



## REQUEST FOR QUOTATIONS (RFQ)

BID DESCRIPTION	REQUEST FOR QUOTATIONS FOR IMPLEMENTATION OF SAP EMPLOYEE SELF-SERVICE (ESS) AND SAP MANAGER SELF-SERVICE (MSS) MODULES.
BID NUMBER	HO/ICT/SAPESS/MSS/09/2022
ISSUE DATE	04 SEPTEMBER 2022
BID CLOSING DATE	10 OCTOBER 2022
BID CLOSING TIME	12H00 (MIDDAY)
BID VALIDITY PERIOD	30 BUSINESS DAYS AFTER CLOSING DATE
SUBMISSION OF BIDS	BIDS MUST BE STRICTLY HAND DELIVERED TO:  MPHIELO NONDABULA PASSENGER RAIL AGENCY OF SOUTH AFRICA 30 WOLMARANS STREET UMJANTSHI HOUSE BRAAMFONTEIN 2001
CONTACT DETAILS	011 748 7498

### SUPPLIER NOTE

LATE / INCOMPLETE QUOTATIONS WILL NOT BE CONSIDERED

PRASA CONDITIONS OF PURCHASE WILL APPLY

ONLY VAT VENDORS TO CHARGE VAT

BIDDERS MUST ENSURE THAT BIDS ARE DELIVERED TIMEOUSLY TO THE CORRECT ADDRESS. AS A GENERAL RULE, IF A BID IS LATE OR DELIVERED TO THE INCORRECT ADDRESS, IT WILL NOT BE ACCEPTED FOR CONSIDERATION.

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## **1. Executive Summary**

The ICT department seeks to appoint a certified SAP partner for the implementation of the SAP Employee Self-Service (ESS) and SAP Manager Self-Service (MSS) modules for the PRASA Corporate division, PRASA Technical, PRASA Rail Head Office, PRASA CRES Head Office, and Autopax Head Office for the automation and management of leave, employee personal information, training and performance management.

PRASA runs SAP as a system of record ERP (ECC6-EhP7) for all its business units and corporate office, made up of 7 company codes. It has thus far implemented SAP Financial Management (FI/CO), SAP Materials Management (MM), SAP Human Capital Management (HCM) and SAP Plant Maintenance (PM) as the core modules supported by plug-in applications such as SAP Process Interface (PI-7.4), SAP Supplier Relationship Management (SRM-5.0), SAP Governance Risk & Compliance (GRC-10.1) and SAP Solution Manager (SolMan-7.2).

The bidders for the request for quotations need to be experienced companies in the rollout of SAP ESS / MSS projects.

## **2. Purpose**

The purpose is to request quotations from SAP Certified bidders who have extensive experience in rolling out SAP ESS / MSS.

## **3. Background**

PRASA is currently using a manual and paper-based system to manage leave applications and approvals, employee personal information, training applications and approvals as well as performance management reviews. This information is then captured onto the SAP system (on-premise) for processing, storage and reporting.

PRASA has implemented the following SAP HCM sub-modules:

- Organizational Management
- Time Management
- Payroll Management
- Recruitment
- Personnel Administration
- Employee Relations
- Performance Management
- Personnel Development
- Training & Events
- Bursary Administration

Payroll is broken down into 13 payroll areas consisting of junior personnel, management and fixed-term contract workers.

The organization is currently in the process of implementing SAP HR Renewal 2.0 with SAP Payroll Control Centre and intends to add SAP ESS / MSS as part of the implementation rollout.

## **4. Scope of work**

The bidder is to supply a project team comprised of SAP certified personnel for the purposes of implementing SAP Employee Self-Service (ESS) and SAP Manager Self-Service (MSS) for the PRASA Corporate division, PRASA Technical, PRASA Rail Head Office, PRASA CRES Head Office and Autopax Head Office, using the Accelerated SAP (ASAP) or Activate methodology (within a period of 4 months) from the commencement of the project.

The project will commence with a gathering of the requirements. After the sign-off of the requirements, the development or configuration of the SAP ESS and SAP MSS modules follows, that will include unit testing of the functionality and integration testing of all the related sub-components of the modules. Integration testing will be followed by user acceptance testing

(UAT), training and data migration (where applicable). The final step is Go-live, wherein the users start transacting in the system and the bidder provides support.

## **REQUIREMENTS GATHERING**

- The requirements gathering will consist of workshops with business, covering various business units within PRASA
- These workshops will craft the Business Blueprint requirements
- This will culminate in a Business Blueprint, to be signed off by business

## **SOLUTION INSTALLATION**

- Installation of the associated applications:
- SAP Enterprise Portal
- Business package for employee self service
- SAP NetWeaver Gateway
- SAP NetWeaver Identity Management
- SAP Web Dispatcher
- SAP ERP Common Parts
- Adobe Document Services
- SAP Fiori

## **DEVELOPMENTS**

- Reports, Interface, Conversion, Enhancements, Forms and Workflow (RICEFW) items were identified during the Business Blueprint Phase.
- These will be confirmed by PRASA business stakeholders as a necessary requirement to form part of the SAP ESS and SAP MSS solution

## **SOLUTION TESTING**

- Testing shall consist of three series of tests, namely Unit Testing, Integration Testing and User Acceptance Testing.
- All formal testing will take place on-site at the PRASA premises.
- The bidder shall develop a testing approach and strategy once the final scope of the project has been finalized.

## **END-USER TRAINING**

- The training approach to be followed for this project is the “Train the Trainer” approach consisting of a pre-Go-Live instructor-led program.
- Knowledge will be transferred to Trainers from the PRASA super user group, who in turn will train the end-users.
- The bidder shall be responsible for the development of the training materials, business references with sufficient knowledge of business processes.
- The training environment will be setup on the PRASA Quality Assurance (QAS) system

**The functionality scope to be delivered will cover the following areas:**

- Organizational Management
- Time Management
- Payroll Management
- Recruitment
- Personnel Administration
- Performance Management
- Personnel Development
- Training & Events

#### **4.1 FUNCTIONAL SCOPE**

**The bidder will implement the following:**

1. HCM Core Services in Employee Self-Service
2. Time Management in Employee Self-Service
3. Payments and Benefits in Employee Self-Service
4. Career and Development in Employee Self-Service
5. My Processes and Team Information in Employee Self-Service
6. HCM Processes and Forms in Manager Self-Service
7. HCM Core Services and Approvals in Manager Self-Service
8. Organizational Management in Manager Self-Service
9. Reports in Manager Self-Service

Further definition of scope will be confirmed during a joint blueprint scoping workshop where the implemented HCM solution components will be assessed and decided on the ESS/MSS scope.

ESS/MSS Scope	Scope Details
Core	Perform portal installation Installation of the pre- configured portal content
Employee Self-Service	<p><b>iViews:</b></p> <p><b>Personal Information (Personal Profile)</b></p> <ul style="list-style-type: none"> <li>• Personal data (IT0002)</li> <li>• Addresses (IT0006)</li> <li>• Bank Details (IT0009)</li> <li>• Family Member/Dependents (IT0021)</li> <li>• Communication (IT0105)</li> <li>• Internal Data (IT0032)</li> </ul> <p><b>Leave Request</b></p> <ul style="list-style-type: none"> <li>• Rule groups will be created so the customer will be able to directly modify the customizing.</li> <li>• Feature WEBMO will be adjusted to determine which group of employees belongs to which rule group.</li> <li>• All rule groups will have standard customizing without using workflows and using the standard absence types.</li> <li>• Layout of web application: The standard absence types will be displayed, as well as the standard absence quotas.</li> </ul> <p><b>Team Calendar:</b></p> <ul style="list-style-type: none"> <li>• The Team Calendar will use the same rule groups as the Leave Request application.</li> <li>• The standard absence types will be displayed. None of the colour configurations will be changed. The employees visible will depend on the mode of the application. That is, if the application is in 'request' mode, the application will show only an employee's own organizational unit; if the application opens in 'approve' mode (MSS) the Team Calendar will show all directly reporting employees.</li> </ul>

	Scope Details
	<p><b>Time Quotas:</b></p> <ul style="list-style-type: none"> <li>• Time Quotas will use the same rule groups used for Leave Request. Here the standard absence quotas will be displayed.</li> <li>• Employees can use this service to display leave balances and other time account information</li> </ul> <p><b>Record working times:</b></p> <ul style="list-style-type: none"> <li>• One data entry profile will be created.</li> <li>• This profile will be configured to show only the necessary fields when entering time. Standard absence types will be available to write time on.</li> </ul> <p><b>iViews:</b></p> <ul style="list-style-type: none"> <li>• Record Working Time (CATS)</li> <li>• Create Leave request</li> <li>• Leave Overview</li> <li>• View Time Account Balances</li> </ul> <p><b>Salary statement:</b></p> <ul style="list-style-type: none"> <li>• The Salary Statement will be configured using HR Forms.</li> <li>• Feature HRFOR will determine the default form will be configured.</li> <li>• Changing the BADI that controls the settings of the</li> </ul> <p><b>Total Compensation statement:</b></p> <ul style="list-style-type: none"> <li>• The Total Compensation Statement will be configured using HR Forms.</li> <li>• There will be no customized forms configuration delivered with the RDS; only the standard SAP delivered form will be configured.</li> <li>• Changing the BADI that controls the settings of the HR</li> </ul> <p><b>Benefits related services</b></p> <ul style="list-style-type: none"> <li>• The Benefits Enrolment and Administration process is part of the deployment solution.</li> </ul>

	Scope Details
	<p><b>iViews:</b></p> <ul style="list-style-type: none"> <li>• Salary Statement</li> <li>• Total Compensation Statement</li> <li>• Benefits participation overview</li> <li>• Personal profile (incl. benefits information)</li> <li>• Dependents and beneficiaries</li> <li>• Open enrolment</li> <li>• Open enrolment: print version</li> </ul> <p>Required customizing for WebDynpro ABAP applications in the area Career and Development. Minimal configuration in the area of the Talent profile to enable this service. <i>Configure Web Dynpro Applications for Talent Profile</i> (RPTMC_PROFILE_LAUNCHER) program</p> <p><b>iViews:</b></p> <ul style="list-style-type: none"> <li>• Appraisal Documents</li> <li>• Talent Profile</li> <li>• Job Opportunities, including the following services: <ul style="list-style-type: none"> <li>o My Career Cockpit</li> <li>o Job Search</li> <li>o My Candidate Profile</li> <li>o Apply via Reference Code</li> </ul> </li> <li>• Personal Settings</li> </ul> <p><b>My Processes and Team Information in Employee Self-Service</b></p> <ul style="list-style-type: none"> <li>• This service will be enabled as part of the ESS role and will be implemented in conjunction with HCM Processes and Forms, as agreed during the blueprint phase</li> </ul> <p><b>Views:</b></p> <ul style="list-style-type: none"> <li>• Overview of all processes with employee's involvement</li> <li>• Display process details</li> <li>• Withdraw (cancel) open processes</li> <li>• Team Calendar</li> <li>• Birthday and Anniversary</li> </ul>



<b>Manager Self-Service</b>	<b>HCM Core Services and Approvals in Manager Self-Service Home</b> <ul style="list-style-type: none"> <li>• Team Viewer, with drill-down to additional employee information, profiles and ESS “on Behalf” services and detailed view</li> <li>• Detailed Team Viewer enabling to compare employees</li> <li>• Birthday and Anniversary list, reminders of birthday/anniversary dates for employees within span of control; facility to link with e- mail to employee</li> <li>• Time Recording status for team members, including time details overview, time recording approvals</li> <li>• Competency Matchup for team members of qualifications compared with competency profiles</li> <li>• Deadline Monitor</li> </ul> <b>Work Overview</b> <ul style="list-style-type: none"> <li>• Work Overview page</li> <li>• Inbox: execute and select process (Performance, Training, Employee Relation, etc)</li> <li>• Approve Individual Time Sheets</li> <li>• Approve Multiple Time Sheets</li> <li>• Approve Leave Request</li> <li>• Travel Approval Work Center</li> </ul> <b>Team</b> <ul style="list-style-type: none"> <li>• Attendance Overview</li> <li>• Team calendar</li> <li>• Employee Course Assignment management, including Manage Participation and Manage Mandatory Assignments (this requires implementation of SAP Learning Solution).</li> <li>• Overview of individual, team performance and appraisals</li> </ul> <b>Organizational Management in Manager Self- Service iViews</b> <ul style="list-style-type: none"> <li>• Organization Profile</li> <li>• Organizational Information</li> <li>• Position Information</li> <li>• Position Profile</li> <li>• Edit Position Details</li> </ul> <b>Reports in Manager Self- Service</b> <ul style="list-style-type: none"> <li>• In scope is the report MSS reporting Launchpad (instance REP), including standard SAP reports and queries.</li> </ul>
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## 4.2 SAP FIORI SCOPE

### Fiori Infrastructure and Apps

The Fiori Infrastructure scope includes the following:

1. Installation and configuration of common components of SAP Fiori
2. Preparing the landscape for Fiori applications
3. Network and security configuration
4. Configuration and personalization of central UI component of SAP Fiori
5. Generic enablement of SAP Fiori
6. Theme designer for SAP Fiori
7. Extensibility of SAP Fiori Apps
8. SAP Fiori Apps for SAP ERP - Human Capital

Further definition of scope will be confirmed during a joint scoping workshop

Fiori Scope	Scope Details
Starter Kit Full Package App for Full Package Backend for Full Package	<b>SAP Fiori Apps for SAP ERP - (HCM):</b> Approve Leave Requests Approve Timesheets My Benefits My Leave Requests My Payslip My Timesheet  My Paystubs My Timesheet

### Other software installations

SAP Enterprise Portal  
Business package for employee self service  
SAP NetWeaver Gateway  
SAP NetWeaver Identity Management  
SAP Web Dispatcher  
SAP ERP Common Parts  
Adobe Document Services

The following integration points should be included within this project:

Integration Point	Product 1	Product 2	Related Scope Item or Grouping
Business data	SAP Business Suite	SAP NetWeaver Gateway	SAP Fiori Apps for SAP ERP - Human Capital Management (HCM)

### Authorisations

- The Best Practice Authorisation Matrix for SAP ESS and MSS to be utilized
- Only Authorisations effected by implementation scope in this will be configured.
- The PRASA stakeholders will be responsible for the testing of the authorisations during the Integration Testing cycle.

## Reports

Only Standard SAP ESS and MSS reports will be in scope for development except if it was indicated in the Business Blueprint as an enhancement specific to PRASA requirements

### 4.3 OUT-OF-SCOPE-AREAS

The following have not been considered as part of the Realisation project, as per the Business Blueprint documents:

- Master Data collection and cleansing (PRASA responsibility)
- Any developments/enhancements not agreed during the Business Blueprint Phase

### 4.4 PROJECT APPROACH

The bidder shall propose and explain the methodology to be adopted by them to achieve the proposed timelines. An appropriate project plan with deliverables and milestones should be provided. The project plan should follow the ASAP or SAP Activate methodology of implementation.

### 4.5 TESTING APPROACH

Testing shall consist of three series of tests, namely Unit Testing, Integration Testing and User Acceptance Testing. All formal testing will take place on-site at the PRASA premises. The bidder shall develop a testing approach and strategy once the final scope of the project has been finalized.

**Unit Testing** – validates that individual functions are configured and/or developed to appropriately translate technical and functional requirements. This would include testing of individual configuration elements, process steps associated with business transactions, and custom development objects.

Unit testing should include:

- Positive Testing – validates that test functions correctly by inputting a known value that is correct and verifies that the data/view return is what is expected
- Negative Testing – validates that the test fails by inputting a value that we know is incorrect and verify that the component or test case fails. This allows us to understand and identify failures and that the target application is operating correctly by displaying the appropriate warning message.
- Unit Test Data – fabricated or customer specific master data will be manually entered as required for unit testing and used by other teams where appropriate.

The unit testing shall be done on the DEV system, on the fully configured and enhanced system. A separate unit test client should be setup on DEV for the testing. Unit testing will be planned, executed and managed with participation from the PRASA project team members

**Scenario (Integration) Testing** – validates a set of business processes that define a business scenario in a comprehensive and self-contained manner on a macro level.

Integration testing is recommended to be done in multiple iterations.

The initial iteration of integration testing concentrates on testing all important business processes within the SAP components of the implemented solution, starting with touch point scenarios and ending with end-to-end scenarios.

The final iteration of integration testing focuses on cross-functional business scenarios, custom development objects, converted data, and solution security.

The integration test shall be done on the Quality Assurance (QAS) server on the fully configured and enhanced system that was transported to QAS. Integration testing shall be managed and executed by all project stakeholders. All test results shall be formally noted and problem resolution carried out as a priority according to the problem sheet.

## **User Acceptance Testing (UAT)**

The User Acceptance test will be performed and signed off by the PRASA business stakeholders. The consulting team will facilitate and assist during this process although the PRASA team needs to execute the testing independently

The user acceptance test shall be done on the Quality Assurance (QAS) server on the fully configured and enhanced system that was transported to QAS.

### **4.6 DEVELOPMENT APPROACH**

RICEFW items were identified during the Business Blueprint Phase. These will be confirmed by PRASA business stakeholders as a necessary requirement to form part of the Plant Maintenance and Linear Asset Management solution.

### **4.7 TRAINING APPROACH**

The training approach to be followed for this project is the “Train the Trainer” approach consisting of a pre-Go-Live instructor-led program. Knowledge will be transferred to Trainers from the PRASA super user group, which in turn will train the end-users.

The bidder shall be responsible for the development of the training materials, business references with sufficient knowledge of business processes. The training environment will be setup on the PRASA Quality Assurance (QAS) system

The knowledge transfer will include the following:

- PRASA team to be involved in workshops, configuration, testing and review of deliverables
- Bidder team to explain technical intricacies relevant to the scope of the ESS and MSS functionality to the PRASA team
- PRASA team, super users and end-users to participate in ALL testing phases
- PRASA team to receive “Train the Trainer” training

### **4.8 CHANGE MANAGEMENT APPROACH**

The bidder shall define its approach to Organizational Change Management over the life of the engagement, including the development of a detailed assessment and the implementation of a communication plan. These activities will be conducted by the bidder with the support of PRASA.

## **5. EVALUATION PROCESS**

Interested bidders for this project shall be evaluated in terms for their administrative responsiveness, substantive responsiveness, technical/functional (capacity testing) evaluation and preference points. The evaluation committee shall use the following Evaluation Criteria depicted in table below for the selection of the preferred bidder that shall render / deliver the required works, goods and / or services.

<b>EVALUATION PROCESS</b>	
<b>Stage 1A</b> - Mandatory Compliance	Substantive responsiveness (mandatory)
<b>Stage 1B</b> - Basic Compliance	Administrative Responsiveness
<b>Stage 1C</b> - Technical Compliance	Mandatory Technical Compliance
<b>Stage 1D</b> - Technical Compliance	Mandatory Technical Compliance Requirements
<b>Stage 2</b>	
Technical/Functional Criteria	Testing of capacity – meet minimum threshold of 70%.
<b>Stage 3</b>	
<b>Preference Points</b>	
Price	80
BBBEE	20
<b>TOTAL</b>	<b>100</b>

*Evaluation criteria for the selection of a potential bidder*

### **Stage 1A - Mandatory Compliance Requirements (Substantive Responsiveness)**

If a supplier / bidder does not submit the following documents the Proposal will be disqualified automatically:

<b>No.</b>	<b>Description of requirement</b>	<b>Compliant</b>
a)	Completion of ALL RFP documentation (includes ALL declarations, ALL Standard Bidding Documents (SBD) and Commissioner of Oath signatures required)	

**Stage 1B - Basic Compliance Requirements (Administrative Responsiveness)**

If you do not submit the following basic compliance documents your bid may be disqualified and these documents must be made available within 5 business days should an award be made.

No.	Description of requirement	Compliant
a)	Signed Joint Venture, Consortium Agreement or Partnering Agreement ( <i>whichever is applicable</i> )	
b)	Original or certified B-BBEE certificate issued by SANAS (Certificates issued by IRBA and Accounting Officers have been discontinued, however valid certificates already issued before 1 January 2017 may be used until they phase out completely by December 2017) Bidder to include Affidavit for QSEs and EMEs. In cases of JVs or consortiums, a combined B-BBEE certificate in the name of the JV/Consortium must be submitted	
c)	CSD supplier registration number ( <i>should a bidder not registered on CSD, the bidder will be afforded 14 days after the closing date to register accordingly</i> )	
d)	A valid and Original Tax Clearance Certificate (valid as at the closing date of this RFP) Or supply SARS Pin	
e)	Company registration documents	
f)	Copies of Directors' ID documents	

### Stage 1C – Mandatory Technical Compliance Requirements

If bidder does not submit or meet the following technical mandatory compliance requirements, the bidder will be disqualified automatically. Only bidders who have provided a SAP Partner Edge – Gold Service Certificate will be considered. A bidder who fails to fully comply with the compliance requirements and provide required proof will be disqualified for any further evaluation.

Description	Compliance (YES / NO)	Comments
SAP Partner Edge – Gold Service Certification		Provide certificate

### STAGE 2 - Technical / Functionality Requirements

Qualifying bidders shall be evaluated on technicality / functionality after meeting all compliance requirements outlined above. The minimum threshold for the technical/functionality requirements is 70%. Bidders who score below the minimum requirement shall not be considered for further evaluation in **stage 3**.

## 6. Functional /Technical Evaluation

The table below outlines the functional requirements on which the bidders will be evaluated. A bidder will have to obtain a threshold of 70% to be considered for price and BBEE

ITEM	CRITERIA	WEIGHT
1	Organizational Experience	30%
2	Implementation approach and methodology	30%
3	Experience of key personnel	40%
	<b>TOTAL</b>	<b>100%</b>



Details of the scoring methodology presented above are outlined below:

CRITERIA	SUB CRITERIA	SCORES	WEIGHT																					
Organisational Experience	<p>Score will be based on successfully executed and completed projects of SAP ESS and SAP MSS implementation over the last five years five (5) years of which details are provided:</p> <p><b>Bidder to submit the following, per project as proof:</b></p> <ul style="list-style-type: none"><li>Signed reference letter with company logo and contact details of the client company</li></ul>	<p>0: 0 project submitted</p> <p>1: 1 project of SAP ESS and MSS implementation completed within the last 5 years.</p> <p>2: 2 projects of SAP ESS and MSS implementation completed within the last 5 years.</p> <p>3: 3 projects of SAP ESS and MSS implementation completed within the last 5 years.</p> <p>4: 4 projects of SAP ESS and MSS implementation completed within the last 5 years.</p> <p>5: 5 projects of SAP ESS and MSS implementation completed within the last 5 years.</p>	30																					
Implementation approach and methodology	<p>Score will be allocated for implementation methodology that is based on ASAP/SAP Activate and is realistic. Methodology should consist of the major milestones</p> <table><tr><th></th><th>ASAP</th><th>Activate</th></tr><tr><td>Stage1</td><td>Project Preparation</td><td>Discover</td></tr><tr><td>Stage2</td><td>Business Blueprint</td><td>Prepare</td></tr><tr><td>Stage3</td><td>Realization</td><td>Explore</td></tr><tr><td>Stage4</td><td>Final Preparation</td><td>Realize</td></tr><tr><td>Stage5</td><td>Go-live &amp; Support</td><td>Deploy</td></tr><tr><td>Stage6</td><td>Run</td><td>Run</td></tr></table>		ASAP	Activate	Stage1	Project Preparation	Discover	Stage2	Business Blueprint	Prepare	Stage3	Realization	Explore	Stage4	Final Preparation	Realize	Stage5	Go-live & Support	Deploy	Stage6	Run	Run	<p>Score will be allocated for a presentation according to the following:</p> <p>0: No SAP methodology information provided</p> <p>1: (1) of the listed Stages with the scope of work are provided</p> <p>2: (2) of the listed Stages are provided.</p> <p>3: (3) of the listed Stages are provided with:</p> <ul style="list-style-type: none"><li>Alignment to the scope of work</li><li>Associated quality gates</li></ul> <p>4: (4) of the listed Stages are provided with:</p> <ul style="list-style-type: none"><li>Alignment to the scope of work</li><li>Associated quality gates</li><li>Highlighted risks</li></ul> <p>5: All Stages are provided with:</p> <ul style="list-style-type: none"><li>Alignment to the scope of work</li><li>Associated quality gates</li><li>Highlighted risks</li><li>Mitigating measures</li></ul>	30
	ASAP	Activate																						
Stage1	Project Preparation	Discover																						
Stage2	Business Blueprint	Prepare																						
Stage3	Realization	Explore																						
Stage4	Final Preparation	Realize																						
Stage5	Go-live & Support	Deploy																						
Stage6	Run	Run																						
Experience of key personnel	<p>Score will be based on number of resources provided, with experience and qualifications <b>(Indicate resource role as per below list, in the CV – each resource skill must provided as per list, to make a team of 5)</b></p>	<p>0: No qualified resources submitted</p> <p>1: 1 resource as per list with 5 years' experience of executing SAP ESS and SAP MSS projects</p> <p><b>Evidence:</b> (Provide CVs with certified copies of certificates, not older than 3 months)</p> <p>2: 2 resources as per list with 5 years' experience of executing SAP ESS</p>	40																					

	<ul style="list-style-type: none"> <li>• SAP Certified Associate Project Manager / PMBOK / PRINCE2 (Project Manager)</li> <li>• SAP Employee Self-Service / SAP Manager Self-Service – Attendance (HCM resource, Integration Manager)</li> <li>• SAP Certified Technology Associate – SAP Fiori Administration / SAP Enterprise Portal 7.40 / SAP System Administration (Technical Resource, Basis Administrator)</li> <li>• SAP Certified Development Associate – SAP Fiori Application Developer (Development Resource)</li> <li>• SAP Certified Development Associate – Abap with Netweaver (Development Resource)</li> </ul>	<p>and SAP MSS projects</p> <p><b>Evidence:</b> (Provide CVs with certified copies of certificates, not older than 3 months)</p> <p>3: 3 resources as per list with 5 years' experience of executing SAP ESS and SAP MSS projects</p> <p><b>Evidence:</b> (Provide CVs with certified copies of certificates, not older than 3 months)</p> <p>4: 4 resources as per list with as 5 years' experience of executing SAP ESS and SAP MSS projects</p> <p><b>Evidence:</b> (Provide CVs with certified copies of certificates, not older than 3 months)</p> <p>5: 5 resources as per list with 5 years' experience of executing SAP ESS and SAP MSS projects</p> <p><b>Evidence:</b> (Provide CVs with certified copies of certificates, not older than 3 months)</p>	
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## 7. Pricing Evaluation

Pricing should be provided for the different milestones, as per table below:

Description of Services (Milestones)	Price
Project Preparation	R
Business Blueprint validation	R
Realization – Unit Testing	R
Realization – Integration Testing & UAT	R
Final Preparation – Authorisation Profiles & Data Templates complete	R
Final Preparation – Data Migration & Cut-Over Plan signoff	R
Go-live and Support	R
<b>VAT (15%)</b>	
<b>TOTAL PRICE</b>	<b>R</b>

**Pricing Evaluation:** Only Bidders who have achieved the 70% threshold for Technical Evaluation will be evaluated for the Price component which is 80% of the Evaluation Criteria.

A maximum of 80 points is allocated for price. The evaluation for price will be done based on the following formula:

$$P_s = 80 \left[ 1 - \frac{P_t - P_{min}}{P_{min}} \right]$$

Where:

P<sub>t</sub> = Points scored for price of tender under consideration

P<sub>s</sub> = Rand value of tender under consideration

P<sub>min</sub> = Rand value of lowest acceptable tender

The minimum qualifying criteria for pricing is 80 points as per the standard Evaluation Criteria presented above.

The B-BBEE component of evaluation is weighted at 20% of the evaluation criteria. Determination of points for B-BBEE is based on the B-BBEE Recognition Level. Bidders will be awarded points based on the level of the BBBEE status presented in the BBBEE Certificate issued by an approved agency certified by SANAS. Details of the allocation of points by the Evaluation Committee are presented in figure 7.4 below.

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

# SECTION 1: SBD1

## PART A INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF PASSENGER RAIL AGENCY (PRASA)</b>					
BID NUMBER:	HO/ICT /SAPESS/MSS/09/2022	CLOSING DATE:	10 OCTOBER 2022	CLOSING TIME:	12h00 MIDDAY
DESCRIPTION	REQUEST FOR QUOTATIONS FOR IMPLEMENTATION OF SAP EMPLOYEE SELF-SERVICE (ESS) AND SAP MANAGER SELF-SERVICE (MSS) MODULES.				
<b>BID RESPONSE DOCUMENTS SHALL BE ADDRESSED AS FOLLOWS:</b>					
Hand delivered to: M Nondabula, PRASA, 30 Wolmarans Street, uMjantshi House, Braamfontein					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>					
CONTACT PERSON	Mphielo Nondabula				
TELEPHONE NUMBER	011 085 7498				
E-MAIL ADDRESS	<a href="mailto:mnondabula@prasa.com">mnondabula@prasa.com</a>				
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA.....
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <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]**

2.1 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]	2.2 ARE YOU A FOREIGN BASED SUPPLIER FOR <b>THE GOODS /SERVICES /WORKS OFFERED?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No  [IF YES, ANSWER THE QUESTIONNAIRE BELOW ]
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**QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? ☐ YES ☐ NO

**IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.**

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

**1. BID SUBMISSION:**

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER**
- 1.3. **PRESCRIBED IN THE BID DOCUMENT.**
- 1.4. 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.
- 1.5. **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](http://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."

**DELIVERY PERIOD:** Suppliers are requested to offer their earliest delivery period possible.

Delivery will be effected within ..... working days from date of order. (To be completed by Service provider)

**VALIDITY PERIOD:** PRASA desires a validity period up to **30 days** against this Quotation. It should be noted that suppliers may offer an earlier validity period, but that their quotation may in that event, be disregarded for this reason.

This Quotation is valid until ..... (**To be completed by Supplier**)

YOUR REFERENCE: .....

**PAYMENT:**

Payment will be made upon completion of the works within 30 days from date of receipt of a correct tax invoice.

**NOTE:**

**Non-submission of information which will be scored on functionality will lose points on functionality**

**Non-submission of certificate which will be scored on B-BBEE will lose points on Price and B-BBEE**

**Name and Address of Supplier:**

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

**Tel no.:** .....

**Fax no.:** .....

**Contact signature:**.....

**SUPPLY CHAIN MANAGEMENT**

Email: [mnondabula@prasa.com](mailto:mnondabula@prasa.com)



## **PRASA GENERAL CONDITIONS OF PURCHASE**

### **General**

PRASA and the Supplier enter into an order/contract on these conditions to supply the items (goods/services/works) as described in the order/contract.

### **Conditions**

These conditions form the basis of the contract between PRASA and the Supplier. Notwithstanding anything to the contrary in any document issued or sent by the Supplier, these conditions apply except as expressly agreed in writing by PRASA. No servant or agent of PRASA has authority to vary these conditions orally. These general conditions of purchase are subject to such further special conditions as may be prescribed in writing by PRASA in the order/contract.

### **Price and payment**

The price or rates for the items stated in the order/contract may include an amount for price adjustment, which is calculated in accordance with the formula stated in the order/contract. The Supplier may be paid in one currency other than South African Rand. Only one exchange rate is used to convert from this currency to South African Rand. Payment to the Supplier in this currency other than South African Rand, does not exceed the amounts stated in the order/contract. PRASA pays for the item within 30 days of receipt of the Suppliers correct tax invoice.

### **Delivery and documents**

The Supplier's obligation is to deliver the items on or before the date stated in the order/contract. Late deliveries or late completion of the items may be subject to a penalty if this is imposed in the order/contract. No payment is made if the Supplier does not provide the item as stated in order/contract.

Where items are to be delivered the Supplier:

Clearly marks the outside of each consignment or package with the Supplier's name and full details of the destination in accordance with the order and includes a packing note stating the contents thereof; On dispatch of each consignment, sends to PRASA at the address for delivery of the items, an advice note specifying the means of transport, weight, number of volume as appropriate and the point and date of dispatch; Sends to PRASA a detailed priced invoice as soon as is reasonably practical after dispatch of the items, and states on all communications in respect of the order the order number and code number (if any).

### **Containers / packing material**

Unless otherwise stated in the order/contract, no payment is made for containers or packing materials or return to the Supplier.

### **Title and risk**

Without prejudice to rights of rejection under these conditions, title to and risk in the items passes to PRASA when accepted by PRASA.

### **Rejection**

If the Supplier fails to comply with his obligations under the order/contract, PRASA may reject any part of the items by giving written notice to the Supplier specifying the reason for rejection and whether and within what period replacement of items or re-work are required.

In the case of items delivered, PRASA may return the rejected items to the Supplier at the Supplier's risk and expense. Any money paid to the Supplier in respect of the items not replaced within the time required, together with the costs of returning rejected items to the Supplier and obtaining replacement items from a third party, are paid by the Supplier to PRASA.

In the case of service, the Supplier corrects non-conformances as indicated by PRASA.

### **Warranty**

Without prejudice to any other rights of PRASA under these conditions, the Supplier warrants that the items are in accordance with PRASA's requirements, and fit for the purpose for which they are intended, and will remain free from defects for a period of one year (unless another period is stated in the Order) from acceptance of the items by PRASA.

### **Indemnity**

The Supplier indemnifies PRASA against all actions, suits, claims, demands, costs, charges and expenses arising in connection therewith arising from the negligence, infringement of intellectual or legal rights or breach of statutory duty of the Supplier, his subcontractors, agents or servants, or from the Supplier's defective design, materials or workmanship.

The Supplier indemnifies PRASA against claims, proceedings, compensation and costs payable arising out of infringement by the Supplier of the rights of others, except an infringement which arose out of the use by the Supplier of things provided by PRASA.

### **Assignment and subcontracting**

The Supplier may not assign or subcontract any part of this order/contract without the written consent of PRASA.

### **Termination**

PRASA may terminate the order/contract at any time (without prejudice to any right of action or remedy which has accrued or thereafter accrues to PRASA):

If the Supplier defaults in due performance of the order/contract, or if the Supplier becomes bankrupt or otherwise is, in the opinion of PRASA, in such financial circumstances as to prejudice the proper performance of the order/contract, or for any other reason in which case the Supplier will be compensated for all costs incurred.

### **Governing law**

The order/contract is governed by the law of the Republic of South Africa and the parties hereby submit to the non-exclusive jurisdiction of the South African courts.

## DECLARATION OF INTEREST

SBD4

1. Any legal person, including persons employed by the state\*, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest, where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

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, shareholder etc):

.....

2.4 Company Registration Number: .....

2.5 Tax Reference Number:

.....

2.6 VAT Registration Number: .....

\* "State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

2.7 Are you or any person connected with the bidder presently employed by the state?

**YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / shareholder/ member: .....  
Name of state institution to which the person is connected: .....  
Position occupied in the state institution:  
.....

Any other particulars:  
.....  
.....  
.....

2.8 Did you or your spouse, or any of the company's directors  
shareholders / members or their spouses conduct business  
with the state in the previous twelve months? **YES / NO**

## DECLARATION

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

CERTIFY THAT THE INFORMATION FURNISHED ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY ACT AGAINST ME IN TERMS OF PRASA'S GENERAL  
CONDITIONS OF TENDER AS STIPULATED IN THE RFQ 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.**

### 1.1 GENERAL CONDITIONS

- a) The value of this bid is estimated not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or

1.2 Points for this bid shall be awarded for:

### 2.

2.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
  - (a) Price; and
  - (b) B-BBEE Status Level of Contributor.

2.2 The maximum points for this bid are allocated as follows:

<b>2.2.1 Price -</b>	<b>80</b>
<b>2.2.2 B-BBEE Status Level of Contributor-</b>	<b><u>20</u></b>
<b>2.2.3 Total points for Price and B-BBEE -</b>	<b><u>100</u></b>

2.3 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

2.4 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.

### 3. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by

an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;

- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a bidder to provide goods or services in accordance with specifications as set out in the tender/ RFQ documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
  - 1) B-BBEE Status level certificate issued by an authorized body or person;
  - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
  - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

#### 4. POINTS AWARDED FOR PRICE

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

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

**80/20**

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmin = Price of lowest acceptable bid

## 5. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 5.1 In terms of Regulation 6 (2) and 7 (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

## 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 CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 4.1 AND 5.1

- 7.1 B-BBEE Status Level of Contributor. = .....(maximum of 20 points)

(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 relevant proof of B-BBEE status level of contributor)

## 8. SUB-CONTRACTING

- 8.1 Will any portion of the contract be sub-contracted?

(*Tick applicable box*)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

- 8.1.1 If yes, indicate:

- i) What percentage (%) of the contract will be subcontracted.....?
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

(*Tick applicable box*)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of

Preferential Procurement Regulations,2017:

<b>Designated Group: An EME or QSE which is at last 51% owned by:</b>	<b>EME</b> √	<b>QSE</b> √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
<b>OR</b>		
Any EME		
Any QSE		

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 COMPANY/ FIRM**

- ☐ Partnership/Joint Venture / Consortium
- ☐ One person business/sole propriety
- ☐ Close corporation
- ☐ Company
- ☐ (Pty) Limited

[TICK APPLICABLE BOX]

9.5 **DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

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

.

**COMPANY CLASSIFICATION**

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional service provider
- ☐ Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

9.6 Total number of years the company/firm has been in business:.....

9.7 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-BBEE status level of contributor indicated in paragraph 5.1 of the foregoing certificate, qualifies the company/ firm for the preference(s)



shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor 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 –
  - (a) disqualify the person from the bidding process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution.

WITNESSES

- 1. ....
- 2. ....

.....  
SIGNATURE(S) OF BIDDERS(S)

DATE: .....

ADDRESS .....

.....

.....

## SBD 8

### DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
  - a. abused the institution's supply chain management system;
  - b. committed fraud or any other improper conduct in relation to such system; or
  - c. failed to perform on any previous contract.
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

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

**CERTIFICATION**

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

**CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.**

.....

**Signature**

.....

**Date**

.....

**Position**

.....

**Name of Bidder**

## CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids<sup>1</sup> invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
  - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
  - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

**<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.**

**<sup>2</sup> Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.**

## **CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

---

(Bid Number and Description)

in response to the invitation for the bid made by:

---

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: \_\_\_\_\_ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.

7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. 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.

**<sup>3</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.**

10. 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.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder

### **COMMISSIONER OF OATH**

*I certify that the above has acknowledged that he/she knows and understands the contents of this document, that he/she does not have any objection to taking the oath, and that he/she considers it to be binding on his/her conscience, and which was sworn to and signed before me at \_\_\_\_\_ on this the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, and that the administering oath complied with the regulations contained in Government Gazette No. R 1258 of 21 July 1972, as amended.*

\_\_\_\_\_ (Name – SERVICE PROVIDER)

\_\_\_\_\_ (Sign – SERVICE PROVIDER)

COMMISSIONER OF OATHS STAMP AND DETAILS OF PERSON	
STAMP:	NAME & SURNAME:
	DESIGNATION/RANK :
	PERSAL/EMPLOYEE NO:
	PLACE/DATE: