



APPOINTMENT OF EXPERIENCED SERVICE PROVIDER FOR THE PROVISION OF ATNS GOVERNANCE, RISK & COMPLIANCE SYSTEM (GRC).

RFP REFERENCE NUMBER:	ATNS/RFP025/22/23/ Governance, Risk & Compliance System
CLOSING DATE:	05 August 2022
CLOSING TIME:	11:00 (no late responses will be accepted)
NON- COMPULSORY BRIEFING SESSION:	<p>Date: 25 July 2022</p> <p>Time: 13pm</p> <p>Venue: Microsoft Teams</p> <p>Bidders interested in attending the briefing session must send an e-mail to andyn@atns.co.za copy tenders@atns.co.za by the 22 July 2022 at 16h00 and link will be provided.</p>
COMPULSORY REQUIREMENTS	<ol style="list-style-type: none">1. Valid Tax Compliance Report and Pin2. Company Registration Documents3. Valid B-BBEE certificate (levels 1-4)4. Latest CSD report
BID VALIDITY PERIOD:	180 days (commencing from Bid closing date)
DESCRIPTION:	APPOINTMENT OF EXPERIENCED SERVICE PROVIDER FOR THE PROVISION OF ATNS GOVERNANCE, RISK & COMPLIANCE SYSTEM (GRC)
DEPOSITED IN THE BID BOX SITUATED AT:	ATNS Company Limited, Eastgate Office Park, Block C, South Boulevard Road, Bruma,2298
OR	OR
SUBMITTED ONLINE VIA A LINK TO BE SHARED: SEND AN EMAIL TO tenders@atns.co.za	Should a bidder require to submit their documents online, they must send an email to . andyn@atns.co.za to express their interest to do so. On the email Bidders must specify on the subject line – the tender number and description. A link will be shared with the Bidder upon receipt of their intention to submit a bid online. A request must be sent no later than 03 August 2022 at 16h00
PROCUREMENT CONTACT PERSON:	Andy Ngubane
TELEPHONE:	(011) 607 1000
E-MAIL:	andyn@atns.co.za

THE FOLLOWING PARTICULARS MUST BE FURNISHED (FAILURE TO DO SO SHALL RESULT IN YOUR BID BEING DISQUALIFIED)

BIDDING STRUCTURE

Indicate the type of Bidding/Biding Structure by marking with an 'X'	
Individual Bidder	
Joint Venture	
Consortium	
With Sub-Contractors	
Other	

If Individual:	
Name of Bidder	
Registration Number	
VAT Registration Number	
Contact Person	
Telephone Number	
Fax Number	
Cell Number(s)	
E-mail Address	
Postal Address	
Physical Address	

If Joint Venture or Consortium, indicate the name/s of the partners:	
Company Name	
Registration Number	
VAT Registration Number	
Contact Person	
Telephone Number	
E-mail Address	
Fax Number	
Postal Address	
Physical Address	

HAS AN ORIGINAL VALID TAX CLEARANCE CERTIFICATE/S BEEN SUBMITTED FOR CONSORTIUM, JOINT VENTURE AND/OR SUB CONTRACTORS	
YES	NO

PLEASE INDICATE THE TYPE OF YOUR COMPANY E.G. PRIVATE COMPANY OR CLOSED CORPORATION OR OTHER	
Indicate the Type of Company	

SIGNATURE OF BIDDER:.....

DATE:

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

IMPORTANT NOTICE

The information contained herein, is given without any liability whatsoever to Air Traffic & Navigation Services Company Limited (ATNS) and no representation or warranty, express or implied, is made as to the accuracy, completeness or thoroughness of the content of this Request for Bid (RFB).

This RFB is for the confidential use of only those persons/companies who are participants of this RFB. Each recipient acknowledges that the contents of this RFB are confidential and agrees that it will not without the prior written consent of ATNS, reproduce, use or disclose such information in whole or in part, to any other party other than as required by law or other regulatory requirements.

The Bidder shall bear all costs incurred by him in connection with the preparation and submission of his Bid Response and for finalisation of the contract and the attachments thereof. ATNS will in no case be responsible for payment to the Bidder for these costs.

The Company reserves the right to reject any or all Bids, to undertake discussions with one or more Bidders, and to accept that Bid or modified Bid which in its sole judgment, will be most advantageous to the Company, price and other evaluation factors having been considered.

TABLE OF CONTENTS	
1.0	GENERAL INFORMATION AND INSTRUCTIONS TO BIDDERS.....6
1.1	Background and Introduction 6
1.2	Purpose of the Bid..... 9
1.3	Acquisition strategy 9
2.0	GENERAL BID INSTRUCTIONS AND ADMINISTRATIVE REQUIREMENTS10
2.1	Correspondence during Bid Period..... 10
2.2	Failure to Adhere to Instructions 11
3.0	BID SUBMISSION CONDITIONS AND INSTRUCTIONS 11
3.1	FRAUD AND CORRUPTION 12
3.2	BRIEFING SESSION..... 12
3.3	CLARIFICATIONS/ QUERIES 12
3.4	SUBMITTING BIDS..... 12
3.5	SUBMISSION OF BID:..... 13
3.6	LATE BIDS..... 14
3.7	NEGOTIATION AND CONTRACTING 14
3.8	ACCESS TO INFORMATION 15
3.9	REASONS FOR REJECTION..... 15
3.10	PAYMENTS..... 15
3.11	CANCELLATION OF PROCUREMENT PROCESS 15
4.0	CONTRACT TERMS 15
5.0	DISCLAIMER..... 16
6.0	SCOPE OF WORK 17
7.0	EVALUATION PROCESS 18
7.1	COMPLIANCE WITH MINIMUM REQUIREMENTS CRITERIA..... 18
7.2	FUNCTIONALITY, PRICE AND PREFERENCE POINTS..... 18
7.3	PREFERENTIAL PROCUREMENT REFORM: 19
THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017 PERTAINING TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, ACT NO 5 OF 2003. 19	
7.4	Bid Response Evaluation..... 20
7.5	CRITERIA FOR CONTRACTS AWARD..... 66
7.5.1.	Preferential Procurement (PP) Requirements 66
7.5.2.	Criteria for breaking deadlock in scoring 66
8.0	FORM OF BID 67
9.0	FORM OF UNDERTAKING TO BID..... 69
10.0	CONFIDENTIALITY AGREEMENT 71
11.0	FORM OF QUESTIONNAIRE..... 72
SBD1 74	
PART A	74
INVITATION TO BID	74
PART B	76
SBD Forms	55-77
ATNS FORM D	78
POPI ACT	80
General Conditions of Contract	

1.0 GENERAL INFORMATION AND INSTRUCTIONS TO BIDDERS

1.1. The BIDDER shall submit all responses, diagrams, project management documentation and drawings according to the GENERAL INFORMATION AND INSTRUCTIONS TO BIDDERS document and in the English language.

To assist BIDDERS only, each paragraph or article has been appended throughout with the letters “(M)”, to indicate whether the requirement is **Mandatory**.

ALL RESPONSES TO THE REQUIREMENTS IN THIS DOCUMENT SHALL BE PROVIDED AS FOLLOWS:

BIDDERS SHALL RESPOND IN FULL TO EACH ITEM IN THE FORMAT PROVIDED AND REFERENCES (CHAPTER, SECTION, PAGE NUMBER, PARAGRAPH NUMBER) TO DOCUMENTS AND RELEVANT INFORMATION SUPPORTING THE RESPONSES SHALL BE INDICATED IN THE SPACE PROVIDED. THIS INFORMATION WILL BE THE **ONLY RESPONSE USED FOR THE EVALUATION AND ASSESSMENT**.

Responses, provided in the space allowed, that are not clear or inadequate or the lack thereof shall be interpreted as **“Not Compliant”** even though the compliance column is declared as “Comply” and/or the BIDDER’s offer meets the requirement. BIDDER’s shall ensure that each

response correctly addresses the requirement stated. Responses not addressing the requirement of the specific paragraph shall be interpreted as **“Not Compliant”**.

BIDDER’s shall declare compliance to each and every paragraph of this document in the column labelled “Compliance” as follows:

C: fully compliant= Full Points on Offer

NC: not compliant= 0 points.

BIDDER’s shall, for paragraphs declared “C” or “NC”, include a statement as to the nature of the variation and may additionally supply supporting information in the space provided to demonstrate how the proposal meets the needs of ATNS.

Number: 7.4.4.1; indicates that the requirement is mandatory and proposals not compliant with the requirement shall be disqualified for further evaluation.

1.2. Background and Introduction

The Air Traffic and Navigation Services (ATNS) Company of South Africa is the major provider of air traffic management, communication, surveillance, navigation and associated services (including training) within South Africa. ATNS manages 10% of the world’s airspace.

Standing strong with over 1100 employees, ATNS strives to continuously provide safe airspace, orderly, expeditious and efficient management of Air Traffic Management services. The company

operates at 21 aerodromes within the country, including OR Tambo, Cape Town and King Shaka International Airports.

In the rest of the African Continent, ATNS provides amongst others the Aeronautical Satellite Communication (VSAT) networks.

This service extends from Cape to Cairo interconnecting more than 33 states in Africa and Middle East. Other services include ATS and technical training, WGS 84 surveys, airspace design, AIP documentation, billing and consultancy services.

Vision

ATNS's Vision is to be the preferred supplier of air traffic management solutions and associated services to the African continent and selected international markets.

Mission

Our Mission is to provide safe, expeditious and efficient air traffic management solutions and associated services, whilst ensuring long-term economic, social and environmental sustainability.

Our business is driven through our embedded Values, being:

- Accountability
- Safety and customer service
- Continuous improvement and innovation
- Employee engagement and development
- Fairness and consistency
- Open and effective communication

The Air Traffic and Navigation Service Company Limited (ATNS) is a State-Owned Company (SOC), established in 1993 in terms of the ATNS Company Act (Act 45 of 1993) to provide air traffic management solutions and associated services on behalf of the State. These services accord with International Civil Aviation Organisation (ICAO) standards and recommended practices, and the South African Civil Aviation Regulations and Technical Standards. As an air navigation services provider (ANSP), ATNS is governed by the nation's legislative and administrative framework.

ATNS is also a commercialised ANSP operating on the "user pays" principle that relies on current revenues and debt funding for its operational and capital expenditure requirements.

Our business offerings are divided into Regulated and non-regulated activities:

Regulated Business

At present 90% of ATNS's revenue is facilitated through its regulated business:

Air navigation services and infrastructure

The principal activities of ATNS's regulated business encompass the planning, operating and maintenance of safe and efficient air traffic management services in the airspace for which the State is responsible. Airspace infrastructure consists of the following main components:

- Communications, navigation and surveillance (CNS) infrastructure.
- Auxiliary aviation services, such as aeronautical information publications, flight procedure design and aeronautical surveys.
- Air traffic management.

ATNS's infrastructure development is informed by user expectations and regulatory requirements at a global level; as well as the needs of the air traffic management (ATM) community and new enabling technologies.

Air traffic service charges

As a monopoly service provider, ATNS is regulated economically by the Economic Regulating Committee (RC) that is a statutory body formed and appointed by the Shareholder, the Department of Transport (DoT). The RC is empowered by the ATNS Company Act (Act 45 of 1993) to issue permission to ATNS. The permission regulates the increase in specified tariffs that ATNS can issue and lays down minimum service standards requirements for the regulated business. ATNS is, through the permission, authorised to levy air traffic service charges on users (aircraft operators) for the use of air navigation infrastructure and/or the provision of an air traffic service. The permission has a five-year life span.

Training institution

ATNS runs a successful training institution as a division within the Company, namely: the Aviation Training Academy (ATA). The ATA provides a full range of air traffic services training, technical support training and related training to delegates in South Africa and the broader African

continent in the disciplines of engineering, air traffic services and management. The ATA is an ISO9001:2000 accredited institution and has international cooperation agreements in place with partners, enabling the academy to maintain mutually beneficial partnerships in the presentation and accreditation of international courses in air traffic services (ATS). The ATA is a world-renowned academy, and in both 2012 and 2013 was formally recognized as the International Air Transport Association (IATA) Worldwide Top Regional Training Partner.

Non-Regulated Business

ATNS's non-regulated business currently contributes 10% of the Company's revenue. The non-regulated business encompasses a long-term strategy to facilitate regional expansion through a subsidiary vehicle presently known as "ATNS International". ATNS International will enable the Company to take a more robust and agile stance in the non-regulated business market without posing undue risks to its regulated market and Shareholder. It will also enable ATNS to enter into joint ventures and partnerships with external suppliers so that the Company can harness more valuable market opportunities and extend its regional influence and reach.

Additional information is available on ATNS website – www.atns.co.za

1.3.Purpose of the Bid

ATNS (the Company) invites Bidders (the Bidder) to Bid for Appointment of Experienced Service Provider for the Deployment of the Integrated GRC and Business Continuity Management (BCM) solution with support and maintenance and licensing for a period of 5 years.

The successful Bidder shall also be able to, and be capable of, providing post-warranty support services for the installed software through a Service Level Agreement to be agreed upon between the successful bidder and ATNS for a period of **five (5) years**.

1.4.Acquisition strategy

The proposed acquisition strategy is to award to one supplier meeting the ATNS Preferential Procurement requirements for the entire scope of sourcing, implementation and support of the project. Suppliers that do not meet the Preferential Procurement requirements must partner with a local supplier that meets the requirements in the form of a joint venture.

2. GENERAL BID INSTRUCTIONS AND ADMINISTRATIVE REQUIREMENTS

2.1. Correspondence during Bid Period

All correspondence, in the “Form of Questionnaire” with the Company during the Bidding period in connection with the Bid Documents, shall be made as follows:

- 2.1.1 All correspondence to ATNS shall be in writing and addressed to:
Andy Ngubane: Procurement
ATNS Company Limited,
Private Bag X15,
Kempton Park
1620,
South Africa

- 2.1.1 All correspondence shall be made as follows:

Ref No: ATNS/RFP025/22/23

Date: Day/Month/Year

To: ATNS Company Ltd

From: Name of Bidder

Subject: Governance, Risk & Compliance System

All correspondence may be sent by email to andyn@atns.co.za or alternatively delivered by hand at the address specified in 3.5.1 The Company, however, shall not be responsible for non-receipt of any correspondence sent by post either registered or otherwise.

2.2.Failure to Adhere to Instructions

FAILURE TO ADHERE TO THE FOLLOWING BID SUBMISSION INSTRUCTIONS SHALL RESULT IN THE BID BEING RENDERED UNRESPONSIVE AND ELIMINATED FROM FURTHER EVALUATION.

2.2.1 Preparation of Bid

The Bid shall be delivered as one complete submission, which shall comprise of: -

- **Parcel A - Commercial Proposal; Financials and Price Structure**
 - **Parcel B - Technical Proposal**
- **Parcel A - Commercial Proposal; Financials and Price Structure. - labelled and tabled as per index.**

Parcel A Index	Commercial Proposal; Financials and Price Structure	Confirm Submission with X
A1	Company Information including <ul style="list-style-type: none">• Registration documents,• Details of the company Shareholders and their respective shareholding• List of Executive and Non-Executive Directors. percentage of shareholding	
A2	List of proposed Joint Ventures/Sub-contractors/Partners including details of company shareholders and the percentage shareholding.	
A3	Valid B-BBEE Certificate from accredited SANAS Agency or an EME Affidavit certified by commissioner of oath	
A4	Valid Tax Compliance Status and Pin.	
A5	Pricing/Proposed Rates	
A6	Returnable Forms	

- **Parcel B - Functional Proposal: Response to the Scope**

Parcel B Index	Technical Proposal	Confirm Submission with X
B1	Technical System Specifications	

3. BID SUBMISSION CONDITIONS AND INSTRUCTIONS

CONDITIONS AND INSTRUCTIONS THAT BIDDERS NEED TO TAKE NOTE OF

3.1.FRAUD AND CORRUPTION

- 3.1.1 All 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.

3.2. BRIEFING SESSION

- 3.2.1 A non-**compulsory** briefing session and will be held at **13h00 on 25 July 2022**. The session will be follows:

Activity	Date	Location / Nearest Town	Time / meeting or Site Visit Duration
Briefing Session	25 July 2022	VIRTUAL -TEAMS MEETING	13:00 CAT

- 3.2.2 The venue for the briefing session will take place on TEAMS Meeting, an email requesting to be part of the Briefing session should be sent to andyn@atns.co.za
- 3.2.3 Bidders should bring their own copies of the bid documentation to the briefing session as bid documents will not be made available at the session.
- 3.2.4 Any individual wishing to bid must attend the session in person or send a representative. Any organisation wishing to bid must send a representative. For bids from a Consortium or Joint Venture, a representative of at least one of the organisations must attend the session. Bids from individuals, organisations or consortia of organisations that have not met the attendance requirements will not be considered.
- 3.2.5 Any clarification required by a bidder regarding the meaning or interpretation of the Terms of Reference, or any other aspect concerning the bid, is preferably to be requested at the briefing session. Bidders are advised to study this document before attending the session and to have all their questions ready.
- 3.2.6 All those attending will be issued with minutes of the session within the closing date of bid, forwarded electronically upon request.

3.3.CLARIFICATIONS/ QUERIES

Any clarification required by a bidder regarding the meaning or interpretation of the Terms of Reference, or any other aspect concerning the bid, is to be requested in writing by completing Form of Questionnaire and email to Andy Ngubane at: andyn@atns.co.za not later than 12:00 on the 03 August 2022. The bid reference number should be mentioned in all correspondence. Telephonic requests for clarification will not be accepted. If appropriate, the clarifying information will be made available to all bidders by e-mail only.

3.4.SUBMITTING BIDS

- 3.4.1 Bids shall be submitted in two separate Parcels. Parcel A (Pricing) and Parcel B (bid document/ returnable). Each parcel shall be prepared contain; 1 (one) original and Two (2)

Hard copies Documents and soft copy (PDF format) on a movable storage medium (USB disk), each sealed and addressed in accordance with the following requirements: -

- 3.4.1.1 The name and address of the Bidder;
- 3.4.1.2 The Bid Number;
- 3.4.1.3 The closing date of the Bid indicated on the envelope.
- 3.4.1.4 A Cover Letter, signed by the authorised representative of each member of the Bidding Entity, Consortium or Joint Venture, which shall contain
- 3.4.1.5 List of Bid Proposal Documents and an Index of the contents therein;
- 3.4.1.6 Particular points to which the Bidder wishes to draw the Company's attention in his Commercial Proposal and Technical Proposal.
- 3.4.1.7 The parcels shall not contain documents relating to any Bid other than that shown on the envelope.
- 3.4.2 Within each parcel, each document shall be individually packaged in a sealed envelope, assigned an identification number and clearly marked with either the designation "**Original**" or "**Copy**", as applicable. When referencing another related document this identification number shall be indicated. Each document which is a copy shall be marked "**Copy 1/3**".
- 3.4.3 All Bid Response documents to be submitted shall be hand delivered to the Company not later than the time and date specified under paragraph 3.5.1 of this document.
- 3.4.4 No Bids forwarded by telegram, telex, facsimile will be considered.
- 3.4.5 Pricing must be submitted in a separate sealed envelope in Parcel A.
- 3.4.6 The original copy **MUST BE SIGNED IN BLACK INK** by an authorised employee, agent or representative of the Bidder and initialized on each and every page of the Bid Response.
- 3.4.7 Bid responses sent by post or courier must reach this office at least 36 hours before the closing date as specified, to be deposited into the Bid Box. Failure to comply with this requirement will result in the proposal/Bid response being treated as a "late and it will not be accepted.

3.5.SUBMISSION OF BID:

- 3.5.1 The Bid Documents shall be hand delivered to:

ATNS Company Limited,
Eastgate Office Park, Block C,
South Boulevard Road,
Bruma,
2298
South Africa;

No later than 11:00 on the 05 August 2022, local Time at which time the Bid proposals will be collected.

Bidders should allow time to access the premises due to security arrangements that need to be observed.

OR

SUBMITTED ONLINE VIA A LINK TO BE SHARED: SEND AN EMAIL TO tenders@atns.co.za

Should a bidder require to submit their documents online, they must send an email to andyn@atns.co.za to express their interest to do so. On the email Bidders must specify on the subject line – the tender number and description. A link will be shared with the Bidder upon receipt of their intention to submit a bid online. Requests for online submission link should be sent no **later than 03 August 2022 at 11h00**.

3.6.LATE BIDS

Bids received late shall not be considered. A bid will be considered late if it arrived even one second after closing time or any time thereafter. The tender (bid) proposals shall be collected at exactly **11:00** on the 05 August 2022 and bids arriving late will not be considered under any circumstances. Bids received late shall be returned unopened to the bidder. Bidders are therefore strongly advised to ensure that bids be delivered allowing enough time for any unforeseen events that may delay the delivery of the bid.

3.7.NEGOTIATION AND CONTRACTING

- 3.7.1 ATNS have the right to enter into negotiation with one or more bidders regarding any terms and conditions, including price(s), of a proposed contract.
- 3.7.2 ATNS shall not be obliged to accept the lowest of any quotation, offer or proposal.
- 3.7.3 A contract will only be deemed to be concluded when reduced to writing in a formal contract and Service Level Agreement signed by the designated responsible person of both parties.
- 3.7.4 **Under no circumstances will negotiation with any bidders constitute an award or promise / undertaking to award the contract.**

3.8.ACCESS TO INFORMATION

- 3.8.1 Requests for information regarding the bid process will be dealt with in line with the ATNS procurement policy and relevant legislation.

3.9.REASONS FOR REJECTION

- 3.9.1 ATNS shall reject a proposal for the award of a contract if the recommended bidder has committed a proven corrupt or fraudulent act in competing for the particular contract.
- 3.9.2 ATNS may disregard the bid of any bidder if that bidder, or any of its directors:
- 3.9.3 Have abused the SCM system of ATNS.
- 3.9.4 Have committed proven fraud or any other improper conduct in relation to such system.
- 3.9.5 Have failed to perform on any previous contract and the proof exists.
- 3.9.6 Such actions shall be communicated to the National Treasury.

3.10.PAYMENTS

- 3.10.1 ATNS will pay the contractor the fees set out in the final contract according to the table of deliverables. No additional amounts will be payable by ATNS to the contractor.
- 3.10.2 The contractor shall from time to time during the currency of the contract, invoice ATNS for the services rendered.
- 3.10.3 The invoice must be accompanied by supporting source document(s) containing detailed information, as ATNS may reasonably require, for the purposes of establishing the specific nature, extent and quality of the services which were undertaken by the contractor.
- 3.10.4 No payment will be made to the contractor unless an original tax invoice complying with section 20 of the VAT Act No 89 of 1991, as amended, has been submitted to ATNS.
- 3.10.5 Payment shall be made by bank transfer into the Contractor's bank account normally 30 days after receipt of an acceptable, original, valid tax invoice. Money will only be transferred into a South African bank account. (Banking details must be submitted as soon as the bid is awarded).
- 3.10.6 The Contractor shall be responsible for accounting to the appropriate authorities for its income tax, VAT or other moneys required to be paid in terms of the applicable law.

3.11.CANCELLATION OF PROCUREMENT PROCESS

This procurement process can be postponed or cancelled at any stage provided that such cancellation or postponement takes place prior to entering into contract with a specific service provider to which the bid relates.

4. CONTRACT TERMS

- 4.1.1 Whilst ATNS have taken every reasonable step to ensure the accuracy of this brief, the Company accepts no liability in relation to the accuracy of any representation made. Bidder should accept that their Bid response is on the basis and reliance of its own judgment and

information. ATNS reserves the right to vary the scope and terms as described in this document although variation is not anticipated at this time. If any variation does take place Bidder will be advised as soon as possible.

- 4.1.2 The successful Bidder will be engaged subject to acceptance of a contract containing the standard Terms and Conditions. The contract contains standard clauses including a retention clause for non-satisfactory completion, breach of contract and confidentiality clauses and a requirement for the bidder to have adequate professional indemnity insurance. All Bidders must bear in mind that if circumstances dictate, ATNS reserves its right to withdraw from any commitments that will be entered into within this statement of work.
- 4.1.3 All designs and documentation will be the property of ATNS.

5. DISCLAIMER

- 5.1.1 The bidder shall bear all costs incurred by him in connection with the preparation and submission of his Bid Response and for finalisation of the contract and the attachments thereof. ATNS will in no case be responsible for payment to the bidder for these costs.
- 5.1.2 The Company reserves the right to reject any or all Bids, to undertake discussions with one or more bidders, and to accept that Bid or modified Bid which in its sole judgment, will be most advantageous to the Company, price and other evaluation factors having been considered.

6. SCOPE OF WORK

The successful service provider shall be required to implement and provide support and maintenance services for the ATNS Governance, Risk & Compliance (GRC) and Business Continuity Management (BCM) for a period of three (3) years.

The GRC solution must be a secure and integrated solution that encapsulates the following:

- To allow all assurance providers access to information in a single integrated application to ensure one version of the truth.
- Provide the risk management department with the documentation, workflow, assessment, and analysis, reporting, and remediation of risks.
- Enables ATNS to better manage compliance position through performing surveys and self-assessments, attestation, testing, and remediation.
- Assess the criticality of ATNS business processes and technologies and develop business continuity and disaster recovery plans using automated workflow for testing and approval.
- Enable ATNS to perform a Business Impact Analysis (BIA) to better understand the value of the business processes and the people, applications, and systems that support those processes.
- Enable Internal Audit to develop the Internal Audit annual operational plan, Audit Planning, Audit Execution, Audit Reporting and Audit Follow ups as follows: efficiently and effectively
 - Audit Planning -Risk focused Planning enabling collection of risk and control data from other systems, data driven insights, audit plans development mapped to resource capacity.
 - Audit Execution –data mining tool to enable 100% population testing, Team-based workflows, audit project management templates and content libraries
 - Report – Autogenerate audit reports, connect with BI tools for customising reporting, status tracking
 - Audit follow up – portal for audit findings response tracking, Share findings with other systems
 - Stakeholder engagement, open ecosystem, infrastructure compatibility
- Development of business continuity plans
- Development of Annual Audit Plan for resource allocation
- Preparation of Audit Working - Papers for all the work performed.
- Recording of Audit Findings with Sufficient, Appropriate Audit Evidence to support the analysis made during the audit.
- Auditing finding tracker with escalations to Managers or Executive
- Data mining tool
- Enable the compliance function to create monitoring plans to allow compliance to provide assurance
- A solution that enables control testing, sampling, and statical sampling
- Enable compliance to receive Legislation amendments alerts and promulgated pieces of legislation
-
- Generate reports and customise dashboards

-
- Predictive analytics for determining likely risks to the business

7. EVALUATION PROCESS

7.1. COMPLIANCE WITH MINIMUM REQUIREMENTS CRITERIA

- 7.1.1 All bids duly lodged as specified in this Request for Bid will be examined to determine compliance with bidding requirements and conditions. Bids with deviations from the requirements / conditions, will be eliminated from further consideration.

7.2. FUNCTIONALITY, PRICE AND PREFERENCE POINTS

- 7.2.1 All remaining bids as per paragraph 7.1.1 will be evaluated as follows:
- 7.2.2 **The First stage**, bids will be evaluated first for Pre-Qualification Criteria (Preferential Procurement Requirements) prescribed in Preferential Procurement Regulations. Only bids that meet Preferential Procurement requirements will be considered for further evaluation.
- 7.2.3 **The Second stage**, Bids will be evaluated out of 50 points for functionality. Bids will be considered further if it achieves the minimum prescribed qualifying score for functionality. Bids that fail to achieve the minimum qualifying score for functionality will be disqualified for further evaluation. Qualifying bidders will be invited to demonstrate their solution and scored for the demonstration out of 100. Bids that meet the minimum prescribed qualifying score for the demonstration will proceed to the Third stage of the evaluation.

SHORTLISTED BIDS MAY BE REQUIRED TO PRESENT THEIR SOLUTIONS AFTER THE TENDER AWARD TO CONFIRM RESPONSE SUPPLIED.

- 7.2.4 **The Third stage**, bids will be evaluated in terms of the 80/20 preference point systems. **Only bids that achieve the minimum qualifying score/percentage for functionality will be evaluated in accordance with the 80/20 preference point system.**

7.3. PREFERENTIAL PROCUREMENT REFORM:

THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017 PERTAINING TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, ACT NO 5 OF 2003

Black Economic Empowerment is one of the essential objectives of ATNS. In accordance with government policy, ATNS insists that the Bidders demonstrates its commitment and track record to Black Economic Empowerment in the areas of ownership (shareholding), skills transfer, employment equity and procurement practices, (SMME Development) etc.

In accordance with the Preferential Procurement Policy Framework Act (PPPFA) and the Code of Good Practice of the Republic of South Africa, this Bid will be adjudicated in terms of functionality and a scoring system for Price and B-BBEE using the 80/20 or 90/10 scoring system depending on the value of the lowest acceptable bid received. Bidders are required to submit original and valid B-BBEE Status Level Verification Certificates or certified copies thereof and or Original BEE affidavit certified by the commissioner of Oath, together with their Bid responses, to substantiate their BBBEE rating claims. Failure to submit a valid B-BBEE certificate will result in the Bidder not qualifying for preferential points.

In addition, the Preferential Procurement (PP) requirements as per the ATNS Procurement Policy which states that ATNS shall deal with suppliers in accordance with the B-BBEE Codes of Good Practice will be taken into consideration. ***In this particular tender, ATNS shall give preference to: B-BBEE compliant suppliers with a status level 1 to 4.***

The service provider shall maintain or improve upon their current B-BBEE Contribution level for the duration of the contract. The service provider will be required to submit a new SANAS accredited BBBEE or Sworn Affidavit. The service provider shall maintain or improve upon their current B-BBEE Contribution level for the duration of the contract. The service provider will be required to submit a new B-BBEE certificate/Sworn Affidavit every year and each time there are changes in the company.

Suppliers not meeting the requirements of the Preferential Procurement requirements (PP) are required to clearly identify any possible teaming arrangement which could be established with South African BBBEE compliant enterprises and which could result in significant Transfer of Technology and Skills development. Any workable plan to train and promote black businesses or individuals through meaningful participation in this project will be considered favourably by the Company during the Bid evaluation process.

Partnership must be in the form of Joint Ventures/Consortium/Partners Agreement between compliant B-BBEE and non-B-BBEE Organisation/or foreign supplier in order to meet the policy requirements.

All responsive Bid offers shall be evaluated in terms of functionality and scoring system for Price and B-BBEE. **The 80/20 Preference Point System shall be applicable in accordance with THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017 PERTAINING TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, ACT NO 5 OF 2003:**

Live demonstration threshold has been set at **85%** for this Bid and only Bidders who obtain 85% and above will be evaluated further in terms of Price and B-BBEE.

7.4.Bid Response Evaluation

The evaluation of responsive Bids shall be conducted by a panel appointed by ATNS following a three-stage process as follows:

7.4.1 First Stage: Initial Screening (Pre-Qualification Criteria)

During this stage Bid response documents will be reviewed to assess adherence to submission instructions set out in clause 3.10.4 above, compliance to Tax Requirements.

7.4.2 Mandatory Requirements

FAILURE TO ADHERE TO THE BID SUBMISSION INSTRUCTIONS SHALL RESULT IN THE BID BEING RENDERED UNRESPONSIVE AND ELIMINATED FROM FURTHER EVALUTION.

The table below summarises the required adherence to the submission instructions and shall also be used by the Bidder as a checklist for the completeness of the submission:

Reference	Requirement	Comply	Do not comply
	Bidders' acceptance of terms and conditions of bid.		
	South African companies should submit original or certified copies of valid B-BBEE Status Level Verification Certificates or affidavit certified by commissioner of auth.		
	<i>Is the Bid divided into commercial (Vol 1) and technical (Vol 2 -4 (if applicable)) submissions?</i>		
	<i>Signed JV/Consortium agreement with clear illustration of portion of work and contract value % that the local EME or QSE will be responsible for.</i>		
	<i>Bidders must submit a workable plan to train and promote black businesses or individuals through meaningful participation in this project.</i>		

7.4.3 Transformation

Preference Criteria - Preferential Procurement (PP) requirements. The table below summarises the required adherence to the Preferential Procurement (PP) requirements and shall also be used by the Bidder as a checklist for the completeness of the submission. Bidders not meeting the PP requirements of the requirement 1 (1.1 to 1.11) must complete requirement 2. (2.1 & 2.2) and provide supporting documents as illustrated in the table below.

FAILURE ADHERE TO THE TRANSFORMATIONAL REQUIREMENTS WILL RESULT IN AUTOMATIC DISQUALIFICATION:

REFERENCE	REQUIREMENT	YES	NO
1	Does the Bidder meet the Preferential Procurement requirements? (if <u>Yes</u> , indicate by tick below, if <u>No</u> complete section 2 below)		
1.1	Suppliers with B-BBEE contribution: Level 1- 4 (this requirement is a must for local suppliers)		
1.2	at least 51% Black Owned Suppliers		
1.3	at least 51% Black Woman Owned Suppliers		
1.4	at least 51% Black Youth Owned Suppliers		
1.5	at least 51% Black Woman Youth Owned Suppliers		
1.6	at least 51% Black Owned Supplier with Disabilities		
1.7	at least 51% Black Woman Owned Supplier with Disabilities		
1.8	at least 51% Black Owned Suppliers living in rural or underdeveloped areas or townships		
1.9	at least 51% Black Woman Owned Suppliers living in rural or underdeveloped areas or townships		
1.10	at least 51% Black Owned Suppliers who are military veterans		
1.11	at least 51% Black Woman Owned Suppliers who are military veterans		
2	<u>Bidders not meeting</u> ownership requirements shall be required to enter into a partnering agreement with a South African supplier that meets the PP requirements: (if Yes, Please complete item 2.1 & 2.2. attach supporting documents)		
2.1	Bidders must submit a workable plan to train and promote black businesses or individuals through meaningful participation in this project.		
2.2	Bidders must submit a clear work plan illustrating work share with the local supplier/partner (clearly illustrating the portion of work that the local EME or QSE will be responsible for and clear confirmation of a minimum of 30% of the total contract value subcontracted to the local EME or QSE).		

Only Bidders that comply with the above mandatory and transformational requirements 1 or 2: (2.1; 2.2) will be evaluated further.

7.4.4 Second Stage: Technical Evaluation

During this stage Bid response documentation will be evaluated against compliance to the Technical Specifications. The Functionality Evaluation is sub-divided into the following steps:

During this stage Bid response documentation will be evaluated against compliance to the Technical Specifications. The Functionality Evaluation is sub-divided into the following steps:

1. The evaluation of the mandatory technical requirements.
2. The evaluation of the live demonstration.

7.4.1.1. Mandatory Technical Requirements.

Bidders who do not comply with any of the mandatory requirements below will be disqualified.

7.4.1.2. Mandatory compliance

1. Mandatory Requirement	Comply / not Comply
The solution must enable ATNS to define its risk appetite and tolerance levels and allows for analysis and reporting.	
The bidder must provide an example of how users can define risk appetite and tolerance levels. The bidder must provide screenshots or reference to the relevant section in the documentation and include relevant page numbers and paragraphs.	
2. Mandatory Requirement	Comply / not Comply
The proposed solution must provide ATNS with the documentation, workflow, assessment, and analysis, reporting, and remediation of risks.	
The bidder must provide a screenshots or reference to the relevant section in the documentation and include relevant page numbers and paragraphs that show how the workflow functions and the various reporting and analysis of other risks.	
3. Mandatory Requirement	Comply / not Comply
The solution must combine business continuity, disaster recovery, and crisis management.	
The bidder must provide screenshots or reference to the relevant section in the documentation and include relevant page numbers and paragraphs to provide evidence of how the different functions are combined within the proposed GRC solution.	

4. Mandatory Requirement	Comply / not Comply
The solution must generate a final audit report that complies with the IIA standards. The solution must enable the automation of the Internal Audit templates as per the internal audit methodology.	
The solution must enable audit project planning in line with audit timelines, templates, and the methodology.	
The bidder must provide a screenshot or reference to the relevant section in the documentation and include relevant page numbers and paragraphs that shows evidence of this requirement.	

5. Mandatory Requirement	Comply / not Comply
The solution must enable ATNS to track audit findings based on implementation dates and on a predetermined frequency and enable users to update the status and management comments of the findings. The solution must assign findings to relevant management and escalate findings to executives.	
The bidder must provide a screenshot or reference to the relevant section in the documentation and include relevant page numbers and paragraphs that shows evidence of this requirement.	

6. Mandatory Requirement	Comply / not Comply
The solution must provide ATNS with a data mining tool that has the ability to have direct access to data from different systems and data sources and must have pre-built data analytic commands.	
The bidder must provide a screenshot or reference to the relevant section in the documentation and include relevant page numbers and paragraphs that shows evidence of this requirement.	

7. Mandatory Requirement	Comply / not Comply
A solution that enables control testing, sampling, and statical sampling.	
The bidder must provide a screenshot or reference to the relevant section in the documentation and include relevant page numbers and paragraphs that shows evidence of the control testing, sampling, and statistical sampling.	

8. Mandatory Requirement	Comply / not Comply
The solution must enable the Compliance Function to upload legislation content.	
The bidder must show how users are able to upload content on the GRC by providing a screenshot or reference to the relevant section in the documentation and include relevant page numbers and paragraphs that shows evidence for this requirement.	

9. Mandatory Requirement	Comply / not Comply
The solution must enable compliance to receive Legislation amendments alerts and Promulgated Legislations.	
The bidder must provide proof that the solution is able to allow compliance users to receive alerts for amendments made to legislation.	

10. Mandatory Requirement	Comply / not Comply
The solution must allow users to generate reports and customise dashboards.	

The bidder must provide a series of screenshot or reference to the relevant section in the documentation and include relevant page numbers and paragraphs that shows how a user can generate reports and customise dashboards.

11. Mandatory Requirement	Comply / not Comply
The solution must have predictive analytics for determining likely risks to the business.	
The bidder must provide a series of screenshot or reference to the relevant section in the documentation and include relevant page numbers and paragraphs that shows how the solution determines likely risks to the business via predictive analytics.	

7.4.4.1 Compliance to live demonstration (Relative Weight, 100%)

The Bidder's compliance to the Technical Specifications, shall be evaluated using a scoring method defined as follows:

Compliance Statement	Not Compliant	Fully Compliant
Score	0	Full points on offer

The Functional Evaluation criteria is stated below:

Bidder will not be scored points if the supporting documents or adequate evidence are not provided

The scoring below will be done through the **live demonstration** and functionality of the system and bidders will be expected to meet minimum threshold of 85% and the bidder will be disqualified if the set threshold is not met.

The Functional Evaluation criteria is stated below:

Bidder will not be scored points if the supporting documents are not provided

SPECIFICATION	Weight	Score	
A. TECHNICAL SPECIFICATIONS			
For the requirements below, the bidder shall describe in detail how the system works and how they comply with each requirement. The bidder shall provide system screenshots or point to the relevant section in the documentation, and where possible, include relevant page numbers and paragraphs.			
1.1 Risk Management	[11]		

<p>1.1.1 The solution must allow users to capture risks, as a minimum, with the following fields:</p> <ul style="list-style-type: none"> • Risk name • Risk description • Root cause of the risk • Consequence of the risk • Risk owner • Impact • Likelihood • Inherent risk exposure • Current control processes in place to mitigate the risk exposure • Control Owner • Perceived control effectiveness • Residual risk exposure • Actions to improve management of the risk • Action Owner • Date • Department <p>All requirements met (<i>All evidence provided</i>) – [C] No requirements met – [NC]</p>	1		C – 1 NC - 0
<p>1.1.2 The solution must allow the users to capture and save new risks. The bidder must show how the minimum fields have been catered for or reference to the relevant section in the documentation and include relevant page numbers and paragraphs that address the requirement.</p> <p>All requirements met (<i>All evidence provided</i>) – [C] No requirements met – [NC]</p>	1		C - 1 NC - 0
<p>1.1.3 The system administrators must be able to configure (add, remove, etc) the risk fields as required. The bidder must provide a step-by-step guide on how to add, edit or remove risk fields.</p> <p>All requirements met (<i>All evidence provided</i>) – [C] No requirements met – [NC]</p>	1		C – 1 NC – 0

<p>1.1.4 System administrators must be able to flag risk fields either as mandatory or non-mandatory fields. The bidder must provide a screenshot or reference to the relevant section in the documentation and include relevant page numbers and paragraphs of how the administrators are able to flag the fields.</p> <p>All requirements met (<i>All evidence provided</i>) – [C] No requirements met – [NC]</p>	1		C – 1 NC -0
<p>1.1.5 The solution must allow users to evaluate each risk in terms of potential impact, likelihood of occurrence and the perceived effectiveness of controls in place to manage the risks. The bidder must provide a screenshot or reference to the relevant section in the documentation and include relevant page numbers and paragraphs that show how users can perform the evaluation using the set criteria.</p> <p>All requirements met (<i>All evidence provided</i>) – [C] No requirements met – [NC]</p>	1		C – 1 PC – NC – 0
<p>1.1.6 To ensure that the controls deployed are still relevant, the GRC solution must allow administrators to configure criteria to evaluate the effectiveness of controls. The bidder must provide a screenshot or reference to the relevant section in the documentation and include relevant page numbers and paragraphs on how and where the user is able to configure the criteria.</p> <p>All requirements met – [C] No requirements met – [NC]</p>	1		C – 1 NC – 0
<p>1.1.7 The solution must have the capability to identify key risk events at a divisional and departmental level. The bidder must provide screenshots showing key risk events at different organisational levels.</p> <p>All requirements met – [C] Some of the requirements met – [PC] No requirements met – [NC]</p>	1		C – 1 PC – 0.5 NC – 0

<p>1.1.8 The solution must have the capability to categorise all risks identified. The bidder must provide screenshots of how different categories are assigned to risks.</p> <p>All requirements met – [C] No requirements met – [NC]</p>	1		C – 1 PC – NC – 0
<p>1.1.9 The solution must have the capability to identify mitigation controls for each risk identified. The bidder must show screenshots of how the controls are identified and assigned.</p> <p>All requirements met – [C] No requirements met – [NC]</p>	1		C – 1 NC – 0
<p>1.1.10 The solution must allow users to identify the main risks and link sub risks to the main risks. The GRC must ensure that sub risks cannot exist on their own without being linked to main risks.</p> <p>a. The bidder must show screenshots of how the risks are flagged as main risks or sub risks. b. The bidder must show screenshots of how sub risks are linked to main risks.</p> <p>All requirements met – [C] No requirements met – [NC]</p>	1		C – 1 PC – NC – 0
<p>1.1.11 The users must be able to create and monitor emerging risks. The bidder must show step by step how users can create emerging risks. The bidder must provide screenshots of how the users will be able to monitor the emerging risks.</p> <p>All requirements met – [C] No requirements met – [NC]</p>	1		C – 1 NC – 0
1.2 Perform Risk Assessment	[6]		
<p>1.2.1 The solution must have the capability to identify and assess mitigating controls. The bidders must provide evidence of screenshots of how controls are identified and mitigated.</p> <p>All requirements met – [C] No requirements met – [NC]</p>	1		C – 1 PC – NC – 0

<p>1.2.2 The solution must have the capability to assess inherent risks at a divisional and departmental level. The bidders must show how inherent risks are assessed at different levels of the organisation.</p> <p>All requirements met – [C] Some of the requirements met – [PC] No requirements met – [NC]</p>	1		C – 1 PC – NC – 0
<p>1.2.3 The solution must have the capability to identify risk drivers at a divisional and departmental level. The bidders provide evidence of how risk drivers are identified at different levels of the organisation.</p> <p>All requirements met – [C] No requirements met – [NC]</p>	1		C – 1 PC – NC – 0
<p>1.2.4 The solution must have the capability to assess residual risks. The bidders provide evidence of how residual risks are assessed.</p> <p>All requirements met – [C] No requirements met – [NC]</p>	1		C – 1 NC – 0
<p>1.2.5 The solution must allow users the capability to allocate required actions to the specified action owners and risk owners. The bidders must provide evidence of how risk drivers are allocated to action owners and risk owners on the GRC.</p> <p>All requirements met – [C] Some of the requirements met – [PC] No requirements met – [NC]</p>	1		C – 1 PC – 0.5 NC – 0
<p>1.2.6 The solution must allow users the capability to allocate controls to the specified control owners. The bidders provide evidence of how controls can be allocated to specific control owners.</p> <p>All requirements met – [C] No requirements met – [NC]</p>	1		C – 1 NC – 0
1.3 Manage Risk Monitoring	[10]		

<p>1.3.1 The solution must have the capability to measure strategic risks by providing analytics and reporting for the strategic risk identified.</p> <p>The bidder must provide a screenshot or reference to the relevant section in the documentation and include relevant page numbers and paragraphs that shows evidence for this requirement.</p> <p>All requirements met and all evidence provided [C] None or some of the requirements met – [NC]</p>	1		C – 1 NC – 0
<p>1.3.2 The solution must allow users the ability to develop Key Risk Indicators (KRI) and thresholds.</p> <p>The bidder must provide a series of screenshot or reference to the relevant section in the documentation and include relevant page numbers and paragraphs that shows evidence for these KRIs.</p> <p>All requirements met and all evidence provided [C] None or some of the requirements met – [NC]</p>	1		C – 1 NC – 0
<p>1.3.3 The solution must allow risk owners the ability to approve KRIs and thresholds.</p> <p>The bidder must provide a series of screenshot or reference to the relevant section in the documentation and include relevant page numbers and paragraphs that shows how the approval of the KRIs and thresholds will work.</p> <p>All requirements met and all evidence provided [C] None or some of the requirements met – [NC]</p>	1		C – 1 NC – 0
<p>1.3.4 The users must be able to monitor KRIs.</p> <p>The bidder must provide a series of screenshot or reference to the relevant section in the documentation and include relevant page numbers and paragraphs that shows how users are able to monitor the developed KRIs.</p> <p>All requirements met and all evidence provided [C]</p>	1		C – 1 NC – 0

None or some of the requirements met – [NC]			
<p>1.3.5 Users must be able to assess and validate KRIs</p> <p>The bidder must provide a series of screenshot or reference to the relevant section in the documentation and include relevant page numbers and paragraphs that shows of how the assessment and validation of the KRIs work.</p> <p>All requirements met and all evidence provided [C] None or some of the requirements met – [NC]</p>	1		C – 1 NC – 0
<p>1.3.6 The solution must have functionality for KRI analysis</p> <p>The bidder must provide a series of screenshots or reference to the relevant section in the documentation and include relevant page numbers and paragraphs that shows of how the analysis of the KRIs will function.</p> <p>All requirements met and all evidence provided [C] None or some of the requirements met – [NC]</p>	1		C – 1 NC – 0
<p>1.3.7 The solution must provide KRI reporting</p> <p>The bidder must provide a series of screenshot or reference to the relevant section in the documentation and include relevant page numbers and paragraphs that shows specific reports on KRIs.</p> <p>All requirements met and all evidence provided [C] None or some of the requirements met – [NC]</p>	1		C – 1 NC – 0
<p>1.3.8 The solution must provide for the monitoring and management of strategic risks and opportunities both at a divisional and departmental level</p> <p>The bidder must provide a series of screenshot or reference to the relevant section in the documentation and include relevant page numbers and paragraphs that shows how the strategic risks are managed at different levels.</p> <p>All requirements met and all evidence provided [C]</p>	1		C – 1 PC – 0.5 NC – 0

<p>Some of the requirements met – [PC] None of the requirements met – [NC]</p>			
<p>1.3.9 The solution must allow action owners and risk owners to view and update their risks</p> <p>The bidder must provide a screenshot or reference to the relevant section in the documentation and include relevant page numbers and paragraphs that shows evidence of how action owners and risk owners are able to view and update their risks.</p> <p>All requirements met and all evidence provided [C] None or some of the requirements met – [NC]</p>	1		C – 1 NC – 0
<p>1.3.10 The solution should provide the capability for monitoring emerging risks and be capable to capture the following risk information:</p> <ul style="list-style-type: none"> [a] Emerging risk rating [b] Expected period when the risk will occur [c] Action overview [d] Inherent and residual risks overview (Heat maps) [e] Risk register (both inherent and residual risks and linked to controls) [f] KRI overview (including KRI analysis) [g] Loss event overview (including loss event analysis) [h] Project risks register/overview [i] Opportunities overview <p>The bidder must provide proof in the form of screenshots that the solution is capable of monitoring risks with the information highlighted.</p> <p>All requirements met and all evidence provided [C] Some of the requirements met – [PC] None of the requirements met – [NC]</p>	1		C – 1 PC – 0.5 NC – 0
<p>1.4 Manage Risk Reporting</p>	[4]		
<p>1.4.1 The solution must have the capability to deliver reports of identified risks and opportunities</p>	1		

<p>The bidder must provide a series of screenshots or reference to the relevant section in the documentation and include relevant page numbers and paragraphs that shows reporting on risks and opportunities.</p> <p>All requirements met and all evidence provided [C] None or some of the requirements met – [NC]</p>			<p>C – 1 NC – 0</p>
<p>1.4.2 The solution must allow administrators to author custom reports.</p> <p>The bidder must provide a screenshot or reference to the relevant section in the documentation and include relevant page numbers and paragraphs that shows evidence of an administrator's capability to author custom reports.</p> <p>All requirements met and all evidence provided – [C] None or some of the requirements met – [NC]</p>	<p>1</p>		<p>C – 1 NC – 0</p>
<p>1.4.3 The reports must be accessed directly from the solution.</p> <p>The bidder must provide a series of screenshot or reference to the relevant section in the documentation and include relevant page numbers and paragraphs that shows where and how the reports are accessed.</p> <p>All requirements met and all evidence provided - [C] None or some of the requirements met - [NC]</p>	<p>1</p>		<p>C – 1 NC – 0</p>
<p>1.4.4 The reports must be downloadable in Excel and pdf formats.</p> <p>The bidder must provide a series of screenshot or reference to the relevant section in the documentation and include relevant page numbers and paragraphs that shows how the users can download reports in different formats.</p> <p>All requirements met and all evidence provided - [C] None or some of the requirements met - [NC]</p>	<p>1</p>		<p>C – 1 NC – 0</p>
<p>1.5 Manage Business Continuity</p>	<p>[6]</p>		
<p>1.5.1 The solution must provide the capability to conduct Risk & Business Impact Analysis</p>	<p>1</p>		

<p>The bidder must provide a series of screenshots or reference to the relevant section in the documentation and include relevant page numbers and paragraphs that how the risk and business impact analysis is conducted.</p> <p>All requirements met and all evidence provided [C] None or some of the requirements met – [NC]</p>			<p>C – 1 NC – 0</p>
<p>1.5.2 The solution must allow administrators to configure different business continuity options, plans and strategies.</p> <p>The bidder must provide a series of screenshots or reference to the relevant section in the documentation and include relevant page numbers and paragraphs that how the business continuity response plans, response options and strategies are developed.</p> <p>All requirements met and all evidence provided [C] None or some of the requirements met – [NC]</p>	1		<p>C – 1 NC – 0</p>
<p>1.5.3 The solution must allow users to develop business continuity plans, emergency response plans and crisis management plans</p> <p>The bidder must provide a series of screenshots or reference to the relevant section in the documentation and include relevant page numbers and paragraphs that how the business continuity plans, emergency response plans and crises management plans are developed.</p> <p>All requirements met and all evidence provided [C] None or some of the requirements met – [NC]</p>	1		<p>C – 1 NC – 0</p>
<p>1.5.4 The solution must allow users to test, simulate and conduct exercises on the business continuity plans</p> <p>The bidder must provide a series of screenshots or reference to the relevant section in the documentation and include relevant page numbers and paragraphs that shows testing and simulation of the business continuity plans. The</p>	1		<p>C – 1 NC – 0 x</p>

<p>bidder must show how to conduct exercises on the business continuity plans.</p> <p>All requirements met and all evidence provided [C] None or some of the requirements met – [NC]</p>			
<p>1.5.5 The solution must provide reporting templates on to tests and simulation exercises on the business continuity plans</p> <p>The bidder must provide a series of screenshots or reference to the relevant section in the documentation and include relevant page numbers and paragraphs showing the reporting templates and where to find them.</p> <p>All requirements met and all evidence provided [C] None or some of the requirements met – [NC]</p>	1		C – 1 NC – 0
<p>1.5.6 The solution must allow for the reporting of BCM incidents</p> <p>The bidder must provide a series of screenshots or reference to the relevant section in the documentation and include relevant page numbers and paragraphs on how the user is able to report on BCM incidents.</p> <p>All requirements met and all evidence provided [C] None or some of the requirements met – [NC]</p>	1		C – 1 NC – 0
1.6 Manage Compliance	[14.5]		
<p>1.6.1 The solution must have the capability to provide users with access to laws (legislation), including Regulations, Board Notices, Circulars and Directives</p> <p>The bidder must provide screenshot or reference to the relevant section in the documentation and include relevant page numbers and paragraphs how users access the laws and regulations via the GRC.</p> <p>All requirements met and all evidence provided [C] None or some of the requirements met – [NC]</p>	1		C – 1 NC – 0
<p>1.6.2 The solution must specify the repository to all law documents.</p>	0.5		

<p>The bidder must provide a series of screenshots or reference to the relevant section in the documentation and include relevant page numbers and paragraphs on where the law documents are saved and how users will access them.</p> <p>All requirements met and all evidence provided [C] None or some of the requirements met – [NC]</p>			<p>C – 1 NC – 0</p>
<p>1.6.3 Where the solution connects to a third-party solution for the regulatory information, the relevant third-party access must be described.</p> <p>The bidder must provide information on the location of the third-party details and ensure adequate access for ATNS.</p> <p>All requirements met and all evidence provided [C] None or some of the requirements met – [NC]</p>	<p>0.5</p>		<p>C – 1 NC – 0</p>
<p>1.6.4 The solution must have the capability to populate a list of applicable laws identified as applicable to ATNS</p> <p>The bidder must provide a screenshot or reference to the relevant section in the documentation and include relevant page numbers and paragraphs that shows how a user can populate relevant laws on the GRC.</p> <p>All requirements met and all evidence provided [1] None or some of the requirements met – [0]</p>	<p>1</p>		<p>C – 1 NC – 0</p>
<p>1.6.5 The solution should have the option to import and export Microsoft Word, Excel and Adobe documents</p> <p>The bidder must provide a screenshot or reference to the relevant section in the documentation and include relevant page numbers and paragraphs that shows how a user can import and export documents using relevant formats.</p> <p>All requirements met and all evidence provided [0.5] None or some of the requirements met – [0]</p>	<p>0.5</p>		<p>C – 0.5 NC – 0</p>
<p>1.6.6 The solution must be able to notify users of any legislation changes or updates that occur in the regulations/laws</p>			

<p>The bidder must provide evidence of how the notification is sent to the user and when the user receives it. A series of screenshots outlining the process must be provided.</p> <p>All requirements met and all evidence provided [1] None or some of the requirements met – [0]</p>	1		C – 1 NC – 0
<p>1.6.7 The solution must have the capability to reference any changes to laws that were made.</p> <p>The bidder must provide evidence of when the law is changed, and the reference is made. A series of screenshots outlining the process must be provided.</p> <p>All requirements met and all evidence provided [1] None or some of the requirements met – [0]</p>	1		C – 1 NC – 0
<p>1.6.8 The solution must allow users to create Compliance Risk Management Plans (CRMP) with the following:</p> <ul style="list-style-type: none"> • Heading • Regulatory requirements • Category (Cat) • Number(No) • Sections • Description • Applicable(A) • Risk (sub heading Impact(I), Probability(P) and Result(R)) • Controls • Action • Responsible person(risk owner) • Time <p>The bidder must demonstrate how a user can create CRMPs</p> <p>All requirements met and all evidence provided [1] None or some of the requirements met – [0]</p>	1		C – 1 NC – 0

<p>1.6.9 The solution must allow users to input the annual compliance-monitoring plans</p> <p>The bidder must provide evidence of how the notification is sent to the user and when the user receives it. A series of screenshots outlining the process must be provided.</p> <p>All requirements met and all evidence provided [0.5] None or some of the requirements met – [0]</p>	0.5		C – 0.5 NC – 0
<p>1.6.10 The solution must have the capability to show an overview of Acts and Penalties displayed together with the ratings.</p> <p>The bidder must provide evidence in a form of screenshots showing Acts, penalties and ratings.</p> <p>All requirements met and all evidence provided [1] None or some of the requirements met – [0]</p>	1		C – 1 NC – 0
<p>1.6.11 The solution must have the capability to determine priorities of each Act.</p> <p>The bidder must provide a screenshot of acts that have already been prioritised. The bidder must show screenshots of how the acts are prioritised. the user receives it. A series of screenshots outlining the process must be provided.</p> <p>All requirements met and all evidence provided [0.5] None or some of the requirements met – [0]</p>	0.5		C – 0.5 NC – 0
<p>1.6.12 The solution must enable management oversight through reporting mechanisms such as reports and dashboards showing compliance information, status percentages, previous year status, progress and reasons for non-compliance.</p> <p>The bidder must provide screenshots of reports outlining the mentioned information.</p> <p>All requirements met and all evidence provided [0.5] None or some of the requirements met – [0]</p>	0.5		C – 0.5 NC – 0

<p>1.6.13 The solution must show non-compliance legislation including progress tracking and notifications of overdue tasks.</p> <p>The bidder must provide evidence of how the notification is sent to the user and when the user receives it. A series of screenshots outlining the process must be provided.</p> <p>All requirements met and all evidence provided [1] None or some of the requirements met – [0]</p>	1		C – 1 NC – 0
<p>1.6.14 The solution must provide a comprehensive reporting functionality, and allow exporting to Microsoft Word, Excel and Adobe</p> <p>The bidder must provide evidence of all reports available on the GRC. A series of screenshots showing details of different reports must be provided including the exportation of the reports to relevant formats.</p> <p>All requirements met and all evidence provided [0.5] Some of the requirements met – [0.25] None of the requirements met – [0]</p>	0.5		C – 0.5 PC – 0.25 NC – 0
<p>1.6.15 The solution must align with the Compliance Institute of South African standards and guidelines.</p> <p>The bidder must provide evidence in a form of certification or relevant documentation proving alignment to the Compliance Institute.</p> <p>All requirements met and all evidence provided [0.5] None or some of the requirements met – [0]</p>	0.5		C – 0.5 NC – 0

<p>1.6.16 The solution must allow users to populate compliance survey questionnaires and allow the Compliance champions to populate answers.</p> <p>The bidder must provide screenshots of how the user captures the survey questionnaire. The bidder must show using screenshots how the compliance champion populates answers.</p> <p>All requirements met and all evidence provided [1] None or some of the requirements met – [0]</p>	1		C – 1 NC – 0
<p>1.6.17 The solution must allow users to populate Non-compliance with Laws & Regulations (NOCLAR) in an excel format and the responses thereto for each financial year.</p> <p>The bidder must provide screenshots showing how the NOCLAR is captured.</p> <p>All requirements met and all evidence provided [1] None or some of the requirements met – [0]</p>	1		C – 1 NC – 0
<p>1.6.18 The solution must allow users to populate and update compliance risk exposures and be able to pull out the report of such compliance exposures.</p> <p>The bidder must provide a series of screenshots outlining how the users populate the risk exposure. A screenshot showing a report on the risk exposure must be available.</p> <p>All requirements met and all evidence provided [1] None or some of the requirements met – [0]</p>	1		C – 1 NC – 0
<p>1.6.19 The solution must allow users to populate and keep track of compliance communications to the business units.</p> <p>The bidder must provide evidence of how the communication to the business units is tracked.</p> <p>All requirements met and all evidence provided [0.5] None or some of the requirements met – [0]</p>	0.5		C – 0.5 NC – 0

1.7 Audit Services	[10]		
<p>1.7.1 The solution must allow for the development of Annual Audit Plan for resource allocation.</p> <p>The bidder must provide screenshots of how the Annual Audit Plan is developed.</p> <p>All requirements met and all evidence provided [1] None or some of the requirements met – [0]</p>	1		C – 1 NC – 0
<p>1.7.2 The solution must allow users to prepare Audit Working Papers for all the work performed. The solution should be able to link to the strategic and operation risk register</p> <p>The bidder must provide evidence of how the user can prepare the audit working paper. Bidder must also provide Bidder must also provide evidence of how operational risk registers can be linked to the audit module.</p> <p>All requirements met and all evidence provided [1] None or some of the requirements met – [0]</p>	1		C – 1 NC – 0
<p>1.7.3 The solution must allow for the recording of audit findings with sufficient, appropriate audit evidence to support the analysis made during the audit.</p> <p>The bidder must provide a series of screenshots detailing the evidence collected during the audit.</p> <p>All requirements met and all evidence provided [1] None or some of the requirements met – [0]</p>	1		C – 1 NC – 0
<p>1.7.4 Provide continuous auditing capabilities for the assessment of risk controls and automation of error checking and data verification in real-time.</p> <p>The bidder must provide evidence of how the risk controls are assessed. A series of screenshots outlining the process must be provided to include the automation of error checking.</p> <p>All requirements met and all evidence provided [2] None or some of the requirements met – [0]</p>	1		C – 1 NC – 0

<p>1.7.5 The solution must automate the internal audit and risk management functions and processes.</p> <p>The bidder must provide a series of screenshots detailing how the assurance providers functions and processes are automated.</p> <p>All requirements met and all evidence provided [1] None or some of the requirements met – [0]</p>	1		C – 1 NC – 0
<p>1.7.6 The solution must provide audit reporting is in line with the risk-based auditing standards.</p> <p>The bidder must provide screenshots of audit reporting available in the GRC system.</p> <p>All requirements met and all evidence provided [1] None or some of the requirements met – [0]</p>	1		C – 1 NC – 0
<p>1.7.7 The solution must have the ability to create and track audit findings. The audit findings tracker must allow for the allocation of findings to senior management and executives and the escalation of overdue findings based on implementation dates.</p> <p>The bidder must provide screenshots of audit findings tracking available in the GRC system.</p> <p>All requirements met and all evidence provided [1] None or some of the requirements met – [0]</p>	1		C – 1 NC – 0
<p>1.7.8 The solution must have the ability to have direct access to data from different systems and data sources and analyse 100% of data populations.</p> <p>The bidder must provide evidence of the solutions ability to access various systems in the GRC system.</p> <p>All requirements met and all evidence provided [1] None or some of the requirements met – [0]</p>	1		C – 1 NC – 0
<p>1.7.9 The solution must have pre-built data analytic commands</p>	1		

<p>The bidder must provide screenshots of data analytic commands available in the GRC system.</p> <p>All requirements met and all evidence provided [1] None or some of the requirements met – [0]</p>			<p>C – 1 NC – 0</p>
<p>1.7.10 The solution must have the ability to easily configure alerts to trigger automated assignment of data analytic exceptions to process owners as part of a continuous auditing and monitoring program</p> <p>The bidder must provide evidence of the solutions ability to assign and share exceptions with process owners in the GRC system.</p> <p>All requirements met and all evidence provided [1] None or some of the requirements met – [0]</p>	1		<p>C – 1 NC – 0</p>
1.8 Workflow Management	[2]		
<p>1.8.1 The solution must have a workflow management component to route tasks.</p> <p>All requirements met and all evidence provided [1] None or some of the requirements met – [0]</p>	1		<p>C – 2 NC – 0</p>
<p>1.8.2 The solution must allow the designated user to configure the flow of the tasks together with their hierarchy</p> <p>All requirements met and all evidence provided [1] None or some of the requirements met – [0]</p>	1		<p>C – 1 NC - 0</p>
1.9 Notifications, Alerts and Monitoring	[2.5]		
<p>1.9.1 The solution must provide the capability to send alerts to users for assigned tasks.</p> <p>All requirements met and all evidence provided [0.5] None or some of the requirements met – [0]</p>	0.5		<p>C – 0.5 NC - 0</p>
<p>1.9.2 The solution must have automated escalations for incomplete tasks.</p> <p>All requirements met and all evidence provided [1] None or some of the requirements met – [0]</p>	0.5		<p>C – 0.5 NC – 0</p>

<p>1.9.3 The solution must allow for the tracking and monitoring of all activities</p> <p>All requirements met and all evidence provided [0.5] None or some of the requirements met – [0]</p>	0.5		C - 0.5 NC - 0
<p>1.9.4 The solution must send reminders for overdue tasks.</p> <p>All requirements met and all evidence provided [0.5] None or some of the requirements met – [0]</p>	0.5		C – 0.5 NC – 0
<p>1.9.5 The solution must allow administrators to configure reminders before tasks are due.</p> <p>All requirements met and all evidence provided [0.5] None or some of the requirements met – [0]</p>	0.5		C – 0.5 NC – 0
1.10 Transitional Requirements	[1]		
<p>1.10.1 ATNS currently uses spreadsheets to manage the various assurance areas. The information on these spreadsheets will need to be imported into the GRC solution and validated for correctness and completeness.</p> <p>The bidder must provide references and documentation that data migration was successfully completed. This must include step by step description of how the data was loaded from the spreadsheets to the GRC.</p> <p>All requirements met and all evidence provided [1] None or some of the requirements met – [0]</p>	1		C – 1 NC – 0
1.11 Mobile Access	[0.5]		
<p>1.11.1 The solution should work on mobile devices such as Smartphones and Tablets.</p> <p>The bidder must demonstrate the use of of the solution in a mobile device and reference to the relevant section in the documentation and include relevant page numbers and paragraphs that shows how the availability of the GRC solution on mobile devices.</p> <p>All requirements met and all evidence provided [0.25]</p>	0.25		C – 0.25 NC - 0

None or some of the requirements met – [0]			
<p>1.11.2 The solution should support major mobile operating systems (IOS and Android).</p> <p>The bidder must demonstrate the use of the solution on a mobile device using either android or IOS screenshot/s or reference to the relevant section in the documentation and include relevant page numbers and paragraphs that shows the supported operating systems.</p> <p>All requirements met and all evidence provided [0.25] None or some of the requirements met – [0]</p>	0.25		C – 0.25 NC - 0
1.12 Reporting requirements	[1]		
<p>1.12.1 The solution must provide a comprehensive reporting functionality, and allow exporting to Microsoft word, excel and adobe. The solution must have both preconfigured reports and reports that can be developed by ATNS. Some reports include Strategic risk reporting, Key Risk Indicator reporting, Management oversight reports, Audit Reporting, Audit findings reports, Interactive dashboards showing analyses results through visualisations.</p> <p>The bidder must provide evidence of preconfigured reports available to users. The bidder must provide a series of screenshots of how users can author own custom reports.</p> <p>All requirements met and all evidence provided [1] None or some of the requirements met – [0]</p>	1		C – 1 NC - 0
1.13 Integration Requirements	[2]		
<p>1.13.1 The solution must have mechanisms available to access data from third party systems and data sources such as MS Access, ODBC, etc. These must be accompanied by a description of how they work.</p> <p>The bidder must provide screenshots of how the integration works and an explanation.</p> <p>All requirements met and all evidence provided [0.5]</p>	0.5		C – 1 NC – 0

None or some of the requirements met – [0]			
<p>1.13.2 The solution must have the ability to import data from third party systems and sources. Imported data shall be editable.</p> <p>The bidder must provide evidence that the solution allows for importing of data from third party systems with different file formats.</p> <p>All requirements met and all evidence provided [0.5] None or some of the requirements met – [0]</p>	0.5		C – 1 NC – 0
<p>1.13.3 The solution must be able to connect to a business intelligence tools for data visualisation.</p> <p>The bidder must provide proof of the data visualisation tools that the system has connected to.</p> <p>All requirements met and all evidence provided [0.5] None or some of the requirements met – [0]</p>	0.5		C – 1 NC – 0
<p>1.13.4 The solution must have an internal data analytics capability to analyse data</p> <p>The bidder must provide screenshots of available analytics from the GRC system.</p> <p>All requirements met and all evidence provided [0.5] None or some of the requirements met – [0]</p>	0.5		C – 0.5 NC – 0
2. Non-Functional Requirements			[5]
2.1 Availability	[0.5]		
<p>2.1.1 Proposed GRC solution should be either cloud based or hosted on ATNS premises with the availability percentage of 99.99%.</p> <p>All requirements met and all evidence provided - [0.5] None or some of the requirements met - [0]</p>	0.5		C – 0.5 NC – 0
2.2 Reliability	[0.5]		
<p>2.2.1 The complete system Reliability, over 24 hours, shall be 98.9%. This is equivalent to 4 system failures per year.</p> <p>All requirements met and all evidence provided - [0.5]</p>	0.5		C - 0.5 NC - 0

None or some of the requirements met - [0]			
2.3 System Performance	[0.5]		
<p>2.3.1 The complete system (fusion of hardware and software) shall have an Availability figure of 99.99% (11 minutes downtime) per year, throughout its lifespan.</p> <p>All requirements met and all evidence provided - [0.5]</p> <p>None or some of the requirements met - [0]</p>	0.5		C – 0.5 NC - 0
3 Security Requirements			[10]
<p>3.1 User Identification</p> <p>3.1.1 The service provider shall ensure that user security meets the following requirements:</p>	[1.5]		
<p>a) The solution shall allow the System Administrator to add, edit or delete users.</p> <p>The bidder must provide a screenshot /s that shows access denied to a user without administrative privileges; screenshots of how to add, edit and delete a user.</p> <p>All requirements met and all evidence provided [0.25]</p> <p>None or some of the requirements met – [0]</p>	0.25		C - 0.25 NC - 0
<p>b) The solution shall allow the System Administrator to assign User rights/privileges to a User. A security module that allows for users to be granted access to the various modules of the system in accordance with their roles and functions should be a key feature of the system.</p> <p>Bidders must provide a series of screenshots displaying proof of the user verification process.</p> <p>All requirements met and all evidence provided - [0.5]</p> <p>None or some of the requirements met – [0]</p>	0.25		C - 0.5 NC - 0
<p>c) The solution shall allow the System Administrator to change user profiles of existing users.</p> <p>The bidder must provide screenshots that show how access is limited to authorised users. Where the authorised user has limited access, it should be indicated with minimum options.</p> <p>All requirements met and all evidence provided [0.5]</p> <p>None or some of the requirements met – [0]</p>	0.25		C - 0.5 NC - 0

<p>d) User Authorisation Requirements</p> <p>From the User Authorisation, the Role-Based Access Control model shall apply as follows:</p> <ul style="list-style-type: none"> - System Administrator - Super Users - Standard Users <p>The bidder must provide screenshot\s or reference to the relevant section in the documentation and include relevant page numbers and paragraphs that shows the type of users available on the GRC.</p> <p>All requirements met and all evidence provided [0.25] None or some of the requirements met – [0]</p>	0.25		C - 0.25 NC - 0
<p>3.1.2 The System Administrator should be able to reset the Password.</p> <p>The bidder must provide screenshot\s or reference to the relevant section in the documentation and include relevant page numbers and paragraphs that show instructions on how to change a user's password</p> <p>All requirements met and all evidence provided [0.25] None or some of the requirements met – [0]</p>	0.25		C - 0.25 NC - 0
<p>3.1.2 Data must be encrypted at rest</p> <p>Bidder must show detail of encryption technology used to encrypt data at rest.</p> <p>All requirements met and all evidence provided [0.25] None or some of the requirements met - [0]</p>	0.25		C - 0.25 NC - 0
3.2 Access Control	[1]		
<p>3.2.1. The solution should enforce automated Account Management and Access Enforcement. Information Flow Enforcement, Separation of Duties, and Least Privilege should be enabled by default. Unsuccessful Logon Attempts should be auditable.</p> <p>The bidder must provide a System Architecture diagram demonstrating how access control is implemented.</p>	0.25		C - 0.25 NC - 0

<p>All requirements met and all evidence provided [0.25] None or some of the requirements met – [0]</p>			
<p>3.2.2. Security Attributes (Classification) should be possible. Controls should be available to enable secure remote and wireless Access.</p> <p>The bidder must provide screenshots that demonstrates that a secure connection has been made.</p> <p>All requirements met and all evidence provided [0.25] None or some of the requirements met – [0]</p>	0.25		C - 0.25 NC - 0
<p>3.2.3. Access Control should be enabled if the application is available on mobile devices.</p> <p>The bidder must provide screenshot\s of mobile device management access control</p> <p>All requirements met and all evidence provided [0.25] None or some of the requirements met – [0]</p>	0.25		C - 0.25 NC - 0
<p>3.2.4. Information created, transferred, or processed should not be transferred to external Information Systems without warning.</p> <p>The bidder must provide screenshot\s of Warning message when information is being transferred to an external source</p> <p>All requirements met and all evidence provided [0.25] None or some of the requirements met – [0]</p>	0.25		C - 0.25 NC - 0
3.3 Audit Trail	[1]		
<p>3.3.1 All events taking place on the GRC should be auditable, including for example password changes, failed logons, or failed accesses related to information systems, administrative privilege usage, privileged credential usage, or third-party credential usage, type of event occurred, when the event occurred, where the event occurred, the source of the event, the outcome of the event, and the identity of any individuals or subjects associated with the event.</p>	0.5		C - 0.5 NC - 0

<p>The bidder to provide screenshots of audit reports that contain this information.</p> <p>All requirements met and all evidence provided [0.5] None or some of the requirements met – [0]</p>			
<p>3.3.2 Adequate audit logging storage capacity should be provided within the database of the GRC solution to allow for sufficient audit storage and reduce the likelihood of capacity being exceeded and resulting in the potential loss or reduction of auditing capability.</p> <p>The bidder to provide documentation on data capacity requirements and data growth projections for audit logs.</p> <p>All requirements met and all evidence provided [0.25] None or some of the requirements met – [0]</p>	0.25		C - 0.25 NC - 0
<p>3.3.3 The GRC solution should provide an audit reduction and report generation capability that supports on-demand audit review, analysis, and reporting requirements and after-the-fact investigations of security incidents; and does not alter the original content or time ordering of audit records.</p> <p>The bidder to provide a series of screenshots of the process of generating audit reports, including before and after screenshots of content timestamps.</p> <p>All requirements met and all evidence provided [0.25] None or some of the requirements met – [0]</p>	0.25		C - 0.25 NC - 0
3.4 Information Security Architecture	[1]		
<p>3.4.1 The solution security must be documented and described. The information security architecture for the solution should describe the:</p> <ul style="list-style-type: none"> a) overall requirements and approach with regards to protecting the confidentiality, integrity, and availability of organisational information; b) how the information security architecture should be integrated into the enterprise architecture; 	1		C - 1 NC - 0

<p>c) and any information security assumptions about, and dependencies on, external services.</p> <p>d) The placement or allocation of security functionality (including security controls), security-related information for external interfaces, information being exchanged across the interfaces, and the protection mechanisms associated with each interface.</p> <p>The bidder must provide the documentation security architecture</p> <p>All requirements met and all evidence provided - [1] None or some of the requirements met - [0]</p>			
3.5 Development and Acquisition Requirements	[1]		
<p>3.6.1 ATNS requires the security documentation, as applicable, to guide users and administrators regarding the implementation and operation of security controls. The following descriptions and criteria; explicitly or by reference, in the acquisition contract for the information system, system component, or information system service in accordance with applicable laws are required: -</p> <p>a) A description of the functional properties of the security controls to be employed (by the developer of the information system, system component, or information system service.</p> <p>b) Design and implementation information for the security controls to be employed that includes security-relevant external system interfaces; high-level design; low-level design; verified working source code or hardware schematics.</p> <p>c) Security functional requirements in production systems.</p> <p>d) Security strength requirements compliant with NIST.</p> <p>e) Requirements for protecting security-related documentation and Technology.</p>	1		C - 1 NC - 0

<p>f) Description of a secure production environment for operational purposes.</p> <p>g) Acceptance criteria for a security baseline to be met.</p> <p>All requirements met and all evidence provided - [1] None or some of the requirements met – [0]</p>			
3.6 Management of External Information Systems (Third Party Certification)	[0.75]		
<p>3.6.1 External Information System Services are services that are implemented outside of the authorization boundaries of the suppliers' and required for the operation of the information system supplied to ATNS. Where the supplier makes use of such providers, in processing, storing, or transmitting ATNS information or operating information systems on behalf of the Supplier, the supplier should ensure that such providers meet all security specified. (The supplier may establish relationships with external suppliers through, for example, joint ventures, business partnerships, contracts, interagency agreements, lines of business arrangements, licensing agreements, and supply chain exchanges). The responsibility for managing risks from the use of external information system services remains with the authorised bidder.</p> <p>The bidder must provide certifications from the external information system used by the GRC solution if applicable.</p> <p>All requirements met and all evidence provided [0.25] None or some of the requirements met – [0]</p>	<p>0.25</p>		<p>C - 0.25 NC - 0</p>
<p>3.6.2 The bidder should document the basis for trust relationships so that the relationships can be monitored over time. External information system services documentation includes government, suppliers, end user security roles and responsibilities, and service-level agreements. Service-level agreements must define expectations of performance for security controls, describe measurable outcomes, and identify remedies and response requirements for identified instances of noncompliance.</p>	<p>0.25</p>		<p>C - 0.25 NC - 0</p>

<p>The bidder must provide the documentation of conformance and compliance.</p> <p>All requirements met and all evidence provided [0.5] None or some of the requirements met – [0]</p>			
<p>3.6.3 The system should support SSL encryption, either within the application or via the load balancer. Also indicate any third-party licensing, to be considered for the core installation.</p> <p>The bidder must provide screenshots that the GRC uses SSL encryption.</p> <p>All requirements met and all evidence provided [0.25] None or some of the requirements met – [0]</p>	0.25		C - 0.25 NC - 0
<p>4 Technical Requirements</p>			[15]
<p>4.1 Solution Platform</p>	[1]		
<p>4.1.1 The bidder must provide recommended infrastructure details for deploying the proposed solution either on a Cloud platform or on-premises deployment.</p> <p>The service provider must provide the Application Deployment Architecture with diagrams, identifying components and specifications for each component with description. The description must detail the number of servers, specifications for each resource (Web server, Application, DB, File server, Resource Monitoring servers etc.), Operating System and configuration as well as function of each server, Network Bandwidth Requirements and Storage Requirements.</p> <p>All requirements met and all evidence provided [1] None or some of the requirements met – [0]</p>	1		C - 1 NC - 0
<p>4.2 Solution Architecture</p>	[1]		

<p>4.2.1 ATNS uses Microsoft Technology. If ATNS is expected to manage the different layers the GRC solution must run on Microsoft platforms. Alternatively, the application should run as Platform as a service (PAAS).</p> <p>The service provider must provide the Application Deployment Architecture with diagrams, identifying components and specifications for each component with description. The description must detail the number of servers, specifications for each resource (Web server, Application, DB, File server, Resource Monitoring servers etc.), Operating System and configuration as well as function of each server, Network Bandwidth Requirements and Storage Requirements.</p> <p>All requirements met and all evidence provided [2] None or some of the requirements met – [0]</p>	1		C - 1 NC - 0
4.3 Disaster Recovery Plan	[2]		

<p>4.3.1 The service provider shall provide proof of existence of disaster recovery plan and the plan must meet the following minimum requirements.</p> <ul style="list-style-type: none"> a) An off-site disaster recovery site; b) Replication between the primary and disaster recovery facilities two (2) hours; c) Disaster simulation testing conducted annually; d) Recovery Time Objective (RTO) of one (1) day or less. <p>All requirements met and all evidence provided - [1] None or some of the requirements met - [0]</p>	1		C - 1 NC - 0
<p>4.3.2 The service provider shall provide the results of the last disaster simulation test conducted and shall also share with ATNS the results of subsequent simulation tests during the contract term.</p> <p>All requirements met and all evidence provided - [0.5] None or some of the requirements met - [0]</p>	0.5		C - 0.5 NC - 0
<p>4.3.3 The service provider's must be able to reinstate the hosting service after disruption due to any disruptive event such as a natural disaster.</p> <p>All requirements met and all evidence provided - [0.5] None or some of the requirements met - [0]</p>	0.5		C - 0.5 NC - 0
<p>4.4 Backup</p>	[1]		
<p>The proposed GRC solution must have a detailed backup procedure that includes the following:</p> <ul style="list-style-type: none"> a) How often the system is backed up. b) The recovery processes. c) The restoration times. d) The time periods. e) The granularity of the backup, ATNS requires the backup until field level. f) The locations of backups if hosted on cloud. <p>The bidder must provide the backup procedure that includes all elements from a) to f)</p>	1		C - 1 NC - 0

None or All requirements met, and all evidence provided (a - g) [1] Some of the requirements met - [0]				
4.5 Change and Release Management	ATNS acknowledge that the service provider will have full control of change & release management in the case of a cloud solution, as minimum, ATNS requires the bidder to:	[1]		
4.5.1	Inform ATNS of any planned changes in the form of a formal notification via email. All changes must be approved by ATNS. The bidder must describe and provide an example of how changes to the environment will be communicated. All requirements met and all evidence provided - [0.5] None or some of the requirements met - [0]	0.5		C – 0.5 NC - 0
4.5.2	Provide ATNS with information about the impact of the change in the form of a formal notification via email. All requirements met and all evidence provided [0.5] None or some of the requirements met – [0]	0.5		C – 0.5 NC - 0
4.6 System Integration		[2]		

<p>4.6.1 E-mail</p> <p>a) The GRC solution must have the ability to integrate with industry-standard and MS Exchange e-mail</p> <p>All requirements met and all evidence provided [1] None or some of the requirements met – [0]</p>	1		C – 1 NC – 0
<p>4.6.2 SharePoint</p> <p>The GRC solution must integrate into SharePoint 2013 and later versions.</p> <p>The bidder must provide screenshots or reference to the relevant section in the documentation and include relevant page numbers and paragraphs that shows how SharePoint integration on the GRC is achieved.</p> <p>All requirements met and all evidence provided [0.5] None or some of the requirements met – [0]</p>	0.5		C – 0.5 NC – 0
<p>4.6.3 Active Directory</p> <p>User information must integrate from the GRC with Active Directory.</p> <p>The bidder must provide screenshots or reference to the relevant section in the documentation and include relevant page numbers and paragraphs that shows how the GRC solution and active directory will integrate.</p> <p>All requirements met and all evidence provided [0.5] None or some of the requirements met – [0]</p>	0.5		C – 0.5 NC – 0
5. Logistics and Support			[10]
<p>5.1 Original Equipment Manufacturer (OEM) Certification</p> <p>The bidder must provide proof of certification by the Original Equipment Manufacturer (OEM) to implement and support the proposed solution. OEM's are also allowed to bid for this tender.</p> <p>All requirements met and all evidence provided - [1]</p>	[1]		C - 1 NC - 0

None or some of the requirements met - [0]			
<p>5.2 Resumes of Key Personnel</p> <p>Bidders shall submit resumes of suitably qualified and certified (product-related) personnel that will be involved in the implementation of the solution. All personnel involved in the implementation of the solution must be qualified and certified to implement the solution.</p> <p>All requirements met and all evidence provided - [1] None or some of the requirements met - [0]</p>	[1]		C - 1 NC - 0
5.3 Support Contract	[2]		

<p>5.3.1 The Contractor shall provide a Maintenance and Support Contract proposal, covering the Software Licensing, Maintenance and Support for the entire system lifespan.</p> <p>All requirements met and all evidence provided - [0.5] None or some of the requirements met - [0]</p>	0.5		C - 1 NC - 0
<p>5.3.2 The Maintenance and Support contract shall be signed concurrently with the Procurement contract and shall commence at the end of warranty.</p> <p>All requirements met and all evidence provided - [0.5] None or some of the requirements met - [0]</p>	0.5		C - 1 NC - 0
<p>5.3.3 Detailed prices of the Maintenance and Support contract shall be clearly defined. The formulae, used to determine the costs of all licensing, maintenance, and support services, including annual price escalations and rate of exchange variations, if any, shall be clearly indicated upfront for the duration of the term of agreement (5 years).</p> <p>All requirements met and all evidence provided - [0.5] None or some of the requirements met - [0]</p>	0.5		C – 0.5 NC - 0
<p>5.3.4 The bidder shall provide Remote Services to ATNS personnel, such as, but not limited to, logging into the system, help-desk services/telephonic support and email support.</p> <p>All requirements met and all evidence provided - [0.25] None or some of the requirements met - [0]</p>	0.25		C – 0.25 NC - 0
<p>5.3.5 The bidder shall make available, within 8 business hours after ATNS request, a Technical resource to ATNS. The Support Contract shall cater for Technical resource's subsistence and travel arrangements within Gauteng.</p> <p>All requirements met and all evidence provided - [1] None or some of the requirements met - [0]</p>	0.25		C - 0.25 NC - 0
<p>5.4 Training Training must be provided to the following users:</p> <ul style="list-style-type: none"> • System Administrator – 12 • Super User – 42 			

<p>The bidder must provide a description of the system administrator training that must include the detailed system information. Train the trainer.</p> <p>All requirements met and all evidence provided [2] None or some of the requirements met – [0]</p>	[1]		C - 2 NC - 0
<p>5.5 Software Licensing</p>	[2]		
<p>5.5.1 The licensing maintenance support must be for the following users and a period of 5 years:</p> <ul style="list-style-type: none"> • System Administrator - 12 • Super User - 42 • Standard User – 1200 <p>All requirements met and all evidence provided - [1] None or some of the requirements met - [0]</p>	1		C – 1 NC – 0
<p>5.5.2 The Individual license Cost for the system must be provided.</p> <p>All requirements met and all evidence provided - [0.5] None or some of the requirements met - [0]</p>	0.5		C – 0.5 NC – 0
<p>5.5.3 The licensing structured, i.e., concurrent users/named users must be provided.</p> <p>All requirements met and all evidence provided - [0.5] None or some of the requirements met - [0]</p>	0.5		C – 0.5 NC – 0
<p>5.6 Solution Warranty</p>	[0.75]		

<p>5.6.1 The warranty shall start from the Site Acceptance Tests (SAT) and end one (1) year after the SAT of the GRC</p> <p>All requirements met and all evidence provided - [0.25] None or some of the requirements met - [0]</p>	0.25		C - 0.25 NC - 0
<p>5.6.2 During the warranty, all System deficiencies/failures shall be corrected at the Contractor's cost.</p> <p>All requirements met and all evidence provided - [0.5] None or some of the requirements met - [0]</p>	0.25		C - 0.5 NC - 0
<p>5.6.3 In case the system does not meet the stipulated performance objectives, that is, during its initial twelve (12) months warranty (initial measuring period), the bidder shall immediately correct the failures.</p> <p>All requirements met and all evidence provided - [0.25] None or some of the requirements met - [0]</p>	0.25		
<p>6. Project Management Requirements This section defines the ATNS project management and system engineering requirements for the supply, delivery, installation, commissioning, and operational acceptance of the proposed solution</p>	[3]		
<p>6.1 The bidder shall establish, implement, and maintain extensive and comprehensive Project Management plans throughout the period of any contract arising from this RFP. These plans will be submitted to ATNS for information and reporting and control purposes. Summary level plans shall be submitted with the tender and will be refined as necessary during the Contract development and reporting phases.</p> <p>All requirements met and all evidence provided [1] None or some of the requirements met – [0]</p>	1		C - 2 NC - 0
<p>6.2 The Service Provider shall divide the plans into activities, which can be managed, monitored, and measured in terms of duration, cost, and resources. These activities shall be organised into logical networks. Such networks shall be used by the service provider as the main framework for planning, budgeting, controlling, and reporting to the Company throughout the period of the Contract. These</p>	1		C - 2 NC - 0

<p>networks shall be intricately linked to the various System Development Lifecycle.</p> <p>All requirements met and all evidence provided [1] None or some of the requirements met - [0]</p>			
<p>6.3 Project Management shall encompass the management of all the various facets of the project as defined in the Contract. These including analysis, design, development, resource allocation and control, management of sub-contractors, delivery, on-site installation and construction, testing, transitioning, commissioning, transportation, all Integrated Logistic Support activities, staff movements and subsistence, etc.</p> <p>All requirements met and all evidence provided [1] None or some of the requirements met - [0]</p>	1		C - 2 NC - 0
<p>7. Change Management The introduction of recent technology will bring about change in how business is currently conducting their business processes. ATNS wants to ensure that this change is embraced with the opportunities the GRC solution has to offer and ensure that no one is left behind during this transition. The service provider is required to utilise their experience and skills to introduce this transition into ATNS by providing the following:</p>	[3]		
<p>7.1 The service provider must deliver change management from project inception to project close-out.</p> <p>All requirements met and all evidence provided [1] None or some of the requirements met - [0]</p>	1		C - 1 NC - 0
<p>7.2 The service providers must describe their proposed change management method (ATNS has adopted ADKAR). This must include:</p> <ul style="list-style-type: none"> a) A description and one (1) example of an GRC change management strategy and plan. b) A description and one (1) example of a change readiness & impact analysis that that describes how the current situation will be assessed and how ATNS will reach the desired state. 	1		C - 1 NC - 0

<p>c) A description and one (1) GRC example of the governance and support structure that will be put in place to ensure that change is managed throughout the project (Describe how leadership buy in will be developed and maintained).</p> <p>d) A description with three (3) examples of the communication approaches that will be followed (e.g., face to face meeting with stakeholder etc.).</p> <p>All requirements met and all evidence provided [1] None or some of the requirements met - [0]</p>			
<p>7.3 The service provider must describe the change management approach. This must include as a minimum:</p> <p>a) A structured communications strategy and plan that must include how, when and where communications will take place, the service provider must show one (1) example of a typical GRC communications strategy and plan.</p> <p>b) Describe and provide five (5) examples how the</p> <p>c) training will be used to enforce change.</p> <p>d) Describe and show an example on how the change management plan will be monitored & evaluated.</p> <p>e) Describe how change awareness will be developed and maintained, provide three examples of message delivery to users (e.g. WhatsApp Messages)</p> <p>f) Describe and provide one (1) example on how policy and process changes will be addressed in the approach.</p> <p>All requirements met and all evidence provided [1] None or some of the requirements met - [0]</p>	1		C - 1 NC - 0
Total	100%		
Threshold	85%		

7.4.4.2 Bidders who obtain 85%, under Functionality Evaluation will be evaluated in terms of the **80/20** preference point system, where a maximum of **80** points are allocated for price and a maximum of 20 points are allocated in the respect of the level of B-BBEE Contribution of the bidder

7.4.4.3 Costing Template

Requirement	Quantity	Once-off cost including VAT	Total annual cost for five (5) years including VAT. Include annual price escalation and foreign exchange variations, if any.
Implementation costs (provide break-down of the implementations costs)			
Support and Maintenance (provide break-down of costs for each year, with annual escalations included)			
Licensing Costs (Provide cost break-down per year) <ul style="list-style-type: none"> • System Administrator - 12 • Super User - 42 • Standard User – 1200 			
Any third-party licensing cost (provide break-down of costs for each year, with annual escalations included)			
Training Cost (provide break-down of training costs) <ul style="list-style-type: none"> • System Administrator • Super User • Standard User 			
Total Cost for a period of 5 years			

- **NB: PRICES MUST BE IN SOUTH AFRICAN RANDS AND FAILURE TO COMPLY WITH THE ABOVE COSTING TEMPLATE WILL LEAD TO DISQUALIFICATION OF YOUR RESPONSE**

7.4.5 Third Stage - Price/B-BBEE Evaluation

7.4.5.1 Points are allocated in terms of the B-BBEE Codes of Good Practice guideline as indicated in the table below. Bidders shall submit valid B-BBEE Certificates which will be verified.

B-BBEE status Level of Contributor	Number of Points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-Compliant contributor	0

7.4.5.2 A bidder shall not be awarded points for B-BBEE status level of contributor if the Bid documents indicate that the Bidder intends subcontracting (JV or Consortium) more than 30% of the value of the contract to any other person not qualifying for at least the points that the Bidder qualifies for, unless the intended subcontractor (JV or Consortium) is an EME that has the capability to execute the subcontract.

- **The points scored by a Bidder for B-BBEE contribution will be added to the points scored for price.**
- **The points scored will be rounded off to the nearest two decimal places.**

7.5.CRITERIA FOR CONTRACTS AWARD

Preferential Procurement (PP) Requirements

- 7.5.1.1. Subject to the instruction set out in clause (3.10.4), priority shall be given to Bidders who meet Order of Preference criteria. In particular, preference shall be given to EME or QSE as illustrated in clause (6.4.2.3).

Criteria for breaking deadlock in scoring

- 7.5.1.2. If two or more bidders score an equal total number of points, the contract may be awarded to the Bidder that scored the highest points for B-BBEE.
- 7.5.1.3. If two or more bidders score equal total points on the functionality evaluation process and equal preference points for B-BBEE, the contract may be awarded to the Bidder that scored the highest points for functionality.
- 7.5.1.4. If two or more bidders score equal total points in all respects, the award may be decided by the drawing of lots.

FORM OF BID
CLOSING TIME:

ON

BID NO.

VALIDITY: **180 DAYS**

NAME OF BIDDER:

.....
.....

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY BID PRICE MUST <u>EXCLUDE</u> VALUE-ADDED TAX
1			R
2			R

Manufacturer, type and model

.....

Country of manufacture

.....

Is the offer strictly to specification?

YES / NO

If not to specification, state deviations

.....

Contract period excluding guarantee period

.....

Is the price quoted fixed?

YES / NO

Is the delivery and installation period fixed?

YES / NO

Are the supplies/services guaranteed as required in the Bid specification?

YES / NO

If a guarantee is not specifically required in the Bid specification, are the Supplies/ services guaranteed?

YES / NO

Are you the accredited agent for the manufacturers of the equipment offered?

YES / NO

Where in the Republic of South Africa can a machine/equipment of the type offered by you be inspected under working conditions?

.....

What are the names and addresses of the factories where the supplies will be manufactured?

.....

What is the approximate value of spares carried in stock in the Republic of South Africa for the equipment offered?

R.....

Furnish full particulars (separately if necessary) of the arrangements which can be made by you for the efficient servicing/maintenance of the supplies/services locally

.....

In respect of supplies to be specially imported, indicate -

(i) Whether a special import permit is required?

YES / NO

(ii) The name and address of the person or company to whom payment is to be made abroad

.....

(iii) The amount in foreign currency to be paid by you abroad
(See **Volume 1B**, paragraph 2.16.15.1)

.....

(iv) What ruling rate of exchange (at date of Bid) was applied in the conversion of this amount to South African currency (See Volume 1B, paragraph 2.16.15.1 and what was the date when this rate applied)

.....

* Price as reflected on form must include all customs and/or other duties, delivery and installation costs. Bids on a basis of c.i.f. or in bond or qualified to the effect that bills of entry are to be furnished may be disqualified.

Rate of Exchange Variation

Installation Contract:

Upon Contract award, the contractor shall hedge the foreign content, and immediately provide same to ATNS. Any variation between the quoted rate in the Price Schedule, and Hedged Rate shall be for the account or credit of the contractor.

Option and CVO:

Any options or Contract Variation Orders shall be hedged upon the receipt of an Order by the Contractor, and any variation between the quoted rate and Hedged Rate shall be for the account or credit of the Contractor.

Support Contract

At the commencement of each of support, The Contractor shall Hedge the foreign content for that year, and any variation between the quoted rate of the Price Schedule and the Hedged Rate shall be for the account or credit of ATNS.

Rules that apply when exchange cover on a fixed term basis is a condition of the contract:

The Contractor shall, within 14 fourteen days of receipt of the contract (or if an export permit is required within 14 [fourteen] days after receipt of such permit) or such extended period as agreed upon at the time, arrange exchange cover for the total exchange amount which cover may not exceed the contractual term and shall be transferred abroad on a fixed term basis. Once the currency futures have been issued, the Company's finance division must be provided with a copy of such currency futures.

Should the currency futures not be taken out within the prescribed period, then, subject to the provisions of paragraph one of the following two rates, whichever is to the best advantage of the company, shall be used for calculation purposes:

8. FORM OF UNDERTAKING TO BID

For the Attention of Supply Chain Management

Ms

ATNS Company Limited,

Private Bag X15,

Kempton Park, 1620,

South Africa

E-Mail: andyn@atns.co.za

(Date)

Dear Sirs,

(Bidder Name)

Undertaking to Bid

With reference to the Invitation To Bid dated (date), inviting us to Bid for the design, manufacture, fabrication, supply, transport, delivery to site, installation, testing and completion, preparation and delivery of all drawings and manuals, provision of spare parts, consumables and tools and management of all such matters, all in accordance with the Bid Documents for (Bid Name and

reference number) **(the “Works”)** for the Air Traffic and Navigation Services Company Ltd, we (Bidder's *Name*), hereby confirm our intention to Bid for the Works.

For the purpose of this Bid our point of contact is as follows:

Name:

Designation:

Tel No:

Fax No:

Postal Address:

Yours faithfully,

For and on behalf of (*Bidder's Name*) Witnessed by:

Name : [of Authorised Representative]

Name :

Title :

Title :

9. CONFIDENTIALITY AGREEMENT

For the Attention: Procurement

Ms Andy Ngubane
ATNS Company Limited,
Private Bag X15,
Kempton Park, 1620
South Africa
E-Mail: andyn@atns.co.za
(Date)

Dear Sirs

(Bid Name)

Agreement on Confidentiality of Bid Document

We, (*Bidder's Name*) , hereby agree to keep all the information contained in the Bid Document (Ref No.) confidential and not to disclose any information contained therein to any third party for any purpose other than for the preparation of the Bid.

We undertake to obtain from all third parties, to which the Bid Document or a portion of the Bid Document shall be disclosed for the purpose of obtaining a bid for part of the Works, a corresponding Confidentiality Agreement not to disclose any information therein as we have agreed.

We acknowledge and agree that the Bid Document shall remain the Company's property and has been given to us solely for the purpose of preparing and submitting a Bid.

We further agree to return the whole of the Bid Document and all copies made therefrom to the Company in the event that we have decided not to submit a Bid or having submitted our Bid, it has not been accepted or when the Company so requests for whatever reason for the return of the Bid Document.

Yours faithfully,
for and on behalf of [*Bidder's Name*] Witnessed by:

Name :
Title :

Name:
Title :

10. FORM OF QUESTIONNAIRE

Ref. No : (Reference No.)
Date :

For the Attention: Procurement

Ms Andy Ngubane
ATNS Company Limited,
Private Bag X15,
Kempton Park, 1620
South Africa
E-Mail: andyn@atns.co.za
(Date)

Dear Sirs

(Bid Name)

From : (Name of Bidder, Consortium or Consortium Leader)
(Name of Responsible Person and Department)

Fax No : (Area code - Number)

e-mail address: (**Procurement Officer as per the Bid advert**)

(Reference of particular document of the RFT or Bid Document)

(Title of subject matter in question)

No.	Paragraph No. in RFT or Bid Document	Questions

Questionnaire Submission No. _____

CHECKLIST OF BIDDING DOCUMENTATION BEFORE SUBMITTING

NB!! PLEASE TAKE NOTE THAT ALL STANDARD BIDDING (SBD) FORMS MUST BE COMPLETED, SIGNED AND SUBMITTED WITH YOUR PROPOSAL. FAILURE TO DO SO MAY INVALIDATE YOUR BID

NB: Has the following forms been completed, signed and submitted with your proposal?

Documentation	Checked by Bidder	Checked by Procurement Specialist
Invitation to Bid-SBD1		
Valid Tax Compliance Status Pin		
Declaration of interest – SBD 4		
Preference point claim – SBD 6.1		
Contract Form (rendering of services) – SBD 7.1		
ATNS Form D		
ID Documents of Directors/Shareholders		
Company Registration Documents		
Company Profile		
Submitted One (1) original, two (2) hard copies and one (1) electronic copy USB) in PDF format.		

SBD1

PART A

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:		CLOSING DATE:		CLOSING TIME:	
DESCRIPTION					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON			CONTACT PERSON		
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS			E-MAIL ADDRESS		
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:		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]					

11.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]	12.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)? DOES THE ENTITY HAVE A BRANCH IN THE RSA? DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? 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.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO

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, 2017, 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 (SBD7).
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:

TAX COMPLIANCE REQUIREMENTS

It is a condition of the bid that the taxes of the successful bidder must be in order or those satisfactory arrangements have been made with the Receiver of Revenue to meet his /her tax obligations.

In order to meet this requirement bidders are required to submit **tax compliance status and Pin** obtainable at SARS nationally or online by the bidder.

1. SARS will then furnish the bidder with a Tax Compliance Report and a Pin that will be valid for a period of 1 (one) year from date of approval.
2. The Tax Compliance Status report and Pin must be submitted together with the bid. Failure to submit the Pin will result in the invalidation of the bid.
3. In bids where Consortia/Joint Ventures/Sub-contractors are involved each party must submit a separate Tax Compliance Status report and Pin.
4. Copies of the Tax Compliance Status can be obtained at any SARS branch office nationally or on the website www.sars.gov.za.
5. Applications for the Tax Compliance Status may also be made via eFiling. In order to use this provision, tax payers will need to register with SARS as eFilers through the website www.sars.gov.za.
6. In the case of foreign recommended bidders, with neither South African tax obligation nor history of doing business in South Africa, the foreign recommended bidder's completed SBD 1 must be submitted to the South African Revenue Service to issue the Confirmation of Tax Obligations letter.

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 institution	State

2.2

Do you,

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.

-
- or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**
- 2.2.1 If so, furnish particulars:
.....
.....
- 2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**
- 2.3.1 If so, furnish particulars:
.....
.....

3 DECLARATION

- I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:
- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 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.

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.

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 2017**

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

NB:BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

1.1. The following preference point systems are applicable to all bids:

1.1.1. The 80/20 system for requirements with a Rand value of up to **R50 000 000** (all applicable taxes included); and

1.1.2. The 90/10 system for requirements with a Rand value above R50 000 001 (all applicable taxes included).

1.2. The value of this bid is estimated to exceed/not exceed R50 000 000 (all applicable taxes included) and therefore the.....system shall be applicable.

1.3. Preference points for this bid shall be awarded for "Price" and "B-BBEE Status Level of Contribution".

1.3.1. The maximum points for this bid are allocated as follows:

POINTS

1.3.1.1. PRICE.....

1.3.1.2. B-BBEE STATUS LEVEL OF CONTRIBUTION.....

Total points for Price and B-BBEE must not exceed 100

1.4. Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or original affidavit certified by commissioner of oath together

with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

- 1.5. The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- 2.1. "all applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- 2.2. "B-BBEE" means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 2.3. "B-BBEE status level of contributor" means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 2.4. "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 services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- 2.5. "Broad-Based Black Economic Empowerment Act" means the Broad-Based Black Economic, 2000 (Act No. 5 of 2000);
- 2.6. "comparative price" means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- 2.7. "consortium or joint venture" 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;
- 2.8. "contract" means the agreement that results from the acceptance of a bid by an organ of state;
- 2.9. "Firm price" means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 2.10. "functionality" means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working

or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;

- 2.11. “non-firm prices” means all prices other than “firm” prices;
- 2.12. “person” includes a juristic person;
- 2.13. “rand value” means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- 2.14. “sub-contract” means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
- 2.15. “total revenue” bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-

Based Black Economic Empowerment Act and promulgated in the Government Gazette on 9 February 2007;

- 2.16. “trust” means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- 2.17. “trustee” means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

3. ADJUDICATION USING A POINT SYSTEM

- 3.1. The bidder obtaining the highest number of total points will be awarded the contract.
- 3.2. Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts;
- 3.3. Points scored must be rounded off to the nearest 2 decimal places.
- 3.4. In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 3.5. However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- 3.6. Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

4. POINTS AWARDED FOR PRICE

- 4.1. THE 80/20
- 4.2.

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

80/20

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

Where

Ps=Points scored for comparative price of bid under consideration

Pt=Comparative price of bid under consideration

Pmin=Comparative price of lowest acceptable bid

5. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTION

- 5.1. In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

- 5.2. Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.
- 5.3. Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.
- 5.4. A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 5.5. A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 5.6. Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 5.7. A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 5.8. A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the

person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub- contract.

6. BID DECLARATION

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

7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1

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

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a

Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).

8. SUB-CONTRACTING

8.1. Will any portion of the contract be sub-contracted? YES/NO (delete which is not applicable)

8.1.1. If yes, indicate:

8.1.1.1. what percentage of the contract will be subcontracted?

.....%

8.1.1.2. the name of the sub-contractor?

.....

8.1.1.3. the B-BBEE status level of the sub-contractor?

.....

8.1.1.4. whether the sub-contractor is an EME? YES/NO (delete which is not applicable)

9. DECLARATION WITH REGARD TO COMPANY/FIRM

9.1. Name of Company/Firm:

9.2. VAT Registration Number:

9.3. Company Registration Number:

9.4. Type of the Company/Firm [Tick applicable box]

<input type="checkbox"/>	Partnership/Joint Venture / Consortium
<input type="checkbox"/>	One-person business/sole propriety
<input type="checkbox"/>	Close corporation
<input type="checkbox"/>	Company
<input type="checkbox"/>	(Pty) Limited

9.5. Describe Principle Business Activities

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

9.6. Company Classification [Tick applicable box]

<input type="checkbox"/>	Manufacturer
<input type="checkbox"/>	Supplier
<input type="checkbox"/>	Professional service provider
<input type="checkbox"/>	Other service providers, e.g. transporter, etc.

9.7. Total number of years the company/firm has been in business?

.....

9.8. I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contribution indicated in paragraph 7 of the foregoing certificate, qualifies the company/firm for the preference(s) shown and I / we acknowledge that:

9.8.1. The information furnished is true and correct;

9.8.2. The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

9.8.3. In the event of a contract being awarded as a result of points claimed as shown in paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;

9.8.4. If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

9.8.4.1. disqualify the person from the bidding process;

9.8.4.2. recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;

1.1

9.8.4.3. 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;

9.8.4.4. restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining business from any organ of state

for a period not exceeding 10 years, after the audialterampartem (hear the other side) rule has been applied; and

9.8.4.5. forward the matter for criminal prosecution

WITNESSES:

1.....

2.....

.....

SIGNATURE(S) OF BIDDER(S)

ADDRESS:.....
.....
.....
.....

DATE:

CONTRACT FORM - RENDERING OF SERVICES

THIS FORM MUST BE COMPLETED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution) in accordance with the requirements and task directives/proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remains binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
1. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - 1.1 Bidding documents, viz
 - 1.1.1 Invitation to bid;
 - 1.1.2 Tax pin ;
 - 1.1.3 Pricing schedule(s);
 - 1.1.4 Filled in task directive/proposal;
 - 1.1.5 Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2017;
 - 1.1.6 Declaration of interest;
 - 1.1.7 Declaration of bidder's past SCM practices;
 - 1.1.8 Certificate of Independent Bid Determination;
 - 1.2 General Conditions of Contract (Volume 1 B); and
 - 1.3 Other (specify)
2. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
3. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.
4. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid
5. I confirm that I am duly authorized to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES

1.....

2.....

CONTRACT FORM - RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I..... in my capacity
as..... accept your bid under reference number

.....dated.....for the rendering of services indicated hereunder and/or further specified in the annexure(s).

2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

4. I confirm that I am duly authorised to sign this contract.

SIGNED AT ON

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES
1.....
2.....
DATE.....

ATNS FORM D

DISCLOSURE OF GROUP/COMPANY STRUCTURE

1. In view of possible allegations of favouritism, it is required by ATNS that the bidder or his/her authorised representative declare the group structures if any and submit information of group directors / members / shareholders / trustees or subsidiary companies and positions held in the group /companies.
2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative:

.....

2.2 Identity Number:

2.3 Position occupied in the Company (director, trustee, shareholder²):

.....

2.4 Company Registration Number:

2.5 Tax Reference Number:

2.6 VAT Registration Number:

3. **The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable. must be indicated in paragraph 3.1 below.**

3.1 Full details of Group / directors / trustees / members / shareholders.

Name of Group / Company / Trust	Full Name and Surname	Identity Number	Personal Reference Number	Tax

3 DECLARATION

I, THE UNDERSIGNED (NAME).....

Declare that the information furnished in paragraphs two (2) and three (3) above is correct. I accept that ATNS may reject the bid or act against me in terms of paragraph 23 of the General Conditions of Contract should this declaration prove to be false.

.....
Signature Date

.....
Position Name of bidder

1 PROTECTION OF PERSONAL INFORMATION

- 1.1 The Service Provider shall ensure that its employees, representatives and officers, comply with the provisions of the Protection of Personal Information Act, 2013 (“**POPIA**”) and all other applicable data protection laws and, without limitation to the foregoing, shall ensure the security and confidentiality of all Personal Information processed by that Party is in accordance with POPIA and all other applicable data protection laws.
- 1.2 The Service Provider must only process personal information of the Company and third parties on behalf of the Company, with the Company’s knowledge or authorisation, treat such information which comes to their knowledge as confidential and must not disclose it unless required by law or in the course of the proper performance of the Service Provider’s duties. The Service Provider must comply with the responsible party’s obligations in clause section 19 of POPIA.
- 1.3 Where the Service Provider, its agents, subcontractors, officers, directors, shareholders, representatives, or employees has/have access to any Personal Information held by the Company for any reason in connection with this Agreement or is/are supplied with or otherwise provided with Personal Information by the Company or on behalf of the Company for any purpose, or are supplied with or otherwise provided with Personal Information relating to the Services, the Service Provider shall:
- 1.3.1 process such Personal Information only for purposes of performing its/their obligations under this Agreement and shall not otherwise modify, amend or alter the contents of such Personal Information or disclose or permit the disclosure of such Personal Information to any third party, unless specifically authorised to do so by the Company or as required by law or any regulatory authority, and shall take all such steps as may be necessary to protect and safeguard such Personal Information;
- 1.3.2 without prejudice to the generality of the foregoing, ensure that appropriate, reasonable technical and organisational measures shall be taken by it/them to

prevent –

- 1.3.2.1 the unauthorised or unlawful processing of such Personal Information; and
- 1.3.2.2 the accidental loss or destruction of, or damage to, such Personal Information; and
- 1.3.2.3 promptly notify the Company when it becomes aware of any unauthorised, unlawful or dishonest conduct or activities, or any breach of the terms of this Agreement relating to Personal Information.

1.4 The Service Provider shall be liable for all claims, demands, actions, costs, expenses (including but not limited to reasonable legal costs and disbursements), fines, losses and damages arising from or incurred by reason of any wrongful processing of any Personal Information by the Service Provider (including its agents, subcontractors, officers, representatives or employees) for any breach of obligations or warranties.

1.5 Both Parties will comply with their obligations under POPIA in relation to personal information for which they are the responsible party.

1.6 The Service Provider must notify the Company immediately where there are reasonable grounds to believe that personal information has been accessed or acquired by any unauthorised person (Data Breach) and must assist the Company, at its own cost: a) with any investigation or notice to the Regulator or data subjects that the Company may make in relation to a Data Breach; and b) in responding to any directions by the Regulator to publicise the Data Breach, including assisting the Company to make public announcements if required.

1.7 The Service Provider indemnifies the Company against any civil or criminal action or administrative fine or other penalty or loss as a result of the Service Provider's breach of this clause.

1. POPIA CONSENT

1.1 The Service Provider, by submitting its proposal/ quotation, consents to the use of his/her personal information contained therein and confirms that:

1.1.1 The information is voluntarily supplied, without undue influence from any party;
and

1.1.2 The information is necessary for the purposes of the engagement with ATNS.

1.2 The tenderer acknowledges that he /she is aware of his/her right to:

1.2.1 Access the information at any reasonable time for the purposes of
rectification thereof;

1.2.2 Object to the processing of the information;
Lodge a complaint with the Information Regulator

END