BID SPECIFICATION

STATE INFORMATION TECHNOLOGY AGENCY (SOC) LTD
Registration number 1999/001899/30

RFB REF. NO:	**RFB 2647/2022**
DESCRIPTION	**APPOINTMENT OF A BIDDER TO PROVIDE PROFESSIONAL SERVICES TO DEVELOP A CENTRALISED DATA MANAGEMENT AND ANALYTICAL SYSTEM (CDMAS) FOR THE DEPARTMENT OF PLANNING MONITORING AND EVALUATION**
PUBLICATION DATE	**September 29, 2022**
COMPULSORY BRIEFING SESSION	**COMPULSORY VIRTUAL BRIEFING SESSION AND SITE VISIT:** **DATE: October 7 , 2022** **TIME: 10:00 AM** **VENUE: *Meeting ID: 347 784 547 01*** ***Passcode: xveVtr***
EXTENDED CLOSING DATE FOR QUESTIONS AND ANSWERS	**October 12, 2022**
FURTHER EXTENDED RFB CLOSING DETAILS	**DATE: October 21, 2022** **TIME: 12:00 (SOUTH AFRICAN TIME)** **PLACE: TENDER OFFICE, PONGOLA IN APOLLO, 459 TSITSA STREET, ERASMUSKLOOF, PRETORIA (HEAD OFFICE)**
PUBLIC OPENING OF RFB RESPONSES	**N/A**
RFB VALIDITY PERIO3D	**120 DAYS FROM THE CLOSING DATE**

PROSPECTIVE BIDDERS MUST REGISTER ON NATIONAL TREASURY'S CENTRAL SUPPLIER DATABASE PRIOR TO SUBMITTING BIDS.

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ANNEX A: INTRODUCTION

1. PURPOSE AND BACKGROUND

1.1. PURPOSE

The purpose of this RFB is to invite Suppliers (hereinafter referred to as "bidders") to submit bids for the provision of professional services to develop a Centralised Data Management and Analytical System (CDMAS) for the Department of Planning Monitoring and Evaluation (DPME), for a period of 36 months including maintenance and support.

1.2. BACKGROUND

Government departments and institutions are increasingly looking to use data to create more evidence-based policies and to make better decisions, and DPME is no exception.

Data can be viewed as a foundation to the mandate of DPME which is to guide planning and implementation of government programmes and policy priorities. Planning calls for evidence-based plans, monitoring those plans generate data and it is used as evidence to either change the trajectory of ineffective programmes or strengthen identified opportunities within a good programme. Data, therefore, plays a pivotal role in the evaluation of programmes and policies. Data also plays an important role in assessing progress in the implementation of the National Development Plan (NDP) priorities especially on combating the persistent triple challenges of poverty, unemployment and inequality.

In order to use data to drive decision support and the mandate of DPME, at minimum the following data elements should exist:
a) Clarity about data sources;
b) Understanding of the accuracy and completeness of the data;
c) Transparency of data extraction and analysis methods;
d) Data access frequency to primary and secondary data.

Thus, the DPME embarked on re-looking at its data management and analytical environment, the result of which is a concept of implementing a CDMAS. The CDMAS seeks to address data challenges and advance analytics in the department to enable integrated and exploratory methods to support evidence-based decision-making.

This proposed system aims to increase the efficient use of relevant, quality data, and innovative analysis to inform decision-making, policy and outcomes performance. The use of CDMAS will improve DPME's efficiency and productivity by reducing the time it takes to access current, historical and new datasets, and streamline the user's time to generate reports. Users will be able to extract data from qualitative and quantitative sources that once required lengthy reading and extraction time. It will also minimise the time taken to access new datasets and provide a platform for data

exploration before detailed analysis. This will allow users to explore new data analysis opportunities and produce data case studies and reports proactively. The system will also allow for spatial presentation of the data for the executive to be able to view areas that need urgent attention and plan accordingly.

DPME carried out some work with the support of external partners who undertook diagnostic and conceptual design work to develop detailed functional and business requirements for CDMAS. These were developed after engaging both internal stakeholders (DPME officials) and external stakeholders (a select number of government officials from sector departments). The work provides the basis for which the development of the CDMAS is to be based on and is well documented. There are various existing systems that provide for a range of functions that fall within the mandate of DPME that will need to be considered for i.e. integration and or interface towards the development of CDMAS.

1.3. PROBLEM STATEMENT

The DPME underwent various changes since its formation from being a monitoring department under The Presidency, to being merged with the National Planning Commission in 2013, which also necessitated the internal restructuring of the department to form the Department of Planning Monitoring and Evaluation. These changes have created fragmented structures in terms of data acquisition, use and management. Various units would respond to the demands placed on their respective mandates by creating standalone systems to respond to the various demands and requests. This is compounded by the fact that most of the DPME data is drawn from outside DPME of which most of this data resides in sector departments and challenges of access and timely access of data become a problem in addition to the format for which the data is received. This creates a ripple effect of challenges with analysing the data and producing reports which are of quality. Therefore, the department had to review the status quo of DPME using the lenses of data, people, processes, documentation and technology to identify the challenges blocking DPME to be efficient in carrying out its planning, monitoring and evaluation mandate.

The following is the problem statement that needs to be addressed:
a)   Fragmented data requesting and sourcing – refers to the management of data requests within DPME and outside of DPME.
b)   Lack of central data storage and central access – refers to the lack of a centralised source of data that can enable users to monitor and control data access easily and clarifying the process of data custody and minimising the risk involved in mishandling sensitive information.
c)   Lack of Big Data Analysis Capabilities.
d)   Lack of role clarity between DPME units about data – refers to the lack of clear governance of data.
e)   Lack of centralised secondary data requesting process – refers to different sections requesting the same data or statistics from the data provider.

f) Tedious data collection and extraction – refers to various formats that are used to share data that currently are performed manually.

g) The poor orientation of data services within DPME – this refers to the data workflow that is unclear within the business areas of DPME making it impossible to track data lineage and metadata.

h) Lack of integrations of information systems within the DPME – refers to the DPME systems that are not linked and making it difficult to analyse them together.

i) Data quality for data management program in DPME – refers to the need to define a set of practices to maintain a high quality of data and information.

To be able to address these challenges, DPME requires particular skills set. As the President announced in the State of The Nation Address (SONA 2019) on the seven key priority areas of the 6th Administration, the implementation of government programmes and policies require quality and timely data. There is therefore, an urgency to address the challenges posed around data. Internally, resources are limited which then necessitates seeking professional services to developing this system, to respond to these data challenges. From the work DPME undertook, the high level conceptual design was developed and is depicted below for which the bidder should engage and respond to in the proposal.
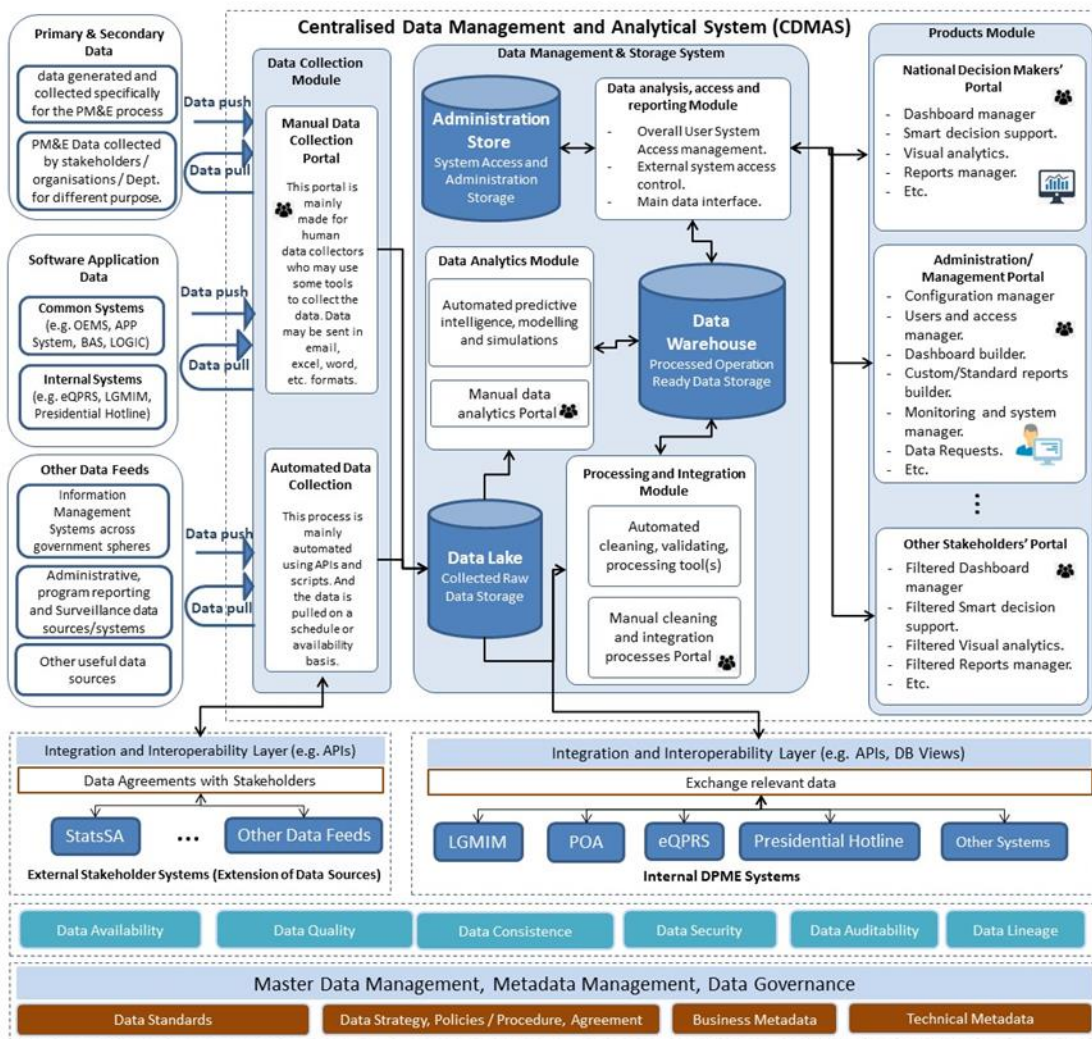
Figure 1: High-level conceptual design of CDMAS

2. SCOPE OF BID

2.1. SCOPE OF WORK

The objectives are:

(a) Develop the CDMAS system and related functionalities to address the data and analytical challenges DPME faces.

(b) Develop the system in an agile manner using the Minimum Viable Product (MVP) approach to show tangibles at various stages of the project

(c) Documentation and briefings to enable change management and empower the relevant technical staff in DPME to ensure continuity

(d) Provide maintenance and support during the three-year period.

The scope of work by the bidders is:

(a) Develop and deliver system (CDMAS) with accordance to Departmental project management and systems development frameworks/methodologies i.e. Systems Development Life Cycle and Agile project management.

(b) Integrate CDMAS with other internal information systems and databases that contains structured and unstructured content including spatial data and where possible, external datasets.

(c) Gather and analyse requirements to produce a priority list for each MVP product to be developed

(d) Design, develop, test, QA and deploy systems features and functionalities to meet the requirements of users and business for each MVP (refer to section 2.1.3)

(e) Provide maintenance and support for each MVP deployed

(f) Produce documentation including project management, business requirements specifications, functional requirements specifications, deployment guides, training manuals and etc.

(g) Deliver the project within the agreed scope, quality and timelines

(h) Provide a project risk register which takes into consideration the risks and mitigation plan

(i) Conduct change management including training

(j) Handover the end product and related material for the project e.g. source code, documents etc.

2.1.1. The Business requirements for the CDMAS:

(This section details the requirements of the CDMAS across all MVPs. The focus is on cross-cutting features required for all MVP modules). The description is focussing on work the bidder will be doing and the expectation of building internal capacity within DPME to ensure continuity after project closure.

Table 1 Characteristics of an MVP

Category	Description
Data Collection	The layer is focused on identifying data sources that are used in servicing the functions in the Data Analytics layer. The layer is process-driven and requires domain knowledge to identify the data source needed. Data that will be captured from existing data sources within the DPME environment, which include but are not limited to the following information systems, POA, MPAT, LGMIM, eQPRS Operation Phakisa, etc. Data sources in the Data Collection layer are technically outside CDMAS. CDMAS will interface with these data sources to ingest data.
	The process of identifying these data sources is a collaborative effort between internal stakeholders of DPME including DIA, ICT and Subject Matter Expert (SME) from business areas. The SME defines the data of interest and the DIA and ICT teams to identify the appropriate data source within the environment containing the requested data.
	In this layer, multiple data sources with different formats are identified for the integration layer into CDMAS.
	Data sourcing is a continuous process as data needs continue changing considering the DPME environment.
Integration Layer	It focuses on the movement of data from production data sources, historical, present and future, to CDMAS data store. Where the Data Collection layer focuses on the identification of data, this layer contains the pipeline for bringing the data into CDMAS.
	The Development team that includes Data and ICT, will leverage the functions within this layer to build, test and deploy data capture jobs. These data capture jobs will be scheduled to connect and load data from the data sources (POA, MPAT, etc.). As the list of production data sources grows beyond the initial data sources, this team will support the design and development of the required data

Category	Description
	capture jobs. This team also manages the interface to the production data source. The CDMAS platform will use built-in functions, such as secure copy or secure file transfer protocols, to import non-relational data sources such as a file. The data capture jobs are orchestrated using the data integration engine. Within this engine, business rules are defined to apply static transformations to the data as it is transported into CDMAS.
Processing Layer	In the CDMAS processing layer, data that is ingested through the integration layer are processed (selected, standardized, tagged, categorized, summarized) and enriched either manually or automated. Users can review ingested data and apply transformations or error cleaning logic to it. Sector experts (SME) in DPME, are also able to use their knowledge to enrich the data with tags, labels and comments, as well as creating newly derived fields. The data in this layer is transient, which means it is not in its final state. It is also important to note that all transformations or profiling functions applied to the data in this layer are performed against an internal CDMAS copy of the original data (from the Processing layer), not the data source.

In this layer the users, Developers, Data Owners, Data Stewards, Data Scientists and Data Analysts, crowd-source (i.e. collaborate) on their knowledge of the domain to create profiling jobs that enable the cataloguing of data going into the CDMAS store. These jobs can then be scheduled or called on demand by components of the Process layer.

The greatest benefit of the work done in this layer is that it allows for the improved efficiency of searches against and analysis of data performed by users such as data scientists, and data analysts. The SME or Sector Specialist tags each data table and field that passes through the process layer with common terms used by end-users as defined/refined. |
| Central Storage | The CDMAS central store layer provides the landing zone for collected, integrated and processed data. This landing zone will support the traditional data warehouse and distributed CDMAS data stores. Three (3) key principles will govern the design of this layer:

- Scalability - The CDMAS central store layer is built using distributed platforms. As the data analysis needs of DPME grow, the data size will grow. The CDMAS central store layer ensures that when this growth occurs the system can accommodate it. |

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Category	Description
	• Redundancy - The distributed storage design of the CDMAS central data store layer ensures that every block of data can be replicated several times across the cluster of servers. This means that even with the loss of a server or a hard drive, the system continues to function as normal. • Performance - The distributed platform supports distributed processing and the CDMAS platform design will have to leverages this feature by ensuring that all end-user jobs/functions, such as searching, enriching, cataloguing and transforming data, are performed by all the nodes/servers in parallel in the cluster. With these key principles, the CDMAS platform will ensure a quick response time as well as the confidence of data safety. Another key function of the central store layer is its ability to store data of many types. Check the functional requirement for details. With this layer, the users of CDMAS gain access to one aggregated data source with a variety of data types and they are able to process and use these datasets for analytics and search.
Data Analytics	The data analytics layer leverages the processing power of the central store layer and provides components that enable searching and mining of data, ad-hoc querying at scale, collaborative data request fulfilment, reports generation and data exploration. The data analysis and visualization tools provided with the CDMAS will support the microservices platform to handle the distributed processing intrinsically, providing the end-users with familiar functions for joining, searching, querying, and analysing their datasets. The user interfaces in this layer are all web-based and many should provide drag and drop capabilities and immediate feedback on a sample of the data. DPME data scientists and analysts use the components of this layer to consume data, deliver insights, manage relationships between different data sources, and create and edit data sets for fulfilling data requests. The users will access this layer through a web-based portal. Check functional requests on user access for further details.
Production Layer	Data sets created in the Data Analytics layer may be distributed or published to other users using the components within this layer.
Manage Layer	In this layer, Data Stewards, Developers develop scripts/artefacts for data loading and transformation, cataloguing of data, tagging data based on domain

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Category	Description
	knowledge. These scripts/artefacts will be tested and packaged for use in the Data Collection, Integration and Processing layers.
	Administrator will use components of this layer to manage access and privacy.

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The following are the key business requirements, that were identified throughout the CDMAS Business Case and identified through workshops with various DPME internal stakeholders for which the bidder should respond to

Table 2: Business requirements

Number	Requirement Name
BR-1.0	To have the ability to create, capture and upload planning, monitoring, and evaluation products created or acquired by DPME.
BR-2.0	To have a capability to capture, upload and import plans based on the MTFS framework and associated indicators.
BR-3.0	To have a capability to capture, upload and import reports based on indicators and associated government entities monitored by DPME
BR-4.0	To have a capability to capture, upload and import reports and artefacts produced by DPME based on the MTFS framework, indicators and associated government entities.
BR-5.0	To retain data and make it easily and intuitively accessible to DPME existing systems and users based on stringent access control.
BR-6.0	To have a capability for advanced data processing, analytics, dynamic reporting, and interactive dashboards.
BR-7.0	To be intuitive to use, capable of being used by all DPME users.
BR-8.0	To provide interfaces to capture, upload, import and process data of varying formats.
BR-9.0	To have a capability for analysis of data across different datasets based on different qualitative content.
BR-10.0	To provide integration and interfaces for data exchange with specified external software systems including those active within DPME.
BR-11.0.	To support the capability to store data persistently and centrally concerning all the MTFS framework functions with DPME.

Number	Requirement Name
BR-12.0	To enhance DPME planning, monitoring and evaluation functions in fulfilment of the MTFS framework.
BR-13.0	Have role-based access to ensure only authorised data exposure.
BR-14.0	To contain learning material on its usage and other data analytics content.
BR-15.0	To provide advanced data visualisation.
BR-16.0	To have a capability to allow for processes execution, workflow, authorizations and approvals framework (Delegation of Authority and Allocation of access).
BR-17.0	To be able to map data about indicators to a geographical information system (GIS) to enable geographical/spatial analysis.
BR-18.0	To have all the necessary legislative compliance with relevant policies, acts and regulations in South Africa.
BR-19.0	To have a data governance framework.
BR-20.0	To track and keep audit logs of all user and data activity, to improve duplication of effort and misuse.
BR-21.0	To have efficient data collection capabilities from primary and secondary data sources.
BR-22.0	To have a data request and ticketing capability to streamline data acquisition.

2.1.2.The scope of work excludes the following

a)   Exclusion 1: No new or additional hardware and or software will be procured