \times (1 - \frac{P_t - P_m}{P_m})$

Where:  $P_{pa}$  = points allocated for price

$P_t$  = comparative price of bid/bid under consideration

$P_m$  = comparative price of lowest acceptable bid/bid

#### 11. Objective Criteria

- 11.1 A contract may be awarded to a bidder that did not score the highest points only in accordance with section 2 (1) (f) of the Act. If Armscor intends on applying objective criteria in terms of section 2(1) (f) of the Act, this will be stated in the bid document.

#### 12. Mandatory local production and content for designated sectors

- 12.1 When applicable, bids not meeting the mandatory local production and content for designated sectors will not be considered for further evaluation.
- 12.2 A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 12.3 If there is no designated sector, Armscor will include as a specific condition of the bid, that only locally produced services or goods or locally manufactured goods with a stipulated minimum threshold for local production and content, will be considered.

KD17

RESTRICTED

BID NUMBER

: EICT/2021/31

CLOSING AT 11:00 ON

: 03 March 2022

VALIDITY PERIOD: 150 DAYS

NAME OF BIDDER

:

| ITEM NO | DESCRIPTION                                                                              | QTY   | UNIT PRICE IN FOREIGN CURRENCY | UNIT PRICE IN S.A. CURRENCY | SUBTOTAL |
|---------|------------------------------------------------------------------------------------------|-------|--------------------------------|-----------------------------|----------|
| 1.      | <b>Collection of an estimated 13 000 boxes for the distance based on NARS regulation</b> | 1     |                                |                             |          |
| 2.      | <b>Purchasing of boxes</b>                                                               |       |                                |                             |          |
| 2.1     | Purchasing of estimated 1000 boxes for the period 2022/04/01 - 2023/03/31                | 1000  |                                |                             |          |
| 2.2     | Purchasing of estimated 1000 boxes for the period 2023/04/01 - 2024/03/31                | 1000  |                                |                             |          |
| 2.3     | Purchasing of estimated 1000 boxes for the period 2024/04/01 - 2025/03/31                | 1000  |                                |                             |          |
| 2.4     | Purchasing of estimated 1000 boxes for the period 2025/04/01 - 2026/03/31                | 1000  |                                |                             |          |
| 2.5     | Purchasing of estimated 1000 boxes for the period 2026/04/01 - 2027/03/31                | 1000  |                                |                             |          |
| 3.      | <b>Purchasing of seals (2 per box) to secure boxes</b>                                   |       |                                |                             |          |
| 3.1     | Purchasing of estimated 26 000 seals for the period 2022/04/01 - 2023/03/31              |       |                                |                             |          |
| 3.2     | Purchasing of estimated 3000 seals for the period 2023/01/04 - 2024/03/31                | 3000  |                                |                             |          |
| 3.3     | Purchasing of estimated 3000 seals for the period 2024/04/01 - 2025/03/31                | 3000  |                                |                             |          |
| 3.4     | Purchasing of estimated 3000 seals for the period 2025/04/01 - 2026/03/31                | 3000  |                                |                             |          |
| 3.5     | Purchasing of estimated 3 000 seals for the period 2026/04/01 - 2027/03/31               | 3000  |                                |                             |          |
| 4.      | <b>Purchasing of barcode labels</b>                                                      |       |                                |                             |          |
| 4.1     | Purchasing of estimated 13 000 barcode labels for the period 2022/04/01 - 2023/03/31     | 13000 |                                |                             |          |
| 4.2     | Purchasing of estimated 1000 barcode labels for the period 2023/01/04 - 2024/03/31       | 1000  |                                |                             |          |
| 4.3     | Purchasing of estimated 1000 barcode labels for the period 2024/04/01 - 2025/03/31       | 1000  |                                |                             |          |
| 4.4     | Purchasing of estimated 1000 barcode labels for the period 2025/04/01 - 2026/03/31       | 1000  |                                |                             |          |
| 4.5     | Purchasing of estimated 1000 barcode labels for the period 2026/04/01 - 2027/03/31       | 1000  |                                |                             |          |
| 5.      | <b>Registration of boxes</b>                                                             |       |                                |                             |          |
| 5.1     | Registration of estimated 13 000 boxes for the period 2022/04/01 - 2023/03/31            | 13000 |                                |                             |          |
| 5.2     | Registration of estimated 1000 boxes for the period 2023/04/01 - 2024/03/31              | 1000  |                                |                             |          |
| 5.3     | Registration of estimated 1000 boxes for the period 2024/04/01 - 2025/03/31              | 1000  |                                |                             |          |
| 5.4     | Registration of estimated 1000 boxes for the period 2025/04/01 - 2026/03/31              | 1000  |                                |                             |          |

## RESTRICTED

| ITEM NO    | DESCRIPTION                                                                          | QTY   | UNIT PRICE IN FOREIGN CURRENCY | UNIT PRICE IN S.A. CURRENCY | SUBTOTAL |
|------------|--------------------------------------------------------------------------------------|-------|--------------------------------|-----------------------------|----------|
| 5.5        | Registration of estimated 1000 boxes for the period 2026/04/01 – 2027/03/31          | 1000  |                                |                             |          |
| <b>6.</b>  | <b>Capturing of files</b>                                                            |       |                                |                             |          |
| 6.1        | Capturing of estimated 176 000 files for the period 2022/04/01 – 2023/03/31          |       |                                |                             |          |
| 6.2        | Capturing of estimated 15 000 files for the period 2023/04/01 – 2024/03/31           | 15000 |                                |                             |          |
| 6.3        | Capturing of estimated 15 000 files for the period 2024/04/01 – 2025/03/31           | 15000 |                                |                             |          |
| 6.4        | Capturing of estimated 15 000 files for the period 2025/04/01 – 2026/03/31           | 15000 |                                |                             |          |
| 6.5        | Capturing of estimated 15 000 files for the period 2026/04/01 – 2027/03/31           | 15000 |                                |                             |          |
| <b>7.</b>  | <b>Packing of boxes</b>                                                              |       |                                |                             |          |
| 7.1        | Packing of estimated 13 000 boxes for the period 2022/04/01 – 2023/03/31             | 13000 |                                |                             |          |
| 7.2        | Packing of estimated 1000 boxes for the period 2023/04/01 – 2024/03/31               | 1000  |                                |                             |          |
| 7.3        | Packing of estimated 1000 boxes for the period 2024/04/01 – 2025/03/31               | 1000  |                                |                             |          |
| 7.4        | Packing of estimated 1000 boxes for the period 2025/04/01 – 2026/03/31               | 1000  |                                |                             |          |
| 7.5        | Packing of estimated 1000 boxes for the period 2026/04/01 – 2027/03/31               | 1000  |                                |                             |          |
| <b>8.</b>  | <b>Storage of boxes</b>                                                              |       |                                |                             |          |
| 8.1        | Storage of estimated 13 000 boxes for the period 2022/04/01 – 2023/03/31             | 13000 |                                |                             |          |
| 8.2        | Storage of estimated 14 000 boxes for the period 2023/04/01 – 2024/03/31             |       |                                |                             |          |
| 8.3        | Storage of estimated 15 000 boxes for the period 2024/04/01 – 2025/03/31             |       |                                |                             |          |
| 8.4        | Storage of estimated 16 000 boxes for the period 2025/04/01 – 2026/03/31             |       |                                |                             |          |
| 8.5        | Storage of estimated 17 000 boxes for the period 2026/04/01 – 2027/03/31             |       |                                |                             |          |
| <b>9.</b>  | <b>Retrieval of boxes</b>                                                            |       |                                |                             |          |
| 9.1        | Retrieval of estimated 500 boxes for the period 2022/04/01 – 2023/03/31              | 500   |                                |                             |          |
| 9.2        | Retrieval of estimated 500 boxes for the period 2023/04/01 – 2024/03/31              | 500   |                                |                             |          |
| 9.3        | Retrieval of estimated 500 boxes for the period 2024/04/01 – 2025/03/31              | 500   |                                |                             |          |
| 9.4        | Retrieval of estimated 500 boxes for the period 2025/04/01 – 2026/03/31              | 500   |                                |                             |          |
| 9.5        | Retrieval of estimated 500 boxes for the period 2026/04/01 – 2027/03/31              | 500   |                                |                             |          |
| <b>10.</b> | <b>Placing of boxes back into storage</b>                                            |       |                                |                             |          |
| 10.1       | Placing back into storage estimated 500 boxes for the period 2022/04/01 – 2023/03/31 | 500   |                                |                             |          |
| 10.2       | Placing back into storage estimated 500 boxes for the period 2023/04/01 – 2024/03/31 | 500   |                                |                             |          |
| 10.3       | Placing back into storage estimated 500 boxes for the period 2024/04/01 – 2025/03/31 | 500   |                                |                             |          |

