

BID DOCUMENT

BID NUMBER: FIC/RFB/DATA GOVERNANCE/03/2024/25

CLOSING DATE FOR THE BID: 05 SEPTEMBER 2024

CLOSINGTIME FOR THE BID: 11:00

DESCRIPTION FOR THE BID: REQUEST FOR PROPOSALS FROM PROSPECTIVE SERVICE PROVIDERS FOR THE IMPLEMENTATION OF A DATA GOVERNANCE FUNCTION FOR THE FINANCIAL INTELLIGENCE CENTRE.

SUBMITTING BIDS: One (1) original and an electronic copy (*preferably on memory stick*) of the RFB document must be handed in / delivered to:
TENDER BOX
FINANCIAL INTELLIGENCE CENTRE
BYLSBRIDGE OFFICE PARK
CNR JEAN AVENUE & OLIVENHOUTBOSCH
HIGHVELD EXT 73 CENTURION
HIGHVELD
CENTURION

Bidders are required to request an ACCESS PIN CODE from Keneilwe.masemene@fic.gov.za and present their identity documents and/or valid driver's license at the main gate in order to gain entry within the FIC offices.

CSD NUMBER :

DOCUMENTS IN THIS BID DOCUMENT PACK

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PART A: SBD 1 INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE FINANCIAL INTELLIGENCE CENTRE					
BID NUMBER:	FIC/RFB/DATA GOVERNANCE/03/2024/25	CLOSING DATE:	05 SEPTEMBER 2024	CLOSING TIME:	11:00
DESCRIPTION	REQUEST FOR PROPOSALS FROM PROSPECTIVE SERVICE PROVIDERS FOR THE IMPLEMENTATION OF A DATA GOVERNANCE FUNCTION FOR THE FINANCIAL INTELLIGENCE CENTRE.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT					
RECEPTION, FINANCIAL INTELLIGENCE CENTRE					
BYLS BRIDGE OFFICE PARK, CNR JEAN AVENUE & OLIEVENHOUTBOSCH (13 CANDELA STREET, HIGVELD EXT 73)					
HIGHVELD EXT 73					
CENTURION					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Keneilwe Masemene		CONTACT PERSON	Keneilwe Masemene	
TELEPHONE NUMBER	012 641 6145		TELEPHONE NUMBER	012 641 6145	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	Keneilwe.masemene@fic.gov.za		E-MAIL ADDRESS	Tenders@fic.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		CENTRAL SUPPLIER DATA-BASE 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 THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
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		
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.					

PART B: TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION. 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED - (NOT TO BE RE-TYPED) OR 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, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT. 1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD 7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS. 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO 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 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:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
.....

(Proof of authority must be submitted e.g. company resolution)

DATE:

PART C: SPECIAL CONDITIONS OF CONTRACT

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 (GCC) will form part of this BID documents and may not be amended.

Special Conditions of Contract (SCC) relevant to this BID, compiled separately for this BID (if applicable) will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

Copies of the GCC are available from the website

<https://www.treasury.gov.za/divisions/ocpo/sc/generalconditions/general%20conditions%20of%20contract.pdf>

SPECIAL CONDITIONS THAT THE BIDDER NEEDS TO TAKE NOTE OF:

1 FRAUD AND CORRUPTION

1.1 All service providers are to take note of the implications of contravening the Prevention and Combating of Corrupt Activities Act, Act No 12 of 2004 and any other Act applicable.

2 NEGOTIATION

2.1 The Financial Intelligence Centre has the right to enter into negotiation with a prospective contractor regarding any terms and conditions, including price(s), of a proposed contract.

2.2 The Financial Intelligence Centre shall not be obliged to accept the lowest of any bid, offer or proposal in part or in whole.

2.3 All respondents will be informed whether they have been successful or not. A contract will only be deemed to be concluded when reduced to writing in a contract form signed by the designated responsible person of both parties. The designated responsible person of the Financial Intelligence Centre is the Supply Chain Manager or his/her written authorised delegate.

3 REASONS FOR REJECTION

- 3.1 The Financial Intelligence Centre shall reject a proposal for the award of a contract if the recommended bidder/tenderer has committed a proven corrupt or fraudulent act in competing for the particular contract.
- 3.2 The Financial Intelligence Centre may disregard the BID of any bidder/tenderer if that bidder/tenderer, or any of its directors:
 - 3.2.1 Have abused the SCM system of the Financial Intelligence Centre.
 - 3.2.2 Have committed proven fraud or any other improper conduct in relation to such a contract.
 - 3.2.3 Have failed to perform on any previous contract and the proof exists.
- 3.3 Such actions shall be communicated to the National Treasury.

4 PAYMENTS

The Financial Intelligence Centre (FIC) will pay the service provider the Fee as set out in the final contract. No additional amounts will be payable by the FIC to the Contractor.

- 4.1 The Contractor shall from time to time during the currency of the contract invoice The Financial Intelligence Centre for the services rendered. No payment will be made to the contractor unless an invoice complying with section 20 of the VAT Act No 89 of 1991 has been submitted to the FIC.
- 4.2 Payment shall be made into the bidder/tenderer's bank account normally 30 days after receipt of an acceptable, valid invoice. (Banking details must be submitted as soon as this BID is awarded).
- 4.3 The service provider shall be responsible for accounting to the appropriate authorities for its Income Tax, VAT or other amounts of money required to be paid in terms of applicable law.

5 PRESENTATION / DEMONSTRATION

The FIC reserves the right to request site visit/presentations/demonstrations from the short-listed bidder/tenderers if needed.

PART D: TERMS OF REFERENCE/MINIMUM SPECIFICATION FOR THE WORK

1. BACKGROUND

The Financial Intelligence Centre (FIC) is South Africa's national centre for the receipt of financial data, analysis, and dissemination of financial intelligence to the competent authorities. The FIC was established by the Financial Intelligence Centre Act, 2001 (Act 38 of 2001) and has the mandate to identify the proceeds of crime, combat money laundering and terror financing. It does this by seeking to:

- Supervise and enforce compliance with the FIC Act.
- Facilitate effective supervision and enforcement by supervisory bodies.
- Receive financial data from accountable and reporting institutions in the form of regulatory reports.
- Share information with law enforcement authorities, intelligence services, the South African Revenue Service, international counterparts, and supervisory bodies.
- Formulate policy regarding money laundering and the financing of terrorism.
- Provide policy advice to the Minister of Finance; and
- Uphold the international obligations and commitments required by the country in respect of anti-money laundering and combating financing of terrorism (AML/CFT).

The FIC Act introduces a regulatory framework of measures requiring certain categories of business to take steps regarding client identification, record-keeping, reporting of information and internal compliance structures. The Act obliges all businesses to report to the FIC various suspicious and unusual, and certain other transactions. The FIC uses this financial data and available data to develop financial intelligence, which it can make available to the competent authorities and supervisory bodies for follow-up investigations or administrative action.

All accountable and reporting institutions are required to register with the FIC. The FIC and supervisory bodies have the authority to inspect and impose administrative penalties on non-compliant businesses. The Act also introduced an appeal process and an appeal board.

South Africa is a member of the Financial Action Task Force, the international body which sets standards and policy on anti-money laundering and for combating the financing of terrorism (AML/CFT). In addition, it is also a member of the Eastern and Southern Africa Anti-Money Laundering Group (ESAAMLG), a regional body of the the Financial Action Task Force (FATF) which aims to support countries in the region to implement the global AML/CFT standards.

The FIC is a member of the Egmont Group, which is made up of Financial Intelligence Units (FIUs) from 153 countries. The primary aim of the organisation is to facilitate co-operation and the sharing of financial intelligence information among its members.

2. BACKGROUND TO THE REQUIREMENT

The FIC consumes and produces data and information as part of carrying out its mandate which is to ensure compliance with the FIC Act. The FIC recognised the value of quality data toward a drive for smart and real-time decisions that are key and foundation to innovative drive of developing new products and services for its current and future stakeholders. This makes data and information the main asset that the organisation holds. The need to manage data and information within the organisation was identified and documented as part of the Line of Business (LoB) Solutions Modernisation Programme.

To monitor compliance to the FIC Act, data is submitted to the FIC by Reporting and Accountable institutions daily. This data is further verified and enriched with data from other sources as part of the processing. The FIC has since adopted the Data Management Book of Knowledge (DMBoK) as a framework to ensure proper management of data and information. The DMBoK is used to assist organisations in the development, execution and supervision of measures required to enhance the value of data and information assets throughout their lifecycles. The data governance project will help the FIC to ensure proper authority and control over data asset management (planning, monitoring, and enforcement).

3. PROJECT OBJECTIVE

The FIC is looking for a service provider to assist with the implementation of the Data Governance function or capability within the FIC. This is a foundational step that will ensure that the FIC is well in its way to establish a fully-fledged Data Governance function or capability in the future.

In FIC's view Data Governance ensures that data is managed properly, according to policies and best practices. The FIC is currently at Level 1 maturity and looking into improving to Level 2 maturity through this project. While the overall driver of data management is to ensure that an organisation gets value out of its data, Data Governance focuses on how decisions are made about data and how people and processes are expected to behave in relation to data. The implementation of this project is to enable or afford the FIC to have the following;

- An established data governance committee.
- A list of responsibilities of Data Stewards and Data Owners.
- A FIC data governance framework.
- Proposed training plan for the committee members.
- A set of data governance templates.

4. PROJECT OUTCOMES

Below is the list of outcomes and deliverables of this assignment.

- Charter for a Data Governance committee which will enable FIC to establish the aforementioned committee.
- Documented Data Governance Framework.
- Approved responsibilities of Data Stewards and Owners.
- Training plan for identified committee members.
- Documented templates used as part function of the committee.
- Compiled Data Management policies and procedures gap analysis document.
- A project plan.

5. SPECIFICATIONS/ SCOPE OF WORK

The service provider is required to provide:

- Advisory on data governance best practices.
- Assist with formation of tasks associated with data governance.
- Assist with review on data governance decisions and policies.
- Provide required project management services to execute all the tasks as per the plan.
- Assist the FIC to establish a Data Governance Committee and compile the committee charter.
- Compile a Data Governance framework.
- Propose the responsibilities for Data Stewards and Data Owners in alignment with the FIC's business and ICT operations.
- Propose a training plan for the Committee members based on the identified functions of the data governance committee.
- Produce templates (documents/reports) to be used by the committee to compile documents/presentations that will require approval as part of the functions of the committee.
- Review the current FIC Policies and Procedures (There are 5 policies) that include aspects of data management, identify and document gaps. The gap analysis document should be in alignment with the Data Governance Framework.
- Formulate a project plan with the required people change management activities for the implementation of the required services.

The scope of work will focus on the following deliverables listed below:

Project deliverables

Task	Outcomes
<ul style="list-style-type: none"> Offer advisory on the establishment of a Data Governance Committee and compile the committee charter. 	<ul style="list-style-type: none"> Charter for a Data Governance committee which will enable FIC to establish the afore-mentioned committee.
<ul style="list-style-type: none"> Compile a Data Governance framework. 	<ul style="list-style-type: none"> Approved Data Governance framework document.
<ul style="list-style-type: none"> Propose the responsibilities for Data Stewards and Data Owners in alignment with the FIC's business and ICT operations. 	<ul style="list-style-type: none"> Approved documented responsibilities of Data Stewards and Data Owners.
<ul style="list-style-type: none"> Formulate a training plan for the Committee members based on the identified functions of the data governance committee. 	<ul style="list-style-type: none"> Training plan for identified committee members, inclusive of training objectives to be achieved.
<ul style="list-style-type: none"> Produce templates (documents/reports) to be used by the committee to compile documents/presentations that will require approval as part of the functions of the committee. 	<ul style="list-style-type: none"> Documented templates to be used by committee in alignment with their functions.
<ul style="list-style-type: none"> Review the current FIC Policies and Procedures (There are 5 policies) that include aspects of data management, identify and document gaps. The gap analysis document should be in alignment with the Data Governance Framework. 	<ul style="list-style-type: none"> A gap analysis document identifying gaps within the current policies and proposing any new policies that the FIC should consider implementing.
<ul style="list-style-type: none"> Formulate a project plan with the required people change management activities for the implementation of the required services. 	<ul style="list-style-type: none"> Project plan.

These deliverables will be realised through data governance committee guided by an external professional service to be procured via this Request for Proposal (RFP) process.

The service provider is expected to provide a proposal and costing for the professional services around Data Governance and Data Consultancy as per this Terms of Reference (TOR)

6. RESPONSE REQUIREMENTS

The response to this TOR should include a detail definition of the service providers experience and the approach proposed to deliver on the expected professional services highlighted above and the completion of a detail compliancy statement to each of the TOR functional requirements stating “Full or Partial or None” compliance where applicable.

The tables attached in Annexure A MUST be used to respond to this tender.

In addition, the service provider must complete the Delivery Schedule under Annexure C.

7. PRICING SCHEDULE

- The service provider is expected to provide and complete the pricing proposal for the main items as defined in this TOR using the table in Annexure B.
- The payment will take place once the deliverable items associated with the milestones are successfully completed and accepted by the FIC.

8. LOGISTIC SUPPORT

Access to the required systems and data will be provided to the service provider from the terminals at the FIC’s Centurion Head Office. Where specific software is required to be used to facilitate the development, the software will need to be installed and run on FIC infrastructure. No service provider devices will be permitted to connect to the FIC network. The resources of the service provider will be expected to utilise FIC laptops and software to execute their function.

9. LOCATION WHERE THE SERVICES ARE REQUIRED

The services will be required at the FIC’s Centurion Head Office.

10. DURATION OF THE CONTRACT

The timeframe for the engagement of the service provider is envisaged to be for a period of twelve (12) months for the delivery of the required professional services.

PART E EVALUATION PROCESS

11. QUALIFYING CRITERIA

Pre-selection

Pre-selection will be done by Supply Chain Management Unit and the following requirements are mandatory:

NO.	ITEM	MANDATORY REQUIREMENT
1	Central Supplier Database	Bidders must be registered on the Central Supplier Database (CSD) prior to submitting a bid on the National Treasury Website – www.csd.gov.za
2	Tax Compliant Status	CSD must reflect a tax compliant status before any appointment letter/order is awarded.
3	Valid B-BBEE Certificate or sworn affidavit	Valid B-BBEE Certificate issued by SANAS Accredited BEE Verification Agencies. None submission of certificate will result in a bidder obtaining zero preference points.
4	Compliance Matrix	Completed compliance matrix in accordance with provided format in Annexure A.
5	Standard Bidding Document (SBD) 1 and 4 forms	SBD 1 and 4 forms must be completed and signed where required and in black ink.
6	Preference Points Claim Form - SBD 6.1	SBD 6.1 must be completed and signed where required and in black ink. Failure to do so will result is a bidder obtaining zero preference points.
7	Pricing	Pricing must conform to the pricing schedule using the template in Annexure B.
8	Special Conditions	Completed special conditions matrix in accordance with provided format in Annexure D and must be fully compliant with the conditions.
9	DAMA or DGI or DCAM Certification	The expert advisor working on the project must be DAMA, or DGI or DCAM certified. Proof of applicable certification must be provided.

Note: Bidders who fail to comply with mandatory requirements as per the above table items No. 1; 2; 4; 5; 7; 8 and 9 will be disqualified from the evaluation process. A bidder who fails to comply with mandatory requirement No. 3 and 6 will forfeit preference points for Equity.

12. EVALUATION CRITERIA

The bid will receive further consideration if a bidder score a minimum of **70** out of 100 points on technical criteria.

Bidders who fail to meet the minimum threshold will be disqualified and will not be evaluated further for price and specific goals.

Table below explains the rating guideline for the evaluation of functionality criteria.

NO.	CRITERIA	POINTS ALLOCATED
FUNCTIONALITY AND EXPERIENCE EVALUATION		
1.	<p>The expert advisor's expertise and skills should include the following experience as reflected on the provided CV:</p> <ul style="list-style-type: none"> • Minimum three (3) years working with a data governance methodology based on well-established frameworks such as DAMA, or DGI or DCAM. • Minimum Three (3) years in assisting organisations to set up Data Stewardship and Data Ownership. 	20
2.	<p>The bidder must provide proof of at least three (3) contactable reference letters from organisations where implementations were done for data governance in the past 7 years and in line with the objectives paragraph 3.</p> <p><i>Please note: Letters of appointment, purchase orders, and emails confirming work done will not be accepted as reference letters.</i></p>	20
3.	<p>The bidder must provide proof of at least two (2) contactable reference letters from organisations where Data Stewardship and / or Data Ownership set up was - done in the past 7 years and in line with the objectives paragraph 3.</p> <p><i>Please note: Letters of appointment, purchase orders, and emails confirming work done will not be accepted as reference letters.</i></p>	20
4.	<p>Project Plan and Proposal - A detailed and compliant response for the delivery of the required advisory services and deliverables as defined in Annexure A and as referenced detailed in the proposal.</p>	40
TOTAL		100

Price and specific goals evaluation

The following criteria 80/20 will be used for the evaluation of the proposals:

Price: 80 Points

Specific goals as per SBD 6.1: 20 Points

12.1 Table below explains the rating guideline for the functional evaluation criteria.

REQUIREMENTS	POINTS = 0	POINTS = 1	POINTS = 2	POINTS = 3	POINTS = 4	POINTS = 5
<p>The expert advisor minimum of three (3) years expertise and skills should include: working with a data governance methodology based on well-established frameworks such as DAMA, or DGI or DCAM.</p> <p>Minimum Three (3) years in assisting organisations to set up Data Stewardship and Data Ownership.</p>	No evidence/ less than three (3) years expert advisor expertise and skills.	N/A	N/A	<p>The expert advisor's expertise and skills supported by three (3) years working with a data governance methodology.</p> <p>Three (3) years in assisting organisations to set up Data Stewardship and Data Ownership.</p>	<p>The expert advisor's expertise and skills supported by four (4) years working with a data governance methodology.</p> <p>Four (4) years in assisting organisations to set up Data Stewardship and Data Ownership.</p>	<p>The expert advisor's expertise and skills supported by five (5) or more years working with a data governance methodology.</p> <p>Five (5) years or more in assisting organisations to set up Data Stewardship and Data Ownership.</p>
The bidder must provide proof of at least three (3) contactable reference letters from organisations where implementations were done for data governance in the past 7 years and in line with the objectives paragraph 3.	No relevant contactable references supplied where recent implementations were done for data governance.	N/A	N/A	3 relevant contactable references supplied where implementations were done for data governance in the past 7 years.	4 relevant contactable references supplied where implementations were done for data governance in the past 7 years.	5 or more relevant contactable references supplied where implementations were done for data governance in the past 7 years.
The bidder must provide proof of at least two (2) contactable reference letters from organisations where Data Stewardship and / or Data Ownership set up was done in the past 7 years and in line with the objectives in paragraph 3.	No relevant contactable references supplied where Data Stewardship and / or Data Ownership set up was recently done.	N/A	N/A	2 relevant contactable references supplied where Data Stewardship and / or Data Ownership set up was done in the past 7 years.	3 relevant contactable references supplied where Data Stewardship and / or Data Ownership set up was done in the past 7 years.	4 or more relevant contactable references supplied where Data Stewardship and / or Data Ownership set up was done in the past 7 years.
A detailed and compliant response for the delivery of the required advisory services and deliverables as defined in Annexure A and as referenced detailed in the proposal	None or only partial compliance statement provided against all the requirements as per Annexure A.	N/A	N/A	N/A	N/A	Full compliance statement provided to all requirements as per Annexure A.

13. PROJECT WORKING CONDITIONS

The service provider will have access to the personnel of the FIC when required.

The service provider will provide the necessary skills and practical knowledge and guidance and handholding to the data governance committee.

The service provider will provide data governance services as outlined on required expert skills and practical application of data governance practices, policies, and standards. Ensure delivery of the required output on time and within budget.

14. COMMENCEMENT OF THE SERVICE

The FIC require the services to be delivered within 12 months respectively after the contract award.

15. TECHNICAL QUESTIONS

Any technical questions regarding the above requirement can be forwarded to

Keneilwe.masemene@fic.gov.za.

ANNEXURE A – COMPLIANCE STATEMENT

Bidders **MUST** complete the table below as per the instructions in the heading row. If the table is not completed as per the instructions in the heading row, this will result in a non-compliance and disqualification.

Data Governance TOR Requirements	Compliance Statement (Full/Partial/ None)	Description of compliance statement (refer to proposal description as applicable)
SPECIFICATIONS/ SCOPE OF WORK	HEADING	HEADING
Offer advisory on the establishment of a Data Governance Committee and compile the committee charter.		
Compile a Data Governance framework.		
Propose the responsibilities for Data Stewards and Data Owners in alignment with the FIC's business and ICT operations.		
Propose a training plan for the Committee members based on the identified functions of the data governance committee.		
Produce templates (documents/reports) to be used by the committee to compile documents/presentations that will require approval as part of the functions of the committee.		
Review the current FIC Policies and Procedures (There are 5 policies) that address aspects of data management, identify and document gaps. The gap analysis document should be in alignment with the Data Governance Framework.		
Formulate a project plan with the required people change management activities for the implementation of the required services.		

ANNEXURE B – PRICING SCHEDULE

The pricing schedule should be a firm price including VAT and any other costs involved. The bidder is expected to provide and complete the following pricing schedule as defined.

ITEM NO	ITEM DESCRIPTION	CLASSIFICATION	ITEM PRICES (INCL. VAT)
1	Offer advisory on the establishment of a Data Governance Committee and compile the committee charter.	Mandatory	
2	Compile a Data Governance framework.	Mandatory	
3	Propose the responsibilities for Data Stewards and Data Owners in alignment with the FIC's business and ICT operations.	Mandatory	
4	Propose a training plan for the Committee members based on the identified functions of the data governance committee.	Mandatory	
5	Produce templates (documents/reports) to be used by the committee to compile documents/presentations that will require approval as part of the functions of the committee.	Mandatory	
6	Review the current FIC Policies and Procedures (There are 5 policies) that address aspects of data management, identify and document gaps. The gap analysis document should be in alignment with the Data Governance Framework.	Mandatory	
7	Formulate a project plan with the required people change management activities for the implementation of the required services.	Mandatory	
TOTAL PRICE			

Note: The FIC reserves the right to exclude any of the items in the above table during contracting. Furthermore, the FIC reserves the right to discontinue the services of the selected service provider based on a checkpoint done on completion of each milestone of the project or phase.

ANNEXURE C – DELIVERY SCHEDULE

The service provider is expected to provide and complete a delivery schedule according to their project structure/plan.

MILESTONE NO.	ITEM DESCRIPTION	PROPOSED DELIVERY DATE (MONTHS AFTER ORDER PLACEMENT)
1.		
2.		
3.		
4.		
5.		
6.		
7.		

ANNEXURE D - SPECIAL CONDITIONS

SPECIAL CONDITIONS	COMPLY/NOT COMPLY	COMMENTS
The bidder will be subject to security requirements including:		
a) The bidder assigned/ awarded the contract must be South African citizens.		
b) The bidder assigned /awarded the contract will be required to take an oath of secrecy and sign non-disclosure agreements.		
c) The bidder assigned / awarded the contract will be required to consent to and undergo a security and background check by the FIC.		
d) Where an employee is assigned to the project as a consultant by a company awarded the contract, the consultant must be a permanent employee of the contracting house.		
e) FIC reserves the right to exclude any of the items in the pricing schedule during contracting. Furthermore, the FIC reserves the right to discontinue the services of the selected service provider based on a checkpoint done on completion of each milestone of the project or phase.		

PART F SEE SBD DOCUMENTATION OVERLEAF

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

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

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

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship

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

with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

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

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

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

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

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

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

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

.....
Signature Date

.....
Position Name of bidder

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

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.

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 system is applicable to invitations to this tender:

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

1.2 To be completed by the organ of state

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

1.3 Points for this shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

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

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.5 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.

1.6 The FIC requires of a tenderer to substantiate any claim in regards to preferences, by submitting their current/valid B-BBEE certificate or a sworn affidavit as prescribed by the B-BBEE codes of good practice.

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) “**The Act**” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

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 80/20 points is allocated for price on the following basis:

80/20

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

Where

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

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations 2022, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below that shall be supported by proof / documentation as stated in the conditions of this tender:

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
The B-BBEE Certificate is used as a measurement instrument for FIC's specific goals:	20 Maximum	
B-BBEE Status level of contributor: 1	20	
B-BBEE Status level of contributor: 2	18	
B-BBEE Status level of contributor: 3	14	
B-BBEE Status level of contributor: 4	7	
B-BBEE Status level of contributor: 5	4	
B-BBEE Status level of contributor: 6	2	
B-BBEE Status level 7 – 8 and non-compliant contributors	0	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.2. Name of company/firm.....

4.3. Company registration number:

4.4. 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]

4.5. 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 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:

