



**state security**

State Security Agency  
REPUBLIC OF SOUTH AFRICA

**PART A  
INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:	SSA/13/2024-25	CLOSING DATE:	22 April 2025	CLOSING TIME:	11:00
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE CLAIMS DATA ANALYSIS AND MONITORING TOOL OF MEMBER AND PROVIDER CLAIMS INCLUDING SUPPORT AND MAINTENANCE FOR FIVE YEARS.				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
SSA Headquarters Reception					
Joe Nhlanhla Street 377-JR, Rietvlei, Pretoria					
Musanda Complex					
Via R50 Delmas Road					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>					
CONTACT PERSON	Ms. Nonhlanhla Vilakazi				
TELEPHONE NUMBER	+27 (12) 426 2331				
E-MAIL ADDRESS	<a href="mailto:Nonhlanhlal@ssa.gov.za">Nonhlanhlal@ssa.gov.za</a>				
BRIEFING	There will be a compulsory briefing session on 28 March 2025 at 10: 00am				
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
MOBILE NUMBER	CODE		NUMBER		
CONTACT PERSON					
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TOTAL BID PRICE Inc. VAT					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No

**[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]**

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR <b>THE GOODS /SERVICES /WORKS OFFERED?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW ]
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**QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

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
<b>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.</b>	

**PART B**  
**TERMS AND CONDITIONS FOR BIDDING**

<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. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2021/22, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>
<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 <a href="http://WWW.SARS.GOV.ZA">WWW.SARS.GOV.ZA</a> .
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 PIN 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:.....

NAME AND SURNAME OF THE BIDDER: .....

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

DATE:.....

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## **DEFINITIONS**

The rules of interpretation and defined terms contained in the General Conditions of Contract (GCC) shall apply to this invitation to bid unless the context requires otherwise.

In addition the following terms used in this invitation to bid shall, unless indicated otherwise, have the meanings assigned to such terms in the table below.

<b>SSA</b>	State Security Agency.
<b>Invitation to bid</b>	Invitation to bid comprising <ul style="list-style-type: none"><li>○ The cover page and the table of content and definitions</li><li>○ Part 1 which details the Conditions of Bid</li><li>○ Part 2 which details the Terms of Reference relating to the service</li><li>○ Part 3 which contains all the requisite bid forms and certificates; As read with GCC – General Conditions of Contract</li></ul>
<b>Services</b>	Defined services on the cover page of this invitation to bid and described in detail in the Terms of Reference;
<b>Specifications/ Terms of Reference</b>	Specifications or terms contained in Part 2 of this invitation to bid;

**Part 1**  
**Conditions of Bid**

**1. BACKGROUND AND INTRODUCTORY PROVISIONS**

Refer to Part 2 of this invitation to bid for background and introductory information relating to the Services and this invitation to bid.

**2. OFFER AND SPECIAL CONDITIONS**

Without detracting from the generality of clause below, bidders must submit a completed and signed and requisite bid forms attached as Part 3 with its bid. Bidders must take careful note of the conditions of award.

**All bids submitted in reply to this invitation to bid should incorporate all the forms, parts, certificates and other documentation forming part of this invitation to bid, duly completed where required.**

**It is a requirement that Tax matters of a service provider must be complaint with SARS when submitting, during and at the award of this tender.**

In the event that any form or certificate provided in Part 3 of this invitation to bid does not have adequate space for the bidder to provide the requested details, the bidder should attach an annexure to such form or certificate on which the requested details should be provided and the bidder should refer to such annexure in the form or certificate provided.

**3. CLOSING TIME OF BIDS AND PROVISIONS RELATING TO SUBMISSION OF BIDS**

The closing date and time for the receipt of bids in response to this invitation to bid is detailed on the cover page of this invitation to bid.

All bids must be submitted in a sealed envelope bearing the bid number, bid description and closing date.

All bids must be deposited before the closing time and date stipulated above in the bid box at the address detailed on the cover page of this invitation to bid.

**4. ENQUIRIES**

Should any bidder have any enquiries relating to this invitation to bid, such enquiries may only be addressed to the person/s detailed on the cover page to this invitation to bid at the number/s stipulated. Bidders are given until two (2) days before the closing date to forward enquiries regarding the tender.

**5. COMPULSORY BID BRIEFING/SESSION**

A compulsory briefing meeting will be stipulated in the cover page of the Invitation to bid. All details such as venue, date and time of the briefing meeting will be provided in the cover page of this bid. If a bidder misses out on a compulsory briefing meeting, it is regrettable that the bid will not be considered.

**6. TAX CLEARANCE**

The bidder should have complaint tax matters with SARS when submitting bid documentation. A pro forma application for Tax Clearance Certificate (SBD 2) is attached as Part 3 – Schedule B. Bidder must take specific note of the conditions stipulated in SBD 2. Tax clearance certificate and B-BBEE certificate must be renewed every 12 months and must be submitted to Supply Chain Management.

**7. PRICING**

The bidder(s) must submit details regarding the bid price for the services on the pricing schedule form/s attached as Part 3 – Schedule C which completed form/s must be submitted together with the bid documents. Pricing stipulated must be **INCLUSIVE OF VALUE ADDED TAX**.

It is an express requirement of this invitation to bid that the bidders provide some transparency in respect to their pricing approach. In this regard, bidders must indicate the basis on which they have calculated their pricing by completing all aspects of the Pricing Schedule form Part 3 – Schedule C.

The total bid price including VAT should be transferred to **SBD1**.

Other than the pricing schedule attached in this bid, the bidder is required to provide a detailed price quotation in its company letterhead.

**8. DECLARATION OF INTEREST**

The bidder should submit a duly signed declaration of interest (SBD 4) together with the bid. The declaration of interest is attached as Part 3 – Schedule D.

**9. PREFERENCE POINTS CLAIM FORMS**

Part 3 – Schedule E contains the Preference Points Claim Forms in terms of Preferential Procurement Regulations, 2017 to be completed and signed by the bidder to the extent applicable and returned with this bid.

**10. QUALIFICATIONS OF BIDDERS**

Bidders must submit detailed information together with their bid and disclose the experience in the relevant trade together with present contracts. These details should be submitted together with the bid on the form attached as Part 3 – Schedule F.

**11. PARTNERSHIPS AND LEGAL ENTITIES**

In the case of the bidder being a partnership, close corporation or a company all certificates reflecting the names, identity numbers and address of the partners, members or directors (as the case may be) must be submitted with the bid. These details should be submitted on the form attached as Part 3 – Schedule G.

**12. CONSORTIUM / JOINT VENTURE**

- It is recognized that bidders may wish to form consortia to provide the Services.
- A bid in response to this invitation to bid by a consortium shall comply with the following requirements:-
- It shall be signed so as to be legally binding on all consortium members;
- One of the members shall be nominated by the others as authorized to be the lead member and this authorization shall be included in the agreement entered into between the consortium members;
- The lead member shall be the only authorized party to make legal statements, communicate with the SSA and receive instructions for and on behalf of any and all the members of the consortium;
- A copy of the agreement entered into by the consortium members shall be submitted with the bid.
- Each party to the Consortium must submit a BBBEE Status Level Verification certificate.
- Each party to the Consortium must be tax compliant with SARS.
- Preference points will only be awarded when a consolidated BBBEE Certificate is submitted.
- Parties should be registered on the Central Supplier Database or be willing to register on such a database.

**13. ORGANISATIONAL PRINCIPLES**

The bidder should submit a clear indication of the envisaged authorized organizational principles, procedures and functions for an effective delivery of the required Service. These details should be submitted on the form attached as Part 3 – Schedule H.

**14. DETAILS OF THE PROSPECTIVE BIDDERS NEAREST OFFICE TO THE LOCATION OF THE CONTRACT**

The bidder should provide full details regarding the bidders nearest office base in the province (see Part 3 of this invitation to bid). These details should be provided on the form attached as Part 3 – Schedule I which completed form must be submitted together with the bid.

**15. FINANCIAL PARTICULARS**



Bidder must provide full details regarding its financial particulars and standing, which particulars should be submitted together with the bid on the form attached as Part 3- Schedule J.

**16. VALIDITY**

Bid documentation submitted by the bidder will be valid and open for acceptance for a period of **(150) one hundred and fifty** calendar days from the closing date and time stipulated on the front cover of this invitation to bid.

**17. ACCEPTANCE OF BIDS**

The SSA does not bind itself to accept either the lowest or any other bid and reserves the right to accept the bid which it deems to be in the best interest of the Department.

The SSA reserves the right to award the bid in wholly or in part thereof.

The SSA may as and when required amend the quantities of the requirement during the running period of the bid when the need arises.

**18. NO RIGHTS OR CLAIMS**

Receipt of the invitation to bid does not confer any right on any party in respect of the Services or in respect of or against the SSA. The SSA reserves the right, in its sole discretion, to withdraw by notice to bidders any Services or combination of Services from the bid process, to terminate any party's participation in the bid process or to accept or reject any response to this invitation to bid on notice to the bidders without liability to any party. Accordingly, parties have no rights, expressed or implied, with respect to any of the Services as a result of their participation in the bid process.

The SSA, nor any of their respective directors, officers, employees, agents, representatives or advisors will assume any obligations for any costs or expenses incurred by any party in or associated with any appraisal and/or investigation relating to this invitation to bid or the subsequent submission of a bid in response to this invitation to bid in respect of the Services or any other costs, expenses or liabilities of whatsoever nature and howsoever incurred by bidders in connection with or arising out of the bid process.

**19. NON DISCLOSURE, CONFIDENTIALITY AND SECURITY**

The invitation to bid and its contents are made available on condition that they are used in connection with the bid process set out in the invitation to bid and for no other purpose. All information pertaining to this invitation to bid and its contents shall be regarded as restricted and divulged on a "need to know" basis with the approval of the SSA.

In the event that the bidder is appointed pursuant to this invitation to bid such bidder may be subject to security clearance prior to commencement of the Services.

**20. ACCURACY OF INFORMATION**

The information contained in the invitation to bid has been prepared in good faith. The SSA nor any of their respective directors, advisors, officers, employees, agents, representatives make any representation or warranty or give any undertaking express or implied, or accept any responsibility or liability whatsoever, as to the contents, accuracy or completeness of the information contained in the invitation to bid, or any other written or oral information made available in connection with the bid and nothing contained herein is, or shall be relied upon as a promise or representation, whether as to the past or the future.

This invitation to bid may not contain all the information that may be required to evaluate a possible submission of a response to this invitation to bid. The bidder should conduct its own independent analysis of the operations to the extent required to enable it to respond to this bid.

**21. COMPETITION**

- Bidders and their respective officers, employees and agents are prohibited from engaging in any collusive action with respect to the bidding process which serves to limit competition amongst bidders.
- In general, the attention of bidders is drawn to Section 4(1)(iii) of the Competition Act 1998 (Act No. 89 of 1998) (the Competition Act) that prohibits collusive bidding.
- If bidders have reason to believe that competition issues may arise from any submission of a response to this bid invitation they are encouraged to discuss their position with the competition authorities before submitting response.
- Any correspondence or process of any kind between bidders and the competition authorities must be documented in the responses to this invitation to bid. Part 3 (Schedule K) should be completed and duly signed.

**22. RESERVATION OF RIGHTS**

Without limitation to any other rights of the SSA (whether otherwise reserved in this invitation to bid or under law), the SSA expressly reserves the right to:-

Request clarification on any aspect of a response to this invitation to bid received from the bidder, such requests and the responses to be in writing;

To invite bidders for presentations of their bids for evaluation purposes.

As part of due diligence, SSA may conduct a site visit to confirm availability and authenticity of the proposed project.

Amend the bidding process, including the timetables, closing date and any other date at its sole discretion.

Reject all responses submitted by bidders and to embark on a new bid process.

**23. SECURITY REQUIREMENTS**

**Security clearances:** The bidder's (principal or joint venture contractor) employees and sub Bidders **are** required at all times during the contract period to be in possession of valid security clearances to the level determined by SSA commensurate with the nature of the project activities they are involved in. The cost of obtaining suitable clearances is for the account of the bidders.

The vendors shall supply and maintain a list of personnel involved on the account indicating their clearance status. Negative or failure of security clearance or vetting by the bidder, bidder's employees or partners at any stage during the contracting or contract period and lack of or inability to obtain acceptable replacements by the contractor may lead to the cancellation of the contract.

All staff directly involved will be required to sign an "Oath of Secrecy" and be bound to the Protection of Information Act, 1982 (Act 84 of 1982).

**24. PRICE NEGOTIATION**

The award of the tender may be subjected to price negotiation with the preferred service provider/s.

**25. PERIOD FOR THIS PROJECT**

SSA seeks to appoint the service provider for a period of 5 years, reviewable annually.

## **PART 2**

### **TERMS OF REFERENCE**

#### **APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE CLAIMS DATA ANALYSIS AND MONITORING TOOL OF MEMBER AND PROVIDER CLAIMS INCLUDING SUPPORT AND MAINTENANCE**

##### **1. PURPOSE**

The State Security Agency (SSA) is looking to appoint an experienced service provider to render claims data analyses and monitoring tool of member and provider claims. The contract will be established for a period of five years. The tool should include support and maintenance for the duration of the contract period.

##### **2. BACKGROUND**

Optimum Medical Scheme (OPMED) is a self-administered in-house medical scheme which was established to cater for the members of the Civilian Intelligence Services appointed under the Intelligence Services Act (Act No 38 of 1998).

The OPMED Forensic Unit is an integral component within OPMED responsible for fraud detection and prevention management program and provides necessary evaluation on the potential for the occurrence of fraud, waste and abuse. In terms of Section 38(1) (a) (i) of the Public Finance Management Act, Act No.1 of 1999, the Accounting Officer of a department must ensure that the department has and maintains effective, efficient and transparent systems of financial and risk management and internal control.

##### **3. OPMED's STRATEGIC OBJECTIVE**

OPMED's core strategic objectives are as follows:

- Improve the service delivery of medical benefits while maintaining financial stability
- Ensure members have access to suitable healthcare through effective benefit provision and management.
- Sustain the scheme's viability amidst evolving medical landscapes
- Optimise performance by efficiently utilizing scheme resources

#### 4. OPMED MEMBERSHIP

As at December 31<sup>st</sup>, 2024, OPMED had 4 336 principal members and 10 190 beneficiaries. OPMED offers a comprehensive plan rather than specific benefit plans.

#### 5. CURRENT SERVICE ENVIRONMENT

OPMED has partnered with several third-party providers to advance its strategic objectives and enhance service delivery to members. The current service landscape for OPMED is summarised in the table below:

Main Service Area	Sub-Service Area (Current Provider in Brackets)
<b>Administration</b>	
	Assessing and Processing Functions (In-house)
	Client Management Services (In-house)
	Fraud Risk Management Functions (In-house)
	Wellness Program (In-house)
	Medical Advisory Services (In-house)
<b>Managed Care Services</b>	
	Emergency Medical Services
	Pharmaceutical Benefits
	Hospital Management Program
	Disease Risk Management
<b>Other Services</b>	
	Actuarial Services
<b>Other Services</b>	
	Clinical Rules

## 6. THE SERVICES AND SCOPE REQUIRED

Bidders are required to submit a proposal for the service below, making provision for interfacing with third party service providers.

The service provider will report to the designated functional representative on all matters pertaining to this contract and will report at regular intervals as agreed upon. Penalties will apply when the contract and service level agreements are not adhered to.

*The services required within this tender are as follows:*

### Claims data analysis and monitoring tool

- Detection and monitoring of Fraud, Waste and Abuse (FWA) incidents
- IT and Data Management - (Include Maintenance and Support)
- Business Continuity

#### 6.1 Detection and monitoring of Fraud, Waste and Abuse (FWA) incidents

The claims data analysis and monitoring tool should focus on identifying suspicious incidents of fraud, waste, and abuse across the entire risk value chain. The data analysis program should include in-memory associative analysis, enabling analysts to perform self-serve analysis with near-instant response times on millions of records. The system should offer the following features and functionalities, among others:

##### *a) Trend analysis model for individual providers by discipline category*

This model is used to detect specific anomalies by profiling each provider within their discipline. For example, it analyzes the use of tariffs, diagnoses, and follow-up visits (including the number of follow-up visits per patient and the interval between visits).

##### *b) Outlier detection model*

Provide a graphical representation of consultation patterns for each provider within a specific discipline. The example below highlights selected outliers based on the cost and tariff composition of their consultations.

Discipline #	Practice #	Provider	Total Consultations	Provider Consultation Cost	Peer Consultation Cost
16	31256	Dr xYz	9	2790	1020.5

16	260589	Dr Zyx	8	2450	1020.5
16	456893	Dr yzX	10	2800	1020.5
16	98320	Dr Yxz	16	2401.2	1020.5

*c) Claiming trends*

A key trend analysis involves measuring changes in the number of patients over time. By adjusting for seasonality and normalising based on volumes, these trends can help identify providers with unexpected patterns, such as an increase in patients during a typically slow period or a faster-than-expected growth in patient numbers.

*d) Claims washing process*

All claims are uploaded to this platform before payment runs.

- The tool should include a suite of complex analytical data models for medical, dental, pharmacy, facilities, pathology, and other areas
- Individual provider scoring and identification
- Individual claim scoring and identification
- Expert interpretation of raw data into high-quality forensic information
- Provide reports on analysed data
- Use data to identify the highest risks to OPMED and recommend potential course of action
- Identification of outliers
- Provider profile reports
- Provide discipline chartings
- Empower OPMED FU to make informed decisions
- Trend analysis and comprehensive reporting
- Engage in improving rules and procedures
- Skills transfer and/or training
- Monthly statistical reports

Furthermore:

- Generate scored alert reports daily, weekly, and monthly
- Continuously develop customised and uniquely formulated models for OPMED based on the scheme's specific circumstances
- Identify and coordinate action on suspicious claims in conjunction with the Scheme's Forensic Unit.
- Ability to use batch process interface from medcap/mip system in order to allow the scheme to verify nappicodes, hospital claims, etc.

The solution must be fully hosted and housed on OPMED's premises, requiring the prospective bidder to perform analysis onsite at least one or two days a week, rather than remotely.

e) *Fraud reporting*

In addition to the detection and prevention to FWA, the service provider should present the scheme with updated and frequent reporting on the fraud risk interventions with a weekly and monthly reporting.

## 6.2 IT and Data Management

This function includes ensuring system and technology integration, functional capabilities of the IT structures and data warehouse, as well as confidentiality of data. Data will be housed and maintained internally.

Should include capabilities that integrate with OPMED data warehouse.

Interfacing with other OPMED service providers, in particular with the administration system (MIP).

Maintain current protocols and procedures to ensure the confidentiality and integrity of OPMED data.

	<b>The following is a list of compulsory requirements:</b>
4.1	A server based solution (web-based preferably) installed in an isolated network with no internet connection or remote access interfacing with existing administrative system
4.2	A Microsoft Windows-based solution is preferred. If a non-Windows solution is proposed, maintenance and support for the operating system, application, and database must be included in the three-year support plan.
4.3	An on-premise solution is required to extract data from our medical administration system, with no remote access allowed. System maintenance and support must be performed in-house.
4.4	If the database is not integrated into the solution and must be provided by SSA, it should be SQL-compatible (minimum SQL Express 2017)
4.5	The solution should be compatible with VM Ware virtualized environments (5.5 and above)
4.6	As part of the responses, companies must provide/list the hardware requirements for their particular solution
4.7	Skills transfer and/or training is compulsory
4.8	Maintenance and Support



4.9	An independent system with no link with other schemes is preferred
4.9	An internationally designed system must have South African first line support
4.10	Project implementation and management plan
4.11	Demonstration of capabilities of the system with actual data reporting (presentation)
4.12	Company track record of projects of similar nature as well as company profile must be provided
4.13	CV's of project resources as well as identified resource(s) doing post implementation support

### **6.3 Business Continuity**

The service provider must be capable of ensuring business continuity and minimising operational downtime during unforeseen events. This involves implementing and following a business continuity plan during power outages and other incidents that may affect business operations.

## **7. ADMINISTRATION EVALUATION CRITERIA (Response limited to 10 – 15 pages)**

This section of the Terms of Reference requires the bidder to demonstrate an understanding of the OPMED services and requirements. For each question below, as well as with reference to the services described in the Services and Scope Required section above, the bidder is required to provide concise information relating to how the services will be delivered and how service delivery to OPMED will continuously be improve. Where applicable, examples and past experiences or references should be specified in the response to the following points below. The response to this section is limited and should not exceed the specified number of pages indicated in brackets.

## **8. CLAIMS DATA ANALYSES AND MONITORING TOOL**

### ***Detection and monitoring of fraud, waste and abuse (FWA) incidents***

- i. Furnish details showcasing your expertise in developing, managing, and sustaining FWA detection platforms, with a primary emphasis on identifying suspicious claims/incidents throughout the risk value chain. (12 marks)
- ii. Outline how the efficient detection and prevention of FWA activities from both members and providers have been integrated into the service delivery. This should encompass proactive data analysis and monitoring of member and provider claims, among other measures. (7 marks)
- iii. Utilising a hybrid approach, provide a list and explanation of at least four or more strategies at the member, provider, facility, and network levels. Furthermore more provide your proposed approach and timelines from service transition, migration and implementation. (6 marks)

- iv. Detail the actions to be taken upon identifying FWA activities. This approach should EXCLUDE suspension of payments, reversal of irregular claims, processing of affidavits and testifying in court cases. (6 marks)
- v. After utilising data to identify the highest risks to the scheme, a report is generated to propose and recommend potential course of action. Please detail the structure of the report. (4 marks)
- vi. Kindly provide information on the support offered concerning quarterly reports, the Fraud and Corruption Prevention Committee, the Audit and Finance Committee, and the OPMED Board reporting. (3 marks)
- vii. Evidence of savings and recoveries achieved through FWA detection endeavors should be well presented (2 marks)

### ***IT and data management***

- viii. Outline the control measures implemented to safeguard the confidentiality and integrity of the scheme and its beneficiaries' data, aligning with relevant legislation (including POPIA) and best practices. (3 marks)
- ix. Provide a comprehensive description of the data transfers between the administrator and the managed care provider, including the frequency of these data transfers. Additionally, the provided description should detail the bidder's capability to facilitate real-time data transfers, as well as interfacing and/or batch processing of data transfers. (2 marks)
- x. Confirm the ability to provide licenses that will enable the scheme to access the claims data analysis and monitoring tool. (2 marks)
- xi. Outline the approach and methodology for testing and conducting annual reviews of the IT control environment and structures (2 marks)
- xii. Provide details, within the specified page limit, regarding the proposed schedule of reports. This should include a brief description of the main objectives, key fields of the reports, and frequency of the reports, encompassing monthly operational reports. (1 marks)

### ***Business continuity***

- xiii. Describe the business continuity and disaster recovery plans in place to ensure full-time system availability. Include details on the testing of these plans and their compliance with international best practices. (3 marks)
- xiv. Provide statistics on the average downtime and recovery time that your organisation has experienced over the past several years. (2 marks)
- xv. Provide details on monthly downtime reporting. (1 mark)

### ***Overall Methodology and approach***

- xvi. Describe your overall integrated solution that is being proposed, with particular reference to at least the interface with the administration system. (2 mark)
- xvii. Identify any possible problems that might hinder delivery and indicate how they will avoid, or overcome such problems. (2 marks)
- xviii. Describe how systems and controls will be managed and reviewed, inclusive of internal audit arrangements. (2 marks)
- xix. Please provide a motivation as to why the bidder is suitable to act as a strategic and business partner to Opmed. (2 marks)
- xx. Provide details on the bidder`s capabilities to take on and set up a scheme of a similar size to Opmed. Please also indicate the scalability of the bidder`s operations and resources. (2 marks)

### ***Project Plan suitability***

- xxi. Provide your proposed approach and timelines for service transition, migration and implementation. (3 marks)
- xxii. Please describe your approach to knowledge and skills transfer. (2 marks)
- xxiii. Describe the implementation and migration team that you will provide as part of your solution. Please ensure you provide details of all proposed roles and responsibilities. (2 marks)
- xxiv. Describe how you propose to manage change on an on-going basis. Include details on and experience of the proposed staff and resources responsible for change management. Also highlight any project management approaches, techniques that will be applied. Examples should be provided of where this has been done in the past. (3 marks)

### ***Bid Requirements***

Successful service provider must have skill, experience and a proven track record to provide the required tool and this should be supported by the relevant specialists and/or consultants within his/her team of professionals.

The successful bidder will be held accountable, in terms of the contract, for ensuring project deliverables, and the professional conduct and integrity of the team as well as the legal status of the companies being used in the project.

The Bidder shall have the knowledge, skills, expertise, experience and capacity required to undertake the range of tasks set out in this Terms of Reference in these areas;

- (i) Knowledge of the public sector/government structures/policies/procedures/legislation and regulations and specifically the Intelligence Services

- (ii) Understanding and knowledge of the security sector (intelligence driven)
- (iii) Capacity and capability to conduct skills transfer to a client and enterprise development within the organisation

Each individual on the team must be personally available to do the work as and when required. The lead provider will be held accountable, in terms of the Contract, for ensuring project deliverables, and the professional conduct and integrity of the team.

The award of the contract will be based on value for money that being the best outcome for OPMED considering price, economic, environmental and social benefits, in addition to the requirement for the SSA.

The Bidder intending to submit a proposal should have the organisational and technical capacity, experience and professionalism to provide the service requirements outlined in the Terms of Reference. Proposers should be able to show proof of past and/or present experience similar projects, demonstrate financial soundness and resources available to carry out the service requirements, and have the integrity and proven reliability to ensure good faith performance.

The Bidder should demonstrate an understanding of OPMED's requirements and present an appropriate work plan and overall approach to meet these requirements.

If the bidder becomes aware that they cannot deliver the services within the specified timeframe, price, and/or specifications, they must immediately notify the Principal Officer of OPMED or they must in writing give an immediate written notice to this effect. OPMED retains the right to take action, including termination, as outlined in the contract.

OPMED will apply financial penalties for non-performance in accordance with the penalty clauses, which will be finalised during contract negotiations and included in the final contract.

### **Bid Evaluation methodology**

**Service providers are required to submit their proposal in which the bidder will in general give reasons why they should be able to execute the contract to the satisfaction of SSA.**

SSA reserves the right to disqualify any bidder for the following reasons, without prior notice to the offending bidder:

- Bidders who submit incomplete information and documentation as per the requirements of this bid and mandatory criteria will be disqualified
- Bidders who submit fraudulent, factually untrue, or inaccurate information (e.g. non-existent memberships, false BEE credentials, experience, etc.) will be disqualified

- Bidders who obtained information not available to other bidders through fraudulent means will be disqualified
- Bidders who have been blacklisted as per the National Treasury database will also be disqualified.

SSA will establish a Bid Evaluation Committee comprising SSA representatives. This committee will evaluate all bids received based on the criteria specified herein. The Bid Evaluation Committee will then make a recommendation to the Bid Adjudication Committee and/or the Director General for the appointment of the preferred bidder.

The Bid Evaluation Committee reserves the right to request bidders to complete any outstanding elements of their bids, make presentations, and/or submit best and final offers if required.

## 5. EVALUATION CRITERIA

Bids will be evaluated in accordance to the stages mentioned below.

Stages	Category	Maximum points	Threshold score
Stage 1	Pre-Evaluation – Administrative criteria	-	-
Stage 2	Mandatory Requirements		
State 3	Functionality/Technical proposal		
Stage 4	Price and BBEEE	80/20	-

### 5.1 Stage 1: Pre- qualification criteria /Administrative criteria

- To be considered responsive, bids must satisfy responsive criteria as set out in the SDB forms attached, failure of which may result in the proposals being disqualified.
- Without limiting the generality of the State Security Agency's other critical requirements for this bid, bidder(s) must submit the documents listed in Table 1 below. All documents must be completed and signed by the duly authorized representative of the prospective bidder(s). During this phase Bidders' responses, will be evaluated based on compliance with the listed administration and mandatory bid requirements. The bidder(s) proposal may be disqualified for non-submission of any of the documents.
- SSA reserves the right to reject any bids that does not comply with minimum requirements.
- Documents that must be submitted for Pre-qualification (Administrative criteria) are indicated in the table below.

ESSENTIAL REQUIREMENTS				
Item No	Document that must be submitted	YES √	NO x	Comments
1	Invitation to Bid – SBD 1			
2	<b>Schedule A</b> – General Conditions of Contract			
3	<b>Schedule B</b> - Original and valid Tax Clearance Certificate as stipulated (SBD 2)			<b>When is it expiring:</b>
4	<b>Schedule C</b> - Pricing Schedules (SBD3.2)			
5	Bidders declaration – SDB 4 also submit mandatory documents			
6	<b>Schedule E:</b> Preference Points Claimed (SBD 6.1) B-BBEE Certificate/ Sworn Affidavit			
7	<b>Schedule F</b> -Schedule - Qualifications and Experience			
8	<b>Schedule G</b> - Organizational Type			
9	<b>Schedule H</b> - Organizational Structure			
10	<b>Schedule K</b> – Security Clearance Requirements (SBD0)			Bidders must be willing to undergo security vetting assessment
11	Registration on Central Supplier Database (CSD). In case of a/joint Venture arrangement, all Bidder(s) members must also submit all the mandatory documents			CSD Registration No; MAAA_____
12	On CSD: In case of Joint Venture arrangement, all Bidder(s)/members must also submit tax compliance status			
13	Pricing Schedule			
14	Compliance with all Tax Clearance requirements:			
15	Compliance with all BBBEE requirements:			

## 5.2 Stage 2: Mandatory Requirements

- A bid or proposal must comply with all the below mandatory requirements to advance to the next stage. Any bid/proposal that do not comply with the listed mandatory requirements will be disqualified.

MANDATORY REQUIREMENTS				
Ite No	Document that must be submitted	YES √	NO x	Comments
1.	A server based solution (web-based preferably) installed in an isolated network with no internet connection or remote access interfacing with existing administrative system			

MANDATORY REQUIREMENTS				
Ite No	Document that must be submitted	YES √	NO x	Comments
2.	A Microsoft Windows-based solution is preferred. If a non-Windows solution is proposed, maintenance and support for the operating system, application, and database must be included in the three-year support plan.			
3.	An on premise solution is required to extract data from our medical administration system, with no remote access allowed. System maintenance and support must be performed in-house.			
4	If the database is not integrated into the solution and must be provided by SSA, it should be SQL-compatible (minimum SQL Express 2017)			
5	The solution should be compatible with VM Ware virtualized environments (5.5 and above)			

### 5.3 Stage 3: Functionality Criteria

- Bids will be evaluated as per the below Technical/Functional criteria. Bids are expected to meet the minimum threshold score of 70 to be regarded as responsive bids. Only bids that achieve this score of 70 points or more will advance to stage 4 to be evaluated for price and BEE.
- Below is the functionality or technical functionality criteria to be utilized for the evaluation of the bidder's proposals.

Category	Maximum points	Threshold score
1. Technical/Functional Proposal	100	70

	Technical/functional specification and requirements	Scoring	Overall weight
1	<b>Technical response to Terms of Reference questions</b> <ul style="list-style-type: none"> <li>Detection and monitoring of Fraud, Waste and Abuse (FWA) incidents</li> </ul> <p><i>Comprehensive response – (30 to 40 marks)</i></p> <p><i>Fractional Response – (15 to 20 marks)</i></p> <p><i>No Response – (0 mark)</i></p>	40	60
	<ul style="list-style-type: none"> <li>IT and Data Management</li> </ul> <p><i>Comprehensive response – (6 to 10 marks)</i></p> <p><i>Fractional Response – (5 marks)</i></p> <p><i>No Response – (0 mark)</i></p>	10	
	<ul style="list-style-type: none"> <li>Business Continuity</li> </ul> <p><i>Comprehensive response – (6 to 10 marks)</i></p> <p><i>Fractional Response – (5 marks)</i></p> <p><i>No Response – (0 mark)</i></p>	10	
2	<b>Team skills, experience and qualifications and their relevance</b>		20
	Capacity and Experience of	Provide CV's that will be used as evidence to substantiate the number of	
		10	



	the Project Leader and Team on similar project.	years of experience in dealing with Fraud Waste and Abuse (FWA) within healthcare industry (6 years or more). If no proof of years of experience can be obtained from the CV provided, there will be no score allocated.		
		Expertise and Resources to be deployed to the OPMED contract:  Team's clinical experience (in a medical-related setting) and Resources allocated to the project qualified to ensure that services are rendered diligently, expeditiously and with professional skill and care by suitably skilled and appropriately experienced personnel.	7	
		Formal qualifications of the Project Leader in Data Analysis/Science must be submitted.	3	
3	<b>Overall methodology and approach</b>	Describe your overall integrated solution that is being proposed, with particular reference to at least the interface with the administration system. Score is based on questions found on Annexure A (8)  <i>Comprehensive response – (6 to 10 marks)</i>  <i>Fractional Response – (5 marks)</i>  <i>No Response – (0 mark)</i>	6	10
		The bidder should identify any possible problems that might hinder delivery and indicate how they will avoid, or overcome such problems. Score is based on questions found on Annexure A (8)	4	

		<i>Comprehensive response – (6 to 10 marks)</i> <i>Fractional Response – (5 marks)</i> <i>No Response – (0 mark)</i>		
4	<b>Project plan suitability</b>	Provide your proposed approach and timelines for service transition, migration and implementation. Score is based on questions found on Annexure A (8)  <i>Comprehensive response – (6 to 10 marks)</i> <i>Fractional Response – (5 marks)</i> <i>No Response – (0 mark)</i>	6	<b>10</b>
		Highlight any project management approaches, techniques that will be applied  <i>Comprehensive response – (6 to 10 marks)</i> <i>Fractional Response – (5 marks)</i> <i>No Response – (0 mark)</i>	4	

#### Stage 4: THE 80/20 PREFERENCE POINT SYSTEMS

Category	Maximum points
Price	<b>80</b>
BBBEE points	<b>20</b>
<b>Total</b>	<b>100</b>

- a) The following formula must be used to calculate the points for price in respect of tenders with a Rand value above R1 000 000 (all applicable taxes included)

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

Where

$P_s$  = Points scored for comparative price of tender or offer under consideration

$P_t$  = Comparative price of tender or offer under consideration; and

$P_{\min}$  = Comparative price of lowest acceptable tender or off

- b) A maximum of 20 points may be awarded to a bidder for attaining their B-BBEE status level of contribution in accordance with the table indicated below.

<b>B-BBEE STATUS LEVEL OF CONTRIBUTOR</b>	<b>NUMBER OF POINTS</b>
<b>1</b>	<b>20</b>
<b>2</b>	<b>18</b>
<b>3</b>	<b>14</b>
<b>4</b>	<b>12</b>
<b>5</b>	<b>8</b>
<b>6</b>	<b>6</b>
<b>7</b>	<b>4</b>
<b>8</b>	<b>2</b>
<b>Non-Compliant Contributor</b>	<b>0</b>

- c) The points scored by a tenderer (bidder) in respect of the level B-BBEE contribution contemplated in sub-paragraph 2.2(a) above must be added to the points scored for price as calculated in accordance with sub-paragraph 2.1(a) above
- d) The contract will be awarded to the tenderer (bidder) who scored the highest total number of points. Points scored will be rounded off to the nearest 2 decimals.
- e) Only a bidder who has completed and signed the declaration part of the preference claim form will be considered for preference points
- f) Supply Chain Management (SCM) of the State Security Agency may, before a bid is adjudicated or at any time, require a bidder to substantiate claims it has made with regard to preference points claimed
- g) In the event that two or more bids have scored equal total points, the contract will be awarded to the bidder scoring the highest number of points for the specified goals. Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.
- h) A contract may, on reasonable and justifiable grounds, be awarded to a bid that did not score the highest number of points

### **Part 3**

#### **SCHEDULE A**

##### **General Conditions of Contract and Special Conditions of Contracts**

###### **NOTES**

The purpose of this document is to:

- (i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
- (ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

- The General Conditions of Contract will form part of all bid documents and may not be amended.
- Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid (if applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

**NB: REFER ATTACHED GENERAL CONDITIONS OF CONTRACT**

**Part 3**

**SCHEDULE B**

**Application for Tax Clearance Certificate**

**TAX CLEARANCE REQUIREMENTS IT IS A CONDITION OF BIDDING: -**

1. It is an absolute requirement that the taxes of the successful bidder **must** be in order or that satisfactory arrangements have been made with the Receiver of Revenue to meet his/her obligations.
2. The attached form, Application for Tax Clearance Certificate (in respect of bids), must be completed by the bidder in all respects and submitted to the Receiver of Revenue where the bidder is registered for tax purposes. That Receiver of Revenue will then furnish the bidder with a Tax Clearance Certificate that will be valid for 6 months from date of issue. This Tax Clearance Certificate must be submitted in the original together with the bid. Failure to submit an **original** and valid Tax Clearance Certificate at the time of submission of the bid **shall** invalidate the bid.
3. In bids where Consortia/ Joint Ventures /Sub-Contractors are involved each party must submit a separate Tax Clearance Certificate. Copies of the Application for Tax Clearance Certificate are available at any Receiver's Office.

**APPLICATION FOR TAX CLEARANCE CERTIFICATE (IN RESPECT OF OFFERORS)**

1. Name of taxpayer / bidder: \_\_\_\_\_
2. Trade name: \_\_\_\_\_
3. Identification number: 

--	--	--	--	--	--	--	--	--	--	--	--	--	--
1. Company / Close Corporation registration number: 

--	--	--	--	--	--	--	--	--	--
2. Income tax reference number: 

--	--	--	--	--	--	--	--	--	--
3. VAT registration number (if applicable): 

--	--	--	--	--	--	--	--	--	--
4. PAYE Employer's registration number 

--	--	--	--	--	--	--	--	--	--

  
(If applicable)

Signature of contact person requiring Tax Clearance Certificate: .....

Name: \_\_\_\_\_

Telephone Number:    Code: \_\_\_\_\_ Number: \_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

**PLEASE NOTE THAT THE COMMISSIONER OF THE SOUTH AFRICAN REVENUE SERVICE (SARS) WILL NOT EXERCISE HIS DISCRETIONARY POWERS IN FAVOUR OF ANY PERSON WITH REGARD TO ANY INTEREST, PENALTIES AND/OR ADDITIONAL TAX LEVIABLE DUE TO THE LATE OR UNDER PAYMENT OF TAXES, DUTIES OR LEVIES OR THE RENDITION OF RETURNS BY ANY PERSON AS A RESULT OF ANY SYSTEM NOT BEING YEAR 2000 COMPLIANT.**

**Part 3- SCHEDULE C**

SBD 3.2

**PRICING SCHEDULE – NON-FIRM PRICES  
(PURCHASES)**

NOTE: PRICE ADJUSTMENTS WILL BE ALLOWED AT THE PERIODS AND TIMES SPECIFIED IN THE BIDDING DOCUMENTS.

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

Name of Bidder.....Bid number: **SSA/13/2024-25**

Closing Time **11:00** ..... Closing date: **22 April 2025**

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

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

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

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

\*Delete if not applicable

SBD 3.2

## PRICE ADJUSTMENTS

### A NON-FIRM PRICES SUBJECT TO ESCALATION

1. IN CASES OF PERIOD CONTRACTS, NON FIRM PRICES WILL BE ADJUSTED (LOADED) WITH THE ASSESSED CONTRACT PRICE ADJUSTMENTS IMPLICIT IN NON FIRM PRICES WHEN CALCULATING THE COMPARATIVE PRICES
2. IN THIS CATEGORY PRICE ESCALATIONS WILL ONLY BE CONSIDERED IN TERMS OF THE FOLLOWING FORMULA:

$$Pa = (1 - V)Pt \left( D1 \frac{R1t}{R1o} + D2 \frac{R2t}{R2o} + D3 \frac{R3t}{R3o} + D4 \frac{R4t}{R4o} \right) + VPt$$

Where:

- Pa = The new escalated price to be calculated.
- (1-V)Pt = 85% of the original bid price. **Note that Pt must always be the original bid price and not an escalated price.**
- D1, D2.. = Each factor of the bid price eg. labour, transport, clothing, footwear, etc. The total of the various factors D1, D2...etc. must add up to 100%.
- R1t, R2t..... = Index figure obtained from new index (depends on the number of factors used).
- R1o, R2o = Index figure at time of bidding.
- VPt = 15% of the original bid price. This portion of the bid price remains firm i.e. it is not subject to any price escalations.

3. The following index/indices must be used to calculate your bid price:

Index..... Dated.....      Index..... Dated.....      Index..... Dated.....

Index..... Dated.....      Index..... Dated.....      Index..... Dated.....

4. FURNISH A BREAKDOWN OF YOUR PRICE IN TERMS OF ABOVE-MENTIONED FORMULA. THE TOTAL OF THE VARIOUS FACTORS MUST ADD UP TO 100%.



<b>FACTOR (D1, D2 etc. eg. Labour, transport etc.)</b>	<b>PERCENTAGE OF BID PRICE</b>

**B PRICES SUBJECT TO RATE OF EXCHANGE VARIATIONS**

- 1. Please furnish full particulars of your financial institution, state the currencies used in the conversion of the prices of the items to South African currency, which portion of the price is subject to rate of exchange variations and the amounts remitted abroad.**

PARTICULARS OF FINANCIAL INSTITUTION	ITEM NO	PRICE	CURRENC Y	RATE	PORTION OF PRICE SUBJECT TO ROE	AMOUNT IN FOREIGN CURRENC Y REMITTED ABROAD
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		

- 2. Adjustments for rate of exchange variations during the contract period will be calculated by using the average monthly exchange rates as issued by your commercial bank for the periods indicated hereunder: (Proof from bank required)**

AVERAGE MONTHLY EXCHANGE RATES FOR THE PERIOD:	DATE DOCUMENTATION MUST BE SUBMITTED TO THIS OFFICE	DATE FROM WHICH NEW CALCULATED PRICES WILL BECOME EFFECTIVE	DATE UNTIL WHICH NEW CALCULATED PRICE WILL BE EFFECTIVE

**1. PURPOSE OF THE FORM**

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

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

**2. BIDDER'S DECLARATION**

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

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

2.2.1 If so, furnish particulars:

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

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

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

2.3.1 If so, furnish particulars:

.....  
.....

### **3 DECLARATION**

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

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

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<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT  
REGULATIONS 2022 –SCHEDULE E**

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

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

**1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and

1.2 **To be completed by the organ of state**

*(delete whichever is not applicable for this tender).*

a) The applicable preference point system for this tender is the 80/20 preference point system.

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

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
<b>Total points for Price and B-BBEE</b>	<b>100</b>

1.5 In terms of the ACT (PPPFA), the specific goals may include— (i) contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender or disability; (ii) implementing the programmes of the Reconstruction and Development Programme as published in Government Gazette No. 16085 dated 23 November 1994; any specific goal for which a point may be awarded, must be clearly specified in the invitation to submit a tender;

- 1.6 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.7 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.
- 1.8 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.9 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).
- (f) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (g) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (h) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (i) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (j) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (k) **“proof of B-BBEE status level of contributor”** means:

- B-BBEE Status level certificate issued by an authorized body or person;
  - A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
  - Any other requirement prescribed in terms of the B-BBEE Act;
- (a) “QSE” means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;

### 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

#### 3.1. POINTS AWARDED FOR PRICE

##### 3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

**80/20**

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

Where

Ps = Points scored for price of tender under consideration  
 Pt = Price of tender under consideration  
 Pmin = Price of lowest acceptable tender

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

##### 3.2.1. POINTS AWARDED FOR PRICE

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

**80/20**

$$Ps = 80 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

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

### 4. BID DECLARATION

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

#### 5. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 5.1

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



(Points claimed in respect of paragraph 6.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

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

6.1 Name of company/firm.....

6.2 Company registration number: .....

**6.3 TYPE OF COMPANY/ FIRM**

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

3.3. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals (BBBEE status level) as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the ***audi alteram partem*** (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary.

.....  
**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

.....

**Part 3 -SCHEDULE F**

**Qualification and Experience**

1. Details of the extent of the company activities and business, e.g. branches etc.:

---

2. A list of existing and/or previous contracts relating to similar services:

---

Description of work and value	Period		Organization	Contact Person	Contact No
	Start date	End date			

3. Details of Qualifications of the Project Manager and the Key Personnel:

Name	Designation	Qualifications

.....  
**SIGNATURE OF (ON BEHALF OF) COMPANY**

**Part 3- SCHEDULE G**

**Organization Type**

**PARTNERSHIP/CLOSED CORPORATION/COMPANY**

**(delete which is not applicable)**

**The bidder comprises of the following partners/members/directors :**

- |            |       |
|------------|-------|
| 1. NAME    | _____ |
| ADDRESS :  | _____ |
| ID NUMBER: | _____ |
|            |       |
| 2. NAME :  | _____ |
| ADDRESS :  | _____ |
| ID NUMBER: | _____ |
|            |       |
| 3. NAME :  | _____ |
| ADDRESS :  | _____ |
| ID NUMBER: | _____ |
|            |       |
| 4. NAME :  | _____ |
| ADDRESS :  | _____ |
| ID NUMBER: | _____ |
|            |       |
| 5. NAME :  | _____ |
| ADDRESS :  | _____ |
| ID NUMBER: | _____ |

.....  
**SIGNATURE OF (ON BEHALF OF) BIDDER**

### **Part 3- SCHEDULE H**

#### **Organizational Structure**

- 1. Provide full details of the organizational structure which will be utilized in the provision of the Services (including where appropriate an organogram)**

[illegible]

**SIGNATURE OF (ON BEHALF OF) BIDDER**

In the presence of:

1. \_\_\_\_\_
2. \_\_\_\_\_

**Part 3 -SCHEDULE I**

**Details of Supplier's Office**

1. Physical address of supplier's office

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---

---

2. Telephone No of office: \_\_\_\_\_

3. Time period for which such office has been used by supplier:

---

.....  
**SIGNATURE OF (ON BEHALF OF) BIDDER**

\_\_\_\_\_  
**NAME IN CAPITAL LETTERS**

In the presence of:

1. \_\_\_\_\_

2. \_\_\_\_\_

**Part 3- SCHEDULE J**

**Financial Particulars**

This schedule must be completed by the bidder and submitted together with the bid.  
**Documentary proof confirming availability of financial resources to execute the contract from the bidder's financial institution and /or Audited Financial Statements must be submitted with the bid.** If this requirement is not complied with in full the bid will be considered invalid

Nature of Service: \_\_\_\_\_

Name of bidder: \_\_\_\_\_

Bid Number: \_\_\_\_\_

	<p><b><u>FINANCIAL POSITION OF BIDDER</u></b></p> <p>I/we hereby certify that I/we have the necessary financial capacity and resources to execute the above contract successfully for the bid amount. I / we hereby attach letter confirming availability of financial resources from the financial institution. I / we give the SSA permission to contact the financial institution below to confirm the information provided.</p> <p>In the absence of the above, a letter confirming that the bidder has applied for financial assistance from any financial institution and that the institution is willing to favorably consider such application in the event that the bidder is successful, will also satisfy the Department.</p>
NAME OF FINANCIAL INSTITUTE	
ADDRESS	
TEL.NO	
CONTACT PERSON	

\_\_\_\_\_  
SIGNATURE OF (ON BEHALF OF) BIDDER

\_\_\_\_\_  
NAME IN CAPITALS



**state security**

State Security Agency  
REPUBLIC OF SOUTH AFRICA

**Part 3 -SCHEDULE K**

**SECURITY CLEARANCE REQUIREMENTS**

**DECLARATIONS**

- A. Does the business meet the government's Black Economic Empowerment requirements as per the relevant industry charter?**

Yes: ..... No: .....

**If YES Explain:**

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

- B. Do you declare that the business is NOT a BEE front company?**

Yes: ..... No: .....

**If NO Explain:**

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

- C. Does the business have any associated family? Friends or business associates in the employ of the Ministry of Intelligence?**

Yes: ..... No: .....

**If YES Explain:**

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

**CONFIDENTIAL**

- D. Do any of the above mentioned in Declaration C have any financial interest in the**

**business?**

**Yes: ..... No: .....**

**If YES Explain:**

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

**E. Do you declare that the company is currently in a stable and sustainable financial position**

**Yes: ..... No: .....**

**If YES Explain:**

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

**F. Has the business done any work for a foreign government institution intelligence agency?**

**Yes: ..... No:.....**

**If YES Explain:**

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

**G. Has the business or any of its principals/ employees obtained a security clearance from any foreign or local governmental institution?**

**Yes: ..... No: .....**

**If YES Explain:**

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

**CONFIDENTIAL**



**THE CONTENTS OF THIS DECLARATION FORM MUST BE CERTIFIED AS CORRECT**

Hereby the undersigned certifies that:

1. Note is taken that the completed declaration is for official use only and will be treated as strictly **CONFIDENTIAL**.
2. The information stated in this declaration is accurate and true and note is taken that false information will have a negative effect on the security clearance of the company and its principals.
3. The signatory will be held immediately responsible for any fraudulent or incorrect information provided.

**Company:** .....

**Respondents name:** .....

**I.D. number:** .....

**Position:** .....

**Date:** .....

**Signature:** .....



**state security**

State Security Agency  
REPUBLIC OF SOUTH AFRICA

### ***Security Clearance: Documentation Requirement for Companies***

1. In terms of The National Strategic Intelligence Act 39 of 1994 as amended by the National Strategic Intelligence Act 67 of 2002 section 2A, members of the SSA may, in a prescribed manner, gather information relating to criminal records, financial records, personal information or any other information which is relevant to determine your security competence.
2. Please submit certified copies of the following documentation:
  - **Audited Financial Statements (To include Income Statement ,Balance Sheet, & Cash Flow Statements for a period of two years)**
  - **Bank statements of all accounts held, covering the last six (6) months.**
  - **Company Registration Certificate**
  - **Name Change Certificate / Amended Founding Statement (If Applicable)**
  - **List of Employees /Contractors who require access to the premises AND Identity Documents**
  - **Name & Contact details of Auditing / Accounting Firm**
  - **List of 5 major creditors and contact details**
  - **Letters declaring Members or directors involvement in associated businesses (Names and registration numbers of all companies associated with the Members / Directors)**
  - **Three (3) Letters of Recommendation**