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| ITEM NO               | DESCRIPTION                                                                          | QTY                                   | UNIT PRICE IN FOREIGN CURRENCY | UNIT PRICE IN S.A. CURRENCY | SUBTOTAL |
|-----------------------|--------------------------------------------------------------------------------------|---------------------------------------|--------------------------------|-----------------------------|----------|
| 10.4                  | Placing back into storage estimated 500 boxes for the period 2025/04/01 – 2026/03/31 | 500                                   |                                |                             |          |
| 10.5                  | Placing back into storage estimated 500 boxes for the period 2026/04/01 – 2027/03/31 | 500                                   |                                |                             |          |
| <b>11.</b>            | <b>Destruction of files</b>                                                          |                                       |                                |                             |          |
| 11.1                  | Destruction of estimated 10 000 files for the period 2022/04/01 – 2023/03/31         | 10000                                 |                                |                             |          |
| 11.2                  | Destruction of estimated 10 000 files for the period 2023/04/01 – 2024/03/31         | 10000                                 |                                |                             |          |
| 11.3                  | Destruction of estimated 10 000 files for the period 2024/04/01 – 2025/03/31         | 10000                                 |                                |                             |          |
| 11.4                  | Destruction of estimated 10 000 files for the period 2025/04/01 – 2026/03/31         | 10000                                 |                                |                             |          |
| 11.5                  | Destruction of estimated 10 000 files for the period 2026/04/01 – 2027/03/31         | 10000                                 |                                |                             |          |
| <b>12.</b>            | <b>CD Indexing</b>                                                                   |                                       |                                |                             |          |
| 12.1                  | CD indexing for the period 2022/04/01- 2023/03/31                                    | 4                                     |                                |                             |          |
| 12.2                  | CD indexing for the period 2023/04/01 – 2024/03/31                                   | 4                                     |                                |                             |          |
| 12.3                  | CD indexing for the period 2024/04/01 – 2025/03/31                                   | 4                                     |                                |                             |          |
| 12.4                  | CD indexing for the period 2025/04/01 – 2026/03/31                                   | 4                                     |                                |                             |          |
| 12.5                  | CD indexing for the period 2026/04/01 – 2027/03/31                                   | 4                                     |                                |                             |          |
| <b>13.</b>            | <b>Permanent withdrawal of estimated</b>                                             | <b>18 000 boxes from storage</b>      |                                |                             |          |
| <b>14.</b>            | <b>Digitising of Armscor records in storage</b>                                      | <b>Approximately 23 840 000 pages</b> |                                |                             |          |
| TOTAL (excluding VAT) |                                                                                      |                                       |                                |                             |          |
| VAT                   |                                                                                      |                                       |                                |                             |          |
| TOTAL (including VAT) |                                                                                      |                                       |                                |                             |          |

1. Delivery address: 370 Nossob Street, Erasmuskloof, 0181
  2. \* Period required for commencement of delivery, after receipt of order: .....
  3. \* Rate of delivery: .....
  4. \* Period required for completion of order, after receipt thereof: .....
  5. Refer to Annexure A for the evaluation criteria
- \* Must be completed by Bidder if not completed by Armscor.

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**ANNEXURE A**

**EVALUATION CRITERIA**

The project shall be evaluated on four stages as follows:

**Stage 1: MANDATORY BLACK EQUITY OWNERSHIP**

- i. No contract for goods and services shall be awarded to any bidder unless such bidder has Black Equity Ownership of at least 35% in year 1 (12 April 2021 to 31 March 2022) of the Defence Sector Codes gazetting.
- ii. The bidder shall submit a valid proof of B-BBEE status (B-BBEE certificate issued by a SANAS accredited verification agency or CIPC B-BBEE certificate or B-BBEE sworn affidavit) without which the bid shall not be evaluated further.
- iii. A bid that fails to meet the BBEE mandatory criteria stipulated in the bid documents is an unacceptable bid and will be disqualified

**Stage 2: PRE-QUALIFICATION**

- i. In line with regulation 4 of the PPPFA 2000 Regulations 2017, the bidder shall have a minimum B-BBEE status level 2.
- ii. The bidder shall submit a valid proof of B-BBEE status (B-BBEE certificate issued by a SANAS accredited verification agency or CIPC B-BBEE certificate or B-BBEE sworn affidavit) without which the bid shall not be evaluated further.

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**Stage 3: Critical Criteria**

| Criteria No. | Criteria Description                                                                                                               | Compliance Evidence                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|--------------|------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1            | The bidder shall comply with the requirements of the National Archives & Records Services of South Africa.                         | The bidder shall submit with the BID a certificate from the National Archives & Records Services of South Africa confirming that the bidder's facility is suitable for archival and storage of essential records.                                                                                                                                                                                                                                                                                                                                                        |
| 2            | The bidder shall demonstrate experience in the Digitizing of paper Records in the previous five years, 31 January 2017 to current. | <p>The bidder shall submit at <b>least 1 reference letter from contactable clients signed by a duly authorised person</b> where Digitizing Services of paper Records were rendered or is being rendered:</p> <p><b>Clients letters must entail the following details:</b></p> <ul style="list-style-type: none"> <li>a) Project Description</li> <li>b) Start Date</li> <li>c) End Date</li> <li>d) Name of Client</li> <li>e) Contact Details (telephone number and email addresses) of Client</li> <li>f) Client satisfactory level on the duties performed</li> </ul> |
| 3            | The bidder shall demonstrate experience in the rendering archival services in the previous five years, 31 January 2017 to current. | <p>The bidder shall submit at <b>least 1 reference letter from contactable clients signed by a duly authorised person</b> where Archival Services were rendered or is being rendered:</p> <p><b>Clients letters must entail the following details:</b></p> <ul style="list-style-type: none"> <li>a) Project Description</li> <li>b) Start Date</li> <li>c) End Date</li> <li>d) Name of Client</li> <li>e) Contact Details (telephone number and email addresses) of Client</li> <li>f) Client satisfactory level on the duties performed</li> </ul>                    |
| 4            | The bidder shall indicate full compliance with the Statement of work (SOW) as attached on <b>Appendix A</b> .                      | The bidder shall complete and sign bid conditions acceptance form on page 7 of KD17 as declaration that they shall fully comply with the statement of work.                                                                                                                                                                                                                                                                                                                                                                                                              |

*Note: Bidders may submit one resource for criterion 2 and 3 if such resource meets both requirements.*

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Note: Only bidders who comply with all four (4) critical requirements above, shall be considered for further evaluation

### **Stage 4: Price and BBBEE Evaluation**

The 80/20 preference point system shall be applied in this evaluation.

### **SPECIAL REQUIREMENTS**

The Bidder shall declare that a metal cage will be erected within six months after the placement of the order by signing the Declaration of Compliance with the Security Requirements in appendix C.

**Note:** Special requirements are negotiated technical or project management stipulations that will become contractually binding on the successful bidder. These requirements are specific to an order and are over-and above those prescribed in the KD documentation.

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**APPENDIX A**  
**STATEMENT OF WORK (SOW)**

**Purpose**

The purpose of this document is two-fold: firstly is to define business requirements for the digitisation and electronic archival of records across the entire organisation; and secondly to specify the requirements for a storage facility of Armscor's physical records and backup tapes, the contract duration will be five (5) years commencing on the 1<sup>st</sup> of April 2022 to 31<sup>st</sup> March 2027. The table below depicts a breakdown of the services:

| ITEM NUMBER | DESCRIPTION                                                              | QTY |
|-------------|--------------------------------------------------------------------------|-----|
| 1.          | Rendering of archival services                                           |     |
| 1.1         | Storage of boxes and backup tapes for the period 2022/04/01 – 2023/03/31 | 1   |
| 1.2         | Storage of boxes and backup tapes for the period 2023/04/01 – 2024/03/31 | 1   |
| 1.3         | Storage of boxes and backup tapes for the period 2024/04/01 – 2025/03/31 | 1   |
| 1.4         | Storage of boxes and backup tapes for the period 2025/04/01 – 2026/03/31 | 1   |
| 1.5         | Storage of boxes and backup tapes for the period 2026/04/01 – 2027/03/31 | 1   |
| 2.          | Digitisation of records                                                  |     |
| 2.1         | Digitisation of records for the period 2022/04/01 – 2023/03/31           | 1   |
| 2.2         | Digitisation of records for the period 2023/04/01 – 2024/03/31           | 1   |
| 2.3         | Digitisation of records for the period 2024/04/01 – 2025/03/31           | 1   |
| 2.4         | Digitisation of records for the period 2025/04/01 – 2026/03/31           | 1   |
| 2.5         | Digitisation of records for the period 2026/04/01 – 2027/03/31           | 1   |

**Scope**

The scope of this project is to enable the digitisation of all physical records that are archived offsite, and the storage of these physical records and backup tapes. The physical records are those with a security classification level below "Secret".

At the end of the contract, the digitized records will be archived into Armscor's Enterprise Content Management (ECM) system. Physical records will be retained until the moratorium is lifted.

*Inclusions*

- a. Offsite storage of Armscor physical records and backup tapes.

*Exclusions*

All records with a security classification level of "Secret" and "Top Secret" are excluded from being digitised as they are managed differently.

*Dependencies and Constraints*

This project has the following dependencies and constraints:

- a. Moratorium on the destruction of public records by the South African government. This implies that two records, manual and digital, will be available at any given time until the moratorium is lifted.
- b. Quality of records, i.e. those that have faded or are fading away.

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### *Assumptions*

The following assumptions apply to this scope:

- a. All logistical requirements including but not limited to the access of digital records during the contract will be addressed by the service provider.
- b. The service provider shall have quality and sufficient numbers of scanners, computers and other applicable items required for efficient and effective digitization.
- c. The service provider shall have their own software and manpower to carry out digitization of Armscor records.

### **Business Problem Overview**

#### *Current Business Environment (As-Is)*

Records management in this context comprises mainly of declaration and archival of records. The declaration part happens when Armscor appointed/assigned record administrators identify and collect items of information that need to be declared as records in conformity with set retention guidelines and file plan. Records management function in the organisation determines if this information comply with legislation in relation to being declared a record, and all declared records are recorded in registries and collected from various departments for onsite storage.

The archival part entails the following; records due for archival are identified and added into a transfer list wherein records with a security classification of "Secret" and "Top Secret" are transferred to an onsite vault, and the ones with a security classification below "Secret" are transferred to an offsite facility managed by an external service provider in the form of backup tapes and paper based records.

Requests for retrieval of archived records can either be made by Armscor personnel or external clients through the registry environment or project administrators, to records management. A determination is made to establish whether the requested record can be accessed in accordance with set requirements, and once these requirements have been met, records are accessed, retrieved and delivered to the requester.

### **Business Requirements – Digitisation of Records**

The table below specifies records digitisation requirements that must be met in order to support the different stages of digitisation:

| No. | Requirements                        | Description                                                                                                                                                                                                       |
|-----|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| a.  | Lifecycle management                | This function manages the process of moving content through stages such as reviewed, approved, published, archived, and retired.                                                                                  |
| b.  | Rendition verification              | The processes of verifying that content automatically transformed into universal formats such as, TIFF, TDF, ETC, comply with the set criteria. Support all kinds of files including images and multimedia files. |
| c.  | Verification by full-text searching | This requirement enables administrators and users to retrieve and                                                                                                                                                 |

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| No. | Requirements                                                                                                                                                                                                                                                      | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     |                                                                                                                                                                                                                                                                   | navigate sets of information scanned and check for correctness. It ensures that text can be electronically searched.                                                                                                                                                                                                                                                                                                                                                                                                                       |
| d.  | Enforce version control                                                                                                                                                                                                                                           | This function enables the tracking of document versions to ensure that team members are working from the most recent draft of documents such as trademarks, chemical drawings and contracts.                                                                                                                                                                                                                                                                                                                                               |
| e.  | Digitised records must be assigned metadata                                                                                                                                                                                                                       | Two types of metadata must be captured: <ul style="list-style-type: none"> <li>• Metadata specific to the particular image.</li> <li>• Metadata about the record.</li> </ul>                                                                                                                                                                                                                                                                                                                                                               |
| f.  | Quality assurance procedures should be documented                                                                                                                                                                                                                 | Quality assurance should address the following: <ul style="list-style-type: none"> <li>• Any acceptable variations from normal procedures.</li> <li>• Scanner operation quality control.</li> <li>• Verification that digital output matches the quantity of original input.</li> <li>• Extent and frequency of sampling of digitised records.</li> <li>• Criteria for checking records quality.</li> <li>• Frequency and criteria for checks on metadata.</li> <li>• Processes for re-digitising.</li> <li>• Operator training</li> </ul> |
| g.  | Storage media and back-up                                                                                                                                                                                                                                         | Maintain technology-dependent records in networked storage to ensure continual accessibility of such records over time.                                                                                                                                                                                                                                                                                                                                                                                                                    |
| h.  | Enable collaboration                                                                                                                                                                                                                                              | Allow multiple users to access the same records any time without the risk of losing the original version.                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| i.  | There must be capability for multiple and batch scanning.                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| j.  | Technical specification for digitisation of records must address the following (Refer to Addendum A): <ul style="list-style-type: none"> <li>• File formats.</li> <li>• Resolution.</li> <li>• Colour resolution or bit depth.</li> <li>• Compression.</li> </ul> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

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| No. | Requirements                                                                                   | Description |
|-----|------------------------------------------------------------------------------------------------|-------------|
|     | <ul style="list-style-type: none"> <li>• Colour management</li> </ul>                          |             |
| k.  | Quality checking must be completed before the digitised records are accepted as a master copy. |             |
| l.  | There must be compliance to set Armscor policies and procedures on records management.         |             |

#### Records Digitization Solution Overview

##### *Required Business Environment To-Be)*

On completion of the digitisation project by the service provider, the following is crucial:

- The reliability, authenticity, trustworthiness and legal admissibility of digitised records.
- The ability to remotely access the digitised records for as long as they are required, by authorized personnel.
- Measures to assist in creating digitised records fit for long-term retention.
- Management of original source records following digitisation.

##### *Record Digitisation Stages*

The table below outlines different stages that have to be undertaken in order to have records digitised in Armscor:

| No. | Stages                                            | Description                                                                                                                                                                                                               |
|-----|---------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| a.  | Identify records to be digitised                  | Ensure that there is identification and collection of records that need digitisation, as well as their storage location, i.e. onsite or offsite. This has to be in accordance with Armscor's requirements and priorities. |
| b.  | Prepare records to be digitised                   | Ensure records are ready for digitisation in accordance with set Armscor requirements.                                                                                                                                    |
| c.  | Scan records                                      | Capture records into different file formats.                                                                                                                                                                              |
| d.  | Perform quality assurance                         | Perform quality assurance on scanned records in accordance with set quality standards.                                                                                                                                    |
| e.  | Deliver digitised records                         | Delivery of digitised records and associated metadata through an agreed upon delivery media.                                                                                                                              |
| f.  | Store digitised records                           | Loading of digitised records and associated metadata into Armscor's ECM system.                                                                                                                                           |
| g.  | Re-archival of retained records                   | Return all retained records to active archiving or disposition where applicable.                                                                                                                                          |
| h.  | Perform ongoing scanning of newly created records | Adoption of digitisation as a new way of archiving records. This is aimed at ensuring compliance to digital recordkeeping requirements.                                                                                   |

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### Security Requirements

The table below specifies the security requirements that need to be satisfied for the digitized records:

| No. | Requirements                                                                                                                                                  |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| a.  | Digitised records must be unaltered in all storage media.                                                                                                     |
| b.  | Security and access control for storage media must be capable of detecting and logging unauthorised attempts at access, i.e. standard audit trail capability. |
| c.  | There must be compliance to set Armscor policies and procedures on information security.                                                                      |
| d.  | Only authorized Armscor personnel will have access to the digitized records.                                                                                  |

### Offsite Storage of Physical Records and Backup Tapes Requirements

The term **physical record** in this document shall be used to include not only paper files, but any physical artefact that contains, or provides, information (for example books, CD's, plans and specifications).

#### *Identification and categorisation of records*

**Record category** refers to any logical sequence, set, or series of records. Records may be classified by function, file number, project name, security class, physical format or retention period. The purpose of identifying and creating record categories is to enable the organisation to form logical arrangement of records which have clear management and access rules associated with them. The process of record categorisation is critical, if not done there is very little chance that records may be managed effectively by an offsite service provider.

The table below specifies requirements that need to be satisfied at the offsite storage facility:

| No. | Requirement Description                                             |
|-----|---------------------------------------------------------------------|
| a.  | Business Units of record categories must be known and identified    |
| b.  | The current location of all record categories must be known         |
| c.  | The volume of records in each category must be known and verifiable |
| d.  | All Armscor record categories require specific security provisions  |
| e.  | Some record categories include vulnerable fragile records           |

#### *Needs of the records*

Not all categories of records have the same storage and access requirements, security requirements of the organisation shall be considered.

The table below specifies requirements that need to be satisfied at the offsite storage facility:

| No. | Requirement Description                                                                                                            |
|-----|------------------------------------------------------------------------------------------------------------------------------------|
| a.  | Armscor records must not be organised in order (e.g. according to the file plan) whilst at the care of the service provider.       |
| b.  | Records stored offsite still require frequent access.                                                                              |
| c.  | There must be sufficient means to identify records subject to information requests during and after transition to offsite storage. |
| d.  | There are categories of records requiring specialised environmental storage conditions, e.g. backup tapes                          |

#### *Associated indexes and finding aids*

Finding aids for records provide an essential guide to what records are held, their owners and other key information. Inaccurate or out of date finding aids are one of the key principal causes

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of poor record keeping. An index is a useful tool in understanding a particular category of records. An index of records shall be provided to a service provider, this is crucial and shall include, but not limited to:

- The records owner
- File number
- Subject
- Retention period
- Date of records/ file was opened and closed

### *Vital records*

Vital records (top secret) shall be identified and managed with care. The organisation shall weigh up whether storage of vital records offsite is appropriate. Armscor's vital records are securely stored in a security vault within the organisation.

### *Developing disposal policy*

Disposal, or disposition of records is an important part of their lifecycle. It is essential that no records are sent offsite without being assigned a current disposal schedule with procedures in place for managing and executing disposal when due. There is currently a moratorium on the destruction of records for all state security institutions. Armscor cannot destroy any records until the moratorium is lifted by Cabinet.

### *Specification of the service*

Provision of managed offsite storage and backup tapes is not simply a remote storage location for semi-current records. There are a number of other services necessary to allow the organisation to manage the records more efficiently. These range from retrieval of records, digitising and adding items to existing boxes. The specification and understanding of what is likely to be needed from the offsite storage service shall be clearly defined in the statement of work in the BID document.

### *Security management*

One of the critical criteria for an offsite storage and backup tapes is security of the records. All records held offsite shall be protected at all times. Inadequately protected records could be subjected to unauthorised access, theft or damage with significant impact to the organisation.

### *Specifying the required security*

The organisation shall specify to the service provider the required level of security for each record category and the level of security required at the offsite storage facility. There are general precautions that apply to offsite facilities, these include but are not limited to:

- CCTV surveillance
- Alarms, linked to security provider and/ or police
- Personnel handling Armscor records subject to security clearance assessment (level of security determined by Armscor – not the Service provider)
- Security access controlled across the building preventing access to sensitive areas (specifically when the facility holds more than one's organisation's records)
- A security perimeter, including robust fencing

### *Access and retrieval of records*

The success of investing in an offsite storage facility and backup tapes relies on how well the organisation can effectively interact with the service provider once the contract commences. If the organisation does not properly determine the expected level of service from the service

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provider, the service provider cannot provide the desired level of service. The key issues include:

- Unit of management of access and retrieval of boxes
- Number of users requiring access to stored records
- Expected delivery timescales and frequency
- Anticipated volume of retrieval requests

### *Offsite storage location*

The geographic location of an offsite storage facility and backup tapes can affect the ability to retrieve physical records in a timely manner, as required by the business needs of the organisation.

The table below specifies requirements that need to be satisfied at the offsite storage facility:

| No. | Requirement Description                                                                                |
|-----|--------------------------------------------------------------------------------------------------------|
| a.  | The preferred facility must support the required retrieval times (two hours, half-day, 24 hours, etc.) |
| b.  | A secondary location may be required for frequently requested record categories                        |

### *Guidance on access and retrieval*

Ensuring end users are aware of best practice will make or break the use of an offsite storage facility and backup tapes. Users need a clear guidance and training where required on all aspects of the offsite storage so that the records can be properly accessed and maintained. All users must understand the process for requesting of records from an offsite facility to ensure that operations remain effective.

### *Transport of records*

There is a wide range of electronic systems available to provide a secure record tracking. The key aspect of a tracking system is that it is robust, secure, accurate and maintained throughout the duration of the contract. Records are vulnerable to damage when being transported. The organisation must be certain that whenever records are moved they are kept secure from loss or damage.

### *Custody and care of records in transit*

The organisation shall set boundaries with the service provider regarding levels of responsibility for the records whilst they are in transit.

The table below specifies requirements that need to be satisfied at the offsite storage facility:

| No. | Requirement Description                                                                                                                        |
|-----|------------------------------------------------------------------------------------------------------------------------------------------------|
| a.  | The service provider shall take full responsibility of records whilst in transit to their facility and when in the service provider's custody. |
| b.  | The service provider must have a process for reporting lost or damaged records whilst in their custody.                                        |

### *Modes of storage*

Not all physical records and backup tapes can be stored in the same way. Careful attention should be placed on the dimensions and weight of the records with the type of shelving required. For example, large plans and maps should be stored flat while other paper records can be stored in a file on their side or in a box. Failure to correctly store records could result in significant damage to records leading to the records being unusable by the organisation.

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### *Assessing modes of storage*

It is critical to understand how each record will need to be stored if records are to be adequately protected whilst in an offsite storage.

The table below specifies requirements that need to be satisfied at the offsite storage facility:

| No. | Requirement Description                                                                                                                                 |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| a.  | Not all records require the same mode of storage.                                                                                                       |
| b.  | The preferred facility must provide the required mode of storage for all record categories.                                                             |
| c.  | Where used, boxes (containers) for records must be of suitable size and strong enough to protect the contents from damage during transport and storage. |

### *Environmental conditions*

Records of all formats are vulnerable to damage from either floods, fire, pests or mould. Ensuring that the environment in and around the facility is adequately monitored and protected must form part of the specification for an offsite storage and backup tapes.

In addition, the organisation must satisfy itself that the location and site is acceptable in terms of potential risks from environmental damage, or insist on an alternative location. The process can be managed by allowing the service provider access to the relevant sections of the organisation's risk register which relate to records management and control. Additionally, before awarding the contract the organisation must have sight of and access the service provider's own disaster recovery and business continuity plans.

### *Surveying the external environment of the offsite storage facility*

When the organisation is assessing the preferred service provider's facility, it must visit any proposed locations to see if the area around the site is not unduly at risk from environmental damage.

The table below specifies the requirement that needs to be satisfied at the offsite storage facility:

| No. | Requirement Description                                                                           |
|-----|---------------------------------------------------------------------------------------------------|
| a.  | The offsite storage facility must be in a location that is not vulnerable to environmental damage |

### *Auditing and reporting*

Procuring and implementing an offsite storage facility should not be considered as a single project with a final deliverable. Subject to security requirements the organisation will also need designated personnel to visit the facility, without providing prior notice, to confirm that the service is being provided to the standard specified in the contract.

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## ICT Infrastructure Specification for Backup Tapes

The table below shows detailed information of products and services that need to be rendered:

| Item No. | Description                                                                                       | Duration                                     | Quantity                                                      |
|----------|---------------------------------------------------------------------------------------------------|----------------------------------------------|---------------------------------------------------------------|
| 1.       | Initial delivery of the 60 rental containers to Armscor head office for packing                   |                                              | Once off                                                      |
| 2.       | Collection of the 60 packed containers from Armscor head office for storage                       | Once off                                     |                                                               |
| 3.       | Rental and storage of LTO Ultrium tape storage containers to house 30 tapes.                      | Duration of contract after Metrofile's order | 60 Containers                                                 |
| 4.       | Seal (Security Tags)                                                                              | Duration of contract after Metrofile's order | 200                                                           |
| 5.       | Adhoc delivery or collection of Tapes to and from Armscor head office as per request or incident. | 60 months                                    | 60 deliveries or collections for the duration of the contract |
| 6.       | Delivery of 60 rental containers to Armscor head office for unpacking after contract termination. | Once off                                     | 1                                                             |
| 7.       | Collection of 60 unpacked rental containers form Armscor head office after contract termination.  | Once off                                     | 1                                                             |

### Information Management Requirements

Information management requirements are aimed at specifying information that has to be collected, organised, stored and distributed for operational and/or strategic usage by different stakeholders as and when the need arises.

### Reporting Requirements

The envisaged solution for digitisation and archival of Armscor records should have the ability to generate customizable reporting against executed activities as per specified requirements.

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### Logistics Requirements

#### *Product Delivery for Back Up Tapes*

- a. Delivery period for all items shall commence on an agreed upon date between Armscor and the appointed service provider and shall be valid for the duration of contract after metro file's contract, the period of which is fixed.
- b. The costs for line item 6 in section 8.19 — ICT Infrastructure Specification, is a maximum provisioning and can only be claimed after delivery.
- c. Delivery should be made at Armscor Head Office in Pretoria.

### Maintenance and Support

A Service Level Agreement shall be developed and agreed by Armscor SOC LTD and the preferred service provider addressing as a minimum the following:

- a. It is imperative that a service provider for the required solution has a valid contact number that is available for third line support during business hours (07:30 – 17:20).
- b. Details of support response times.
- c. Details on standard hours, required turnaround time and after hours defined for customer service and support service.
- d. Support and Maintenance documentation.
- e. Minimum service provided for maintenance (e.g. application upgrade).
- f. Licencing requirements.
- g. Escalation procedures.
- h. The Service Provider will be expected to provide support & maintenance over a period of five (5) years.
- i. Maintenance and support for back up tapes to be covered by the hardware and support warranty.
- j. Armscor will from time to time require access to the storage tapes. Requests for access to tapes will be on ad-hoc or urgent basis. The expected turnaround times for such requests for access will be as follows:
  - **Ad-hoc:** delivery is made in the next business day from the time a request is logged.
  - **Urgent:** delivery is made within four (4) hours from the time a request is logged.

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**Additional RFB Requirements**

| Line Item | Item Description                                                                                                                                                           |
|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| a.        | Armcor reserves the right to verify the authenticity of any certificates and/or any declarations made in response to this request for bid.                                 |
| b.        | Successful bidder needs to comply with Armcor security requirements, including among others signing non-disclosure agreement and security vetting.                         |
| c.        | The bidder shall have local presence and personnel with the necessary training and expertise to perform similar work.                                                      |
| d.        | The bidder must be able to produce evidence of their proven history of successful implementations of the proposed solution.                                                |
| e.        | The bidder must provide technical staff with adequate years of experience performing similar work.                                                                         |
| f.        | A log register should be properly maintained detailing all the movement of document and should be returned with all the pages intact and secured                           |
| g.        | Scanned images, should be compatible with SharePoint and the Service Provider should check this compatibility first before going for full scale scanning and digitization. |

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**Addendum A – Technical Specification**

The table below specifies recommended technical specifications for digitising:

| <b>Document Type</b>                                           | <b>Resolution</b>                                         | <b>Bit Depth</b>                 | <b>File Format</b>                                                      | <b>Compression</b>   |
|----------------------------------------------------------------|-----------------------------------------------------------|----------------------------------|-------------------------------------------------------------------------|----------------------|
| <b>Text only, black &amp; white</b>                            | Minimum 300ppi                                            | 1 bit (bi-tonal)                 | TIFF<br>PDF/A <sup>4</sup> containing<br>TIFF or JPEG 2000 <sup>5</sup> | Lossless compression |
| <b>Documents with watermarks, grey shading, grey graphics</b>  | Minimum 600ppi                                            | 8 bit greyscale                  | TIFF<br>JPEG 2000<br>PDF/A containing<br>TIFF or JPEG 2000              | Lossless compression |
| <b>Documents with discrete colour used in text or diagrams</b> | Minimum 600ppi                                            | Minimum: 8 bit colour            | TIFF<br>JPEG 2000<br>PDF/A containing<br>TIFF or JPEG 2000              | Lossless compression |
| <b>Black and white photographs</b>                             | Sufficient to provide >3000 pixels across long dimensions | 8 bit greyscale                  | TIFF<br>JPEG 2000<br>PDF/A containing<br>TIFF or JPEG 2000              | Lossless compression |
| <b>Colour photographs</b>                                      | Sufficient to provide >3000 pixels across long dimensions | 24 bit colour                    | TIFF<br>JPEG 2000<br>PDF/A containing<br>TIFF or JPEG 2000              | Lossless compression |
| <b>Black and white negatives</b>                               | Sufficient to provide >3000 pixels across long dimensions | 8 bit greyscale or 24 bit colour | TIFF<br>JPEG 2000<br>PDF/A containing<br>TIFF or JPEG 2000              | Lossless compression |
| <b>Colour negatives and transparencies</b>                     | Sufficient to provide >3000 pixels across long dimensions | 24 bit colour                    | TIFF<br>JPEG 2000<br>PDF/A containing<br>TIFF or JPEG 2000              | Lossless compression |

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**Addendum B – Statement of Work (SOW) for Digitisation and Archival of Records**

The table below outlines the SOW which includes but not limited to the following items:

| Phases                                   | Input                                                                                                                           | Activities                                                                                                                                                | Output                                                                                                                                                                                                                                             | Deliverables                                                                    | Acceptance                                                                                           |
|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| <b>Planning</b>                          | <ul style="list-style-type: none"> <li>Business Requirements Specification</li> <li>Request For Bid (RFB)</li> </ul>            | <ul style="list-style-type: none"> <li>Conduct kick-off meeting</li> <li>Develop Project Management Plan</li> </ul>                                       | <ul style="list-style-type: none"> <li>Approved Project Management Plan                             <ul style="list-style-type: none"> <li>Project Schedule</li> <li>Project Scope</li> <li>Project Implementation Approach</li> </ul> </li> </ul> | N/A                                                                             | Certificate of Conformance                                                                           |
| <b>Discovery &amp; Analysis</b>          | <ul style="list-style-type: none"> <li>Business Requirements</li> <li>Project Management Plan</li> <li>Project Scope</li> </ul> | <ul style="list-style-type: none"> <li>The Bidder shall confirm business requirements and where applicable make the necessary updates.</li> </ul>         | <ul style="list-style-type: none"> <li>Updated and approved Business Requirements</li> </ul>                                                                                                                                                       | N/A                                                                             | Certificate of Conformance                                                                           |
| <b>Data Management</b>                   | <ul style="list-style-type: none"> <li>Updated and approved Business Requirements</li> </ul>                                    | <ul style="list-style-type: none"> <li>Perform records validation and verification</li> <li>Perform data/records conversion and transformation</li> </ul> | <ul style="list-style-type: none"> <li>Approved Data/Records reconciliation/quality report</li> <li>Approved data/records validated and migration to new system</li> </ul>                                                                         | <ul style="list-style-type: none"> <li>Approved Quality Check Report</li> </ul> | Certificate of Conformance                                                                           |
| <b>Project Monitoring And Evaluation</b> | Project Management Plan                                                                                                         | <ul style="list-style-type: none"> <li>Develop Project Status</li> <li>Update Project Documentations</li> </ul>                                           | <ul style="list-style-type: none"> <li>Project Status Reports</li> <li>Minutes of the Meeting</li> </ul>                                                                                                                                           | N/A                                                                             | N/A                                                                                                  |
| <b>Subsistence And Travelling</b>        | <ul style="list-style-type: none"> <li>Project schedule</li> <li>Project Budget</li> </ul>                                      | <ul style="list-style-type: none"> <li>Attending meetings</li> <li>Monitor progress</li> <li>Project management</li> </ul>                                | <ul style="list-style-type: none"> <li>Project Status Reports</li> <li>Minutes of the Meeting</li> </ul>                                                                                                                                           | N/A                                                                             | Acceptance will be on receipt of actual cost in accordance with Armscor's Travel Management Practice |

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## APPENDIX C

### SECURITY REQUIREMENTS

This order is classified as CONFIDENTIAL and shall be dealt with in the manner as set out in Armscor's Security Instruction (A — WI — 014), copies of which may be obtained on application from Armscor's Security Division, Private Bag 337, PRETORIA, 0001.

1. Classified records are to be handled in the manner set out in the instruction. Attention is drawn particularly to the procedure set out in chapter 4 of the instruction, which is to be complied with when handling classified documents.
2. The type of security clearance will be dependent on access. Any access to Armscor's records will require a SECRET clearance, other personnel might require a lower level clearance. Costs for the security clearing of personnel will be for the contractor's account- Armscor's Security Division will assist with the screening of such persons.
3. It is required of the contractor to create a zoned area in the facility to exclusively store Armscor's records- The access gate to this area must be locked with a security padlock. Strict key control must be implemented.
4. After collecting the records from the current contractor, the files in boxes shall be kept in a vault, The capturing of the records shall be done in a secured area and according to the specifications provided by Armscor. During the initial capturing, Armscor shall designate one or more of Armscor's personnel to be present After capturing, the boxes shall be secured with seals on both sides which will only be broken by identified Armscor personnel and a record of the seal numbers shall be kept by both Armscor and the service provider and updated as applicable. After capturing, the files in boxes shall be stored in a metal storage cage.
5. The storage of electronic data is not allowed on the network connected to the Internet. Armscor's classified data shall be stored on removable devices which are to be locked away in a security container as described in the Armscor Security Instruction (A-WI-014). The contractor must ensure that there is backup of the storage devices. A copy of the CD shall be supplied to Armscor on a quarterly basis.
- 6- Proper security countermeasures to secure the movement of freight must be implemented at all times whilst transporting classified information.
7. Physical security must inter alia provide for:
  - . A good reaction by the security company in case of alarm conditions
  - . installation of an alarm system (passive or beams) in the building . Strict access control to the document storage area
  - . Escorting of visitors (including contractors) while on the premises
  - . Backup generator or an uninterruptible power supply should be in place in cases of power failure
8. The destruction of records (at Armscor's request) must be done as described in the Armscor Security instruction.

ARMAMENTS CORPORATION OF SOUTH AFRICA SOC LTD  
(ARMSCOR)

QUESTIONNAIRE

REPLIES

1 What is the request for bid number? .....

2 If applicable: Price basis of bid  
(if not delivered into store) .....

3 Indicate which of the following applies:

3.1 The prices are fixed.

☐

3.2 The prices are not fixed (NB: See par 9 of A-Std-0010).

☐

4 Is the delivery period (commencement after receipt of order) fixed? Y/N

.....

.....

WHERE SUPPLIES OFFERED ARE TO BE IMPORTED, THE QUESTIONS BELOW MUST BE ANSWERED.

5 Foreign content:

5.1 What amount in foreign currency must be remitted overseas? .....

5.2 What is the rate of exchange used in converting the amount into ZAR1, 00=.....

SA Rand and the date on which this is based? Date .....

6 Statutory costs:

6.1 Are the goods quoted on subject to customs duty,  
ad valorem customs or surcharge? .....

6.2 If so, what is the amount payable in respect of

a) Customs duty? .....

b) Ad valorem customs duty? .....

## PRICE BREAKDOWN

7. The following particulars must be furnished, failure of which may invalidate the bids.

|                                                       | AMOUNT | % OF TOTAL<br>PRICE |
|-------------------------------------------------------|--------|---------------------|
| 7.1 FOB/FCA cost of item                              |        |                     |
| 7.2 Sea/Air freight                                   |        |                     |
| 7.3 Insurance charges                                 |        |                     |
| 7.4 Clearance charges                                 |        |                     |
| 7.5 Customs duties                                    |        |                     |
| 7.6 Ad valorem customs duties                         |        |                     |
| 7.7 Delivery costs from port/airport to your premises |        |                     |
| 7.8 Local content (excluding (10.10)                  |        |                     |
| 7.9 Delivery costs from your premises into store      |        |                     |
| 7.10 Balance (detail to be submitted)                 |        |                     |
|                                                       |        |                     |
|                                                       |        |                     |
|                                                       |        |                     |
| <b>TOTAL</b>                                          |        |                     |

## BROAD-BASED BLACK ECONOMIC EMPOWERMENT

## ACRONYMS AND ABBREVIATIONS

|        |                                                |
|--------|------------------------------------------------|
| B-BBEE | Broad-Based Black Economic Empowerment         |
| CIPC   | Companies and Intellectual Property Commission |
| COTS   | Commercial Off The Shelf                       |
| EME    | Exempted Micro Enterprises                     |
| MOTS   | Military Off The Shelf                         |
| QSE    | Qualifying Small Enterprises                   |
| SANAS  | South African National Accreditations Systems  |

**1. MANDATORY B-BBEE REQUIREMENT:**

- 1.1 In terms of the Defence Sector Codes, contracts for goods and services shall only be awarded to a bidder that has Black Equity Ownership of at least 25% in year 1 (12 April 2019 to 31 March 2020), 30% in year 2 (01 April 2020 to 31 March 2021) and 35% in year 3 (01 April 2021) onwards, where applicable.
- 1.2 EMEs are exempted from compliance with the mandatory B-BBEE requirement.

**2. COMPULSORY B-BBEE REQUIREMENTS****2.1 Pre-Qualification Criteria**

- 2.1.1 Pre-Qualification criteria will be applied to advance certain designated groups with specific bidding conditions that only one or more of the bidders may respond:

- a) Stipulated minimum B-BBEE status level e.g. level 4
- b) EMEs or QSEs
- c) Sub-contract a minimum 30% of the value of the contract to one or more:
  - (i) At least 51% black owned EMEs or QSEs
  - (ii) At least 51% black youth owned EMEs or QSEs
  - (iii) At least 51% black women owned EMEs or QSEs
  - (iv) At least 51% black owned EMEs or QSEs by people living with disabilities
  - (v) At least 51% black owned EMEs or QSEs by people living in rural or underdeveloped areas
  - (vi) At least 51% black owned EMEs or QSEs by military veterans
  - (vii) EMEs or QSEs

**2.2 Sub-Contracting**

- a) For a contract above R30 000 000 (million), Armscor may apply subcontracting to advance designated groups.
- b) The successful bidder must subcontract 30% of the contract value to one or more of the following:
  - (i) At least 51% black owned EMEs or QSEs
  - (ii) At least 51% black youth owned EMEs or QSEs
  - (iii) At least 51% black women owned EMEs or QSEs
  - (iv) At least 51% black owned EMEs or QSEs by people living with disabilities
  - (v) At least 51% black owned EMEs or QSEs by people living in rural or underdeveloped areas
  - (vi) At least 51% black owned cooperatives
  - (vii) At least 51% black owned EMEs or QSEs by military veterans
  - (viii) EMEs or QSEs

**NB: Failure by the bidder to comply with the B-BBEE Mandatory and Compulsory Requirements as stated herein above will lead to disqualification.**

### 3. PREFERENCE POINTS FOR BROAD-BASED BLACK ECONOMIC EMPOWERMENT

- 3.1 The B-BBEE preference points will be awarded in terms of the Preferential Procurement Policy Framework Act, 2000; Preferential Procurement Regulations, 2017.
- 3.2 The 80/20 preference point system is applicable to all bids with a Rand value of up to R50 000 000,00 (all applicable taxes included)
- 3.3 Preference points for this bid shall be awarded for:
- |                                                   |     |
|---------------------------------------------------|-----|
| PRICE                                             | 80  |
| B-BBEE STATUS                                     | 20  |
| Total points for Price and B-BBEE must not exceed | 100 |
- 3.4 Bidders who do not submit a valid proof of B-BBEE status will score zero (0) for preference points.

### 4. ALLOCATION OF B-BBEE POINTS

- 4.1 The B-BBEE points are to be claimed and allocated according to the table below for acquisition of services, works or goods with a value of up to R50 000 000, 00 and must be substantiated by means of a valid proof of B-BBEE.

| B-BBEE status level | Points Allocated |
|---------------------|------------------|
| Level 1             | 20               |
| Level 2             | 18               |
| Level 3             | 14               |
| Level 4             | 12               |
| Level 5             | 8                |
| Level 6             | 6                |
| Level 7             | 4                |
| Level 8             | 2                |
| Non-compliant       | 0                |

- 4.2 The Armscor BBE Division reserves the right to require a bidder and/or its sub-contractor(s) to substantiate any claim at any stage in the bidding process to verify and confirm the B-BBEE status of the bidder and/or its sub-contractor(s).

**5. PRINCIPLES****5.1 Valid proof of B-BBEE status is either of the following:****5.1.1 A B-BBEE Sworn Affidavit fully completed and**

- 5.1.1.1 Deposed and signed in the presence of the Commissioner of Oaths
- 5.1.1.2 Does not contradict itself (% black ownership matches compliance level)
- 5.1.1.3 Commissioner of Oaths credentials and signature are reflected.

**5.1.2 A B-BBEE Certificate issued by either the CIPC or a SANAS Accredited Verification Agency****5.1.3 An unincorporated Joint Venture / Consortium must submit a Consolidated B-BBEE Certificate in the name of the Joint Venture / Consortium issued by a SANAS accredited Verification Agency.****5.1.4 B-BBEE status must be based on the latest financial year-end information, otherwise it is invalid and unacceptable.****5.2 Sub-Contracting****5.2.1 A bidder awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the bidder concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.****5.2.2 A bidder awarded a contract must obtain the approval of Armscor prior to any changes in the subcontracting arrangement.**

**B-BBEE DECLARATION****1. Confirmation of the Bidder's Turnover**

|                                                   |   |                                |  |
|---------------------------------------------------|---|--------------------------------|--|
| Name of the Bidder                                |   |                                |  |
| Registration Number                               |   |                                |  |
| Financial Year End                                |   |                                |  |
| Turnover<br>(As at the latest financial year end) | R | Starting<br>(Day, Month, Year) |  |
|                                                   |   | Ending<br>(Day, Month, Year)   |  |

**2. Confirmation of Subcontractors involved in the execution of the order:**

| Bidder         | % Black Ownership | B-BBEE Status | % Value to be Contracted |
|----------------|-------------------|---------------|--------------------------|
| 1.             |                   |               |                          |
| Subcontractors | % Black Ownership | B-BBEE Status | % Value to be Contracted |
| 1.             |                   |               |                          |
| 2.             |                   |               |                          |
| 3.             |                   |               |                          |

\*Percentages of the bid value which will be subcontracted including main contractor must add up to 100%.

**3. Confirmation of Suppliers involved in the execution of the order:**

| Supplier's name | % Black Ownership | B-BBEE status | % Value to be Supplied |
|-----------------|-------------------|---------------|------------------------|
| 1.              |                   |               |                        |
| 2.              |                   |               |                        |
| 3.              |                   |               |                        |
| 4.              |                   |               |                        |
| 5.              |                   |               |                        |

I, the undersigned, am duly authorised to certify on behalf of the abovementioned entity that the information contained herein above is true and correct.

**AUTHORISED SIGNATURE** : ..... Date: .....

Name in block letters : .....

Capacity : .....

### DECLARATION OF INTEREST

1. Any legal person, including persons employed by Armscor or the State, or persons who act on behalf of Armscor or the State or person having a kinship with persons employed by Armscor or the State, including a blood relationship, may make an bid or bids in terms of this invitation. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by Armscor or the State, or to person who acts on behalf of Armscor or the State, or to persons connected with or related to them, it is required that the bidder or his authorized representative signing the KD17 document shall declare his position vis-à-vis the evaluating authority and/or take an oath declaring his interest, where-
  - the bidder is employed by Armscor or the State or acts on behalf of Armscor or the State; and/or
  - the legal person on whose behalf the bid document is signed, has a relationship with persons/a person who are/is involved with the evaluation of the bidder(s), or where it is known that such a relationship exists between the person of persons for or on whose behalf the declarant acts and persons who are involved with the evaluation of the bid.

In order to give effect to the above, the following questionnaire shall be completed and submitted with the bid.

\* Delete whichever is not applicable

2. Are you or any person connected with the bidder directly or indirectly, (i.e. connected by kinship or marriage or associated in an enterprise, business partnership or as colleagues) employed by Armscor or the State?

\*YES / NO

2.1. If yes, state particulars.

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

3. Do you, or any person connected by kinship or marriage or associated in an enterprise, business, partnership or as colleagues with the bidder, directly or indirectly have any relationship or association (family, friend, other) with a person employed in the Department of Defence or South African Police Service, Correctional Service or Armscor, and who may be involved with the evaluation or adjudication of this bid.

\*YES / NO

3.1. If yes, state particulars.

.....  
.....

4. Are you, or any person connected by kinship or marriage or associated in an enterprise, business partnership or as colleagues connected with the bidder, aware of any relationship (family, friend, other) between the bidder and any person employed by the Department of Defence, South African Police Service, Correctional Service or Armscor, who may be involved with the evaluation or adjudication of this bid?

\*YES / NO

4.1. If yes, state particulars.

.....

.....  
Signature of Declarant

.....  
Bid number

.....  
Date

.....  
Position of Declarant  
(See Paragraph 1)

.....  
Name of Company or Bidder

## DEFENCE SECTOR BBBEE SWORN AFFIDAVIT – EXEMPTED MICRO ENTERPRISE

I, the undersigned,

|                     |  |
|---------------------|--|
| Full name & Surname |  |
| Identity number     |  |

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.

2. I am a Member / Director / Owner of the following enterprise and am duly authorised to act on its behalf:

|                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Enterprise Name:                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Trading Name (if Applicable):                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Registration Number:                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Type of Entity (CC, (Pty) Ltd, Sole Prop etc.): |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Nature of Business:                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Definition of "Black People"                    | As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians –<br><br>(a) who are citizens of the Republic of South Africa by birth or descent; or<br>(b) who became citizens of the Republic of South Africa by naturalisation-<br>i. before 27 April 1994; or<br>ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;"                                                                                                                                                              |
| Definition of "Black Designated Groups"         | "Black Designated Groups means:<br>(a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution;<br>(b) Black people who are youth as defined in the National Youth Commission Act of 1996;<br>(c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act;<br>(d) Black people living in rural and under developed areas;<br>(e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;" |

# ANNEXURE 1 TO KD24

3. I hereby declare under Oath that:

- The Enterprise has \_\_\_\_\_% Black Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise has \_\_\_\_\_% Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise has \_\_\_\_\_% Black Designated Group Beneficiaries as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- Black Designated Group Owned % Breakdown as per the definition stated above:
  - Black Youth % = \_\_\_\_\_%
  - Black people living with disabilities % = \_\_\_\_\_%
  - Black Unemployed % = \_\_\_\_\_%
  - Black People living in Rural areas % = \_\_\_\_\_%
  - Black Military Veterans % = \_\_\_\_\_%
- Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of \_\_\_\_\_, the annual Total Revenue was R5,000,000.00 (Five Million Rands) or less
- Please confirm on the table below the B-BBEE level contributor, by ticking the applicable box.

|                           |                                                  |  |
|---------------------------|--------------------------------------------------|--|
| 100% Black Owned          | Level One (135% B-BBEE procurement recognition)  |  |
| At Least 51% Black Owned  | Level Two (125% B-BBEE procurement recognition)  |  |
| Less than 51% Black Owned | Level Four (100% B-BBEE procurement recognition) |  |

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.

5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

| Commissioner of Oaths     | Deponent  |
|---------------------------|-----------|
| Credentials and Signature |           |
|                           | Signature |
| Date                      | Date      |

## ANNEXURE 2 TO KD24

## DEFENCE SECTOR BBBEE SWORN AFFIDAVIT – QUALIFYING SMALL ENTERPRISE

I, the undersigned,

|                     |  |
|---------------------|--|
| Full name & Surname |  |
| Identity number     |  |

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a Member / Director / Owner of the following enterprise and am duly authorised to act on its behalf:

|                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|--------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Enterprise Name:</b>                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Trading Name (If Applicable):</b>                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Registration Number:</b>                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Nature of Business:</b>                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Definition of "Black People"</b>                    | <p>As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians –</p> <p>(a) who are citizens of the Republic of South Africa by birth or descent; or</p> <p>(b) who became citizens of the Republic of South Africa by naturalisation-</p> <p>i. before 27 April 1994; or</p> <p>ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;"</p>                                                                                                                                                                      |
| <b>Definition of "Black Designated Groups"</b>         | <p>"Black Designated Groups means:</p> <p>(a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution;</p> <p>(b) Black people who are youth as defined in the National Youth Commission Act of 1996;</p> <p>(c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act;</p> <p>(d) Black people living in rural and under developed areas;</p> <p>(e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;"</p> |

Issued in terms of the Defence Sector Code (Gazette 42391 - 12 April 2019)

- The Enterprise has \_\_\_\_\_% Black Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise has \_\_\_\_\_% Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise has \_\_\_\_\_% Black Designated Group Beneficiaries as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- Black Designated Group Owned % Breakdown as per the definition stated above:
  - Black Youth % = \_\_\_\_\_%
  - Black people living with disabilities % = \_\_\_\_\_%
  - Black Unemployed % = \_\_\_\_\_%
  - Black People living in Rural areas % = \_\_\_\_\_%
  - Black Military Veterans % = \_\_\_\_\_%
- Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of \_\_\_\_\_, the annual Total Revenue was between R5,000,000.00 (Five Million Rands) to R50,000,000.00 (Fifty Million Rands)
- Please confirm on the table below the B-BBEE level contributor, **by ticking the applicable box.**

|                          |  |                                                        |  |
|--------------------------|--|--------------------------------------------------------|--|
| 100% Black Owned         |  | <b>Level One</b> (135% B-BBEE procurement recognition) |  |
| At Least 51% Black Owned |  | <b>Level Two</b> (125% B-BBEE procurement recognition) |  |

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.

5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

|                                  |                  |
|----------------------------------|------------------|
| <b>Commissioner of Oaths</b>     | <b>Deponent</b>  |
| <b>Credentials and Signature</b> |                  |
|                                  | <b>Signature</b> |
| <b>Date</b>                      | <b>Date</b>      |

**ANNEXURE 1 TO KD25**

|                                                                                                                                                                                                                     |                                                                                      |               |                                                                          |                                                          |                                                                                       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|---------------|--------------------------------------------------------------------------|----------------------------------------------------------|---------------------------------------------------------------------------------------|
| <b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF ARMSCOR</b>                                                                                                                                                    |                                                                                      |               |                                                                          |                                                          |                                                                                       |
| BID NUMBER:                                                                                                                                                                                                         |                                                                                      | CLOSING DATE: |                                                                          | CLOSING TIME:                                            |                                                                                       |
| DESCRIPTION                                                                                                                                                                                                         |                                                                                      |               |                                                                          |                                                          |                                                                                       |
| <b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT :</b>                                                                                                                                         |                                                                                      |               |                                                                          |                                                          |                                                                                       |
| ARMSCOR BID BOX VISITORS ENTRANCE (BLOCK 8),<br>370 NOSSOB STREET,                                                                                                                                                  |                                                                                      |               |                                                                          |                                                          |                                                                                       |
| <b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>                                                                                                                                                               |                                                                                      |               | <b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>                           |                                                          |                                                                                       |
| CONTACT PERSON                                                                                                                                                                                                      | Mr. A.L Mmbengwa                                                                     |               | CONTACT PERSON                                                           | Mr. A.L Mmbengwa                                         |                                                                                       |
| TELEPHONE NUMBER                                                                                                                                                                                                    | 012 428 3610                                                                         |               | TELEPHONE NUMBER                                                         | 012 428 3610                                             |                                                                                       |
| FACSIMILE NUMBER                                                                                                                                                                                                    | N/A                                                                                  |               | FACSIMILE NUMBER                                                         | N/A                                                      |                                                                                       |
| E-MAIL ADDRESS                                                                                                                                                                                                      | scmbids@armscor.co.za                                                                |               | E-MAIL ADDRESS                                                           | scmbids@armscor.co.za                                    |                                                                                       |
| <b>SUPPLIER INFORMATION</b>                                                                                                                                                                                         |                                                                                      |               |                                                                          |                                                          |                                                                                       |
| NAME OF BIDDER                                                                                                                                                                                                      |                                                                                      |               |                                                                          |                                                          |                                                                                       |
| POSTAL ADDRESS                                                                                                                                                                                                      |                                                                                      |               |                                                                          |                                                          |                                                                                       |
| STREET ADDRESS                                                                                                                                                                                                      |                                                                                      |               |                                                                          |                                                          |                                                                                       |
| TELEPHONE NUMBER                                                                                                                                                                                                    | CODE                                                                                 |               | NUMBER                                                                   |                                                          |                                                                                       |
| CELLPHONE NUMBER                                                                                                                                                                                                    |                                                                                      |               |                                                                          |                                                          |                                                                                       |
| FACSIMILE NUMBER                                                                                                                                                                                                    | CODE                                                                                 |               | NUMBER                                                                   |                                                          |                                                                                       |
| E-MAIL ADDRESS                                                                                                                                                                                                      |                                                                                      |               |                                                                          |                                                          |                                                                                       |
| VAT REGISTRATION NUMBER                                                                                                                                                                                             |                                                                                      |               |                                                                          |                                                          |                                                                                       |
| SUPPLIER COMPLIANCE STATUS                                                                                                                                                                                          | TAX COMPLIANCE SYSTEM PIN:                                                           |               | OR                                                                       | CENTRAL SUPPLIER DATABASE No:                            | MAAA                                                                                  |
| B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE                                                                                                                                                                        | TICK APPLICABLE BOX]<br><br><input type="checkbox"/> Yes <input type="checkbox"/> No |               | B-BBEE STATUS LEVEL SWORN AFFIDAVIT                                      |                                                          | [TICK APPLICABLE BOX]<br><br><input type="checkbox"/> Yes <input type="checkbox"/> No |
| <b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>                                               |                                                                                      |               |                                                                          |                                                          |                                                                                       |
| ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?                                                                                                                       | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES ENCLOSE PROOF]   |               | ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED? |                                                          | <input type="checkbox"/> Yes <input type="checkbox"/> No                              |
| <b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>                                                                                                                                                                   |                                                                                      |               |                                                                          |                                                          |                                                                                       |
| IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?                                                                                                                                                     |                                                                                      |               |                                                                          | <input type="checkbox"/> YES <input type="checkbox"/> NO |                                                                                       |
| DOES THE ENTITY HAVE A BRANCH IN THE RSA?                                                                                                                                                                           |                                                                                      |               |                                                                          | <input type="checkbox"/> YES <input type="checkbox"/> NO |                                                                                       |
| DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?                                                                                                                                                          |                                                                                      |               |                                                                          | <input type="checkbox"/> YES <input type="checkbox"/> NO |                                                                                       |
| DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?                                                                                                                                                               |                                                                                      |               |                                                                          | <input type="checkbox"/> YES <input type="checkbox"/> NO |                                                                                       |
| IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?                                                                                                                                                           |                                                                                      |               |                                                                          | <input type="checkbox"/> YES <input type="checkbox"/> NO |                                                                                       |
| IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW. |                                                                                      |               |                                                                          |                                                          |                                                                                       |

ANNEXURE 1 TO KD25

|                                                                                                                                                                                                                                                |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. BID SUBMISSION:</b>                                                                                                                                                                                                                      |
| 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.                                                                                                                   |
| 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.                                                                                                           |
| 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT. |
| <b>2. TAX COMPLIANCE REQUIREMENTS</b>                                                                                                                                                                                                          |
| 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.                                                                                                                                                                                 |
| 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.                                                              |
| 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.                                                                                                                         |
| 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.                                                                                                                                                                   |
| 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.                                                                                             |
| 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.                                                                                                              |
| 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."                        |

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....  
(Proof of authority must be submitted e.g. company resolution)

DATE: .....

**ARMAMENTS CORPORATION OF SOUTH AFRICA LIMITED  
(ARMSCOR)**

**INTELLECTUAL PROPERTY REQUIREMENTS**

**1 INTRODUCTION**

**1.1 What is Intellectual Property?**

Intellectual Property (or "IP") means the result or outcome of human creative effort as typically, but not exclusively, manifested and embodied in or taking the form of data items or documents.

IP typically includes design and mental activities, e.g.:

- Bills of Material (BOM's)
- Instructions,
- Reports,
- Specifications,
- Interface designs,
- Manufacturing processes,
- Material Specifications,
- Processes,
- Product designs,
- Re-engineering (maintenance/obsolescence),
- Software,
- Algorithms,
- Source Codes,
- System/integration designs,
- Test and Evaluation Methods, etc.

IP typically excludes Project Management activities and Hardware created/built according to a design or following a "recipe".

**1.2 How is IP manifested?**

IP is typically manifested and embodied in Data Items or Documents.

"Data items or Documents" means any recorded information, however recorded, including but not limited to books, manuscripts, reports, studies, algorithms, computer software, invention descriptions, registered patents, drawings, designs, plans, analyses, calculations, standards, data packs, process documents, instructions, specifications, mathematical or simulation models, compositions, photographs, video recordings, audio recordings, reports, holographic recordings, trademarks, graphical images, etc.

**NOTE:**

- ☐ The document itself is not IP
- ☐ The contents of a document represent IP
- ☐ The document becomes the tangible and recordable carrier of IP

**1.3 What is Background IP?**

For definition, refer to A-STD-0020 "Armcor General Conditions of Contract".

"Background IP" belongs to a contractor because he fully paid for the generation thereof or had bought it at his own cost, which may be used or serve as a basis from which to develop new Foreground IP.

#### 1.4 What is Historic IP?

"Historic IP" is existing IP which was created previously, and which may serve as a basis from which to develop new Foreground IP.

#### 1.5 What is Foreground IP?

For definition, refer to A-STD-0020 "Armcor General Conditions of Contract".

"Foreground IP" is new intellectual property that is created during the execution of the order.

#### 1.6 When is IP Shared or Jointly Owned or Co-owned?

For the definition, refer to A-STD-0020 "Armcor General Conditions of Contract".

"Shared" or "Jointly Owned" or "Co-owned" IP is IP which belongs to both the DOD and a contractor, because both contributed to the cost of generation thereof. Ownership is typically (and preferably) proportional to contribution.

Historic and Foreground IP may be either

1. Wholly owned by the DOD; or
2. Shared or Jointly Owned or Co-owned between DOD or the contractor

### 2. IP RECORDAL REQUIREMENTS

It is a requirement that prospective suppliers provide all information about applicable Intellectual Property (IP) to the bid. Armcor will record the information on their IP System that will generate a Statement of IP which will be appended to the order. The Statement of IP will serve as a contractual agreement between Armcor and the contractor in so far as IP related matters are concerned.

The recordal requirements are further described herein and broken down to an appropriate level, as follows:

#### 2.1 Background IP Utilised

For each Background IP Item that will be modified or utilised to generate Foreground IP in the execution of the quoted scope of work, provide the following details:

- Short IP description
- Original Supplier
- Cost of Establishment (If available)

#### 2.2 Historic IP Utilised

For each Historical IP item that will be modified or is required as a prerequisite in the execution of the quoted scope of work, provide the following details:

- Armcor IP Number (if available)
- Short IP description
- The next information is to be provided **per order**, on which Historic IP was established:
  - Order Number on which Historic IP was generated
  - Master record index (MRI) reference
  - Original Supplier
  - Cost of Establishment
  - Percentage Ownership (DOD)
  - Associated Milestone / Line item on the order under which the IP was established

### 2.3 Foreground IP to be generated

For each new Foreground IP item that will be generated in the execution of the quoted scope of work, provide the following details:

- IP number of Historic IP, if IP is enhanced (modified/improved/upgraded).
- Short IP description
- Master record index (MRI) reference with version and date
- Original Supplier
- Cost of Establishment
- Percentage Ownership (DOD)
- Associated Milestone / Line item on the order under which the IP will be established.

**Note 1:** The cost of establishment has always been included in item/milestone prices of order, and will continue to be so included, but will in future become visible by being shown separately in the Statement of IP appended to orders in order to properly manage such IP;

**Note 2:** To facilitate the easy and correct recording of IP, bidders and contractors will be required to utilise the specially constructed spread sheet from Armscor's web site.

After completion, the spreadsheet must be printed and attached to the bid, which will thus form an integral part of the bid.

## 3. SAFEGUARDING OF IP

### 3.1 IP Agreement

The IP agreement which will be embodied in the Statement of IP will be concluded with the main contractor in the name of the main contractor and will apply to the creating sub-contractor(s), who will remain the design authority for his particular IP.

### 3.2 Management and Safeguarding of IP

The main contractor will be responsible for the management of IP he generated during the execution of the order, as well as the management of IP generated by his sub-contractors. Upon completion of the project or order, the relevant IP will be formally transferred to the main contractor, who will then be responsible for the continued management of such IP.

The main contractor will be responsible for proper safeguarding and configuration control of IP, including off-site back-ups, as further described in various other Armscor documents, e.g. A-STD-0020 "Armscor General Conditions of Contract, K-STD-61 "Armscor Standard for Technical Contract Conditions", A-WI-014 "Armscor Security Instruction" and other documents that may be applicable.

### 3.3 IP Delivery

Notwithstanding 3.2 above, upon completion of the order, the main contractor will deliver all data items or documents relating to the IP generated during the execution of the order to Armscor ADAC Department.

### 3.4 IP Audits

Armscor is by law required to conduct an IP or intangible asset audit of all existing DOD IP every financial year. The main contractor will cooperate with Armscor's Intellectual Property Management Division and the Auditor General during the audit period and will make available all relevant information required to conduct the audit.

#### 4. COMPLETION OF THE IP INFORMATION BY MEANS OF THE ELECTRONIC FORM

##### 4.1 Background

The electronic form of the KD27 IP Information.xlsx is available as a Microsoft Excel workbook on the Armscor website ([www.armscor.co.za/Downloads/Download.asp](http://www.armscor.co.za/Downloads/Download.asp)) and must be used as template to provide the relevant IP information.

The workbook consists of the following three spreadsheets:

- "Background IP" provides a form to capture all background IP information
- "Historic IP" provides a form to capture all historic IP information.
- "Foreground IP" provides a form to capture all foreground IP information.

##### 4.2 Electronic Form Definitions

The column definitions as provided in the forms are as follows:

|                           |                                                                                                                             |
|---------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| IP Name                   | A short descriptive name to identify the IP item.                                                                           |
| IP Number                 | Armscor Number provided to Historic IP.                                                                                     |
| IP Description            | An abridged description of the IP Item.                                                                                     |
| Original Supplier         | The name of the supplier at which the IP item exists or was established.                                                    |
| Establishment Cost        | The amount paid by Armscor to establish the IP Item (including VAT).                                                        |
| MRI Reference             | The Master Record Index (MRI) or other document reference that uniquely describe the IP.                                    |
| DOD Shareholding          | The percentage of the IP that belongs to the DOD through Armscor                                                            |
| Associated Milestone/Item | The contractual milestone or item, which when completed, will define the point in time at which the IP will be established. |

## 5. INTELLECTUAL PROPERTY QUESTIONNAIRE

I/We, the undersigned, who warrant that I/we am/are duly authorised to do so on behalf of the firm certify that the following information is correct and complete in terms of Intellectual Property relevant to the offered scope of work. (Please circle the relevant answer)

Will Background IP be applicable during the execution of the quoted scope of work? Yes No

If yes, state particulars by completing the 'Background IP' worksheet. Indicate each IP item as a separate line.

Will Historic IP be utilised and/or is it required as a prerequisite to execute the quoted scope of work? Yes No

If yes, state particulars by completing the 'Historic IP' worksheet for each IP item. Indicate each IP item as a separate line;

Will any of these Historic IP items be enhanced during the execution of the quoted scope of work? Yes No

If yes, also complete the 'Foreground IP' worksheet for those IP items

Will new Foreground IP be generated during the execution of the quoted scope of work? Yes No

If yes, state particulars by completing the 'Foreground IP' worksheet for each IP item. Indicate each IP item as a separate line.

This completed form, along with all additional information, as requested above where relevant, populated on the KD27 Spreadsheet, have to be attached to the bid.

WITNESSES:

1 \_\_\_\_\_

2 \_\_\_\_\_

SIGNATURES OF BIDDER(S)

DATE:

ADDRESS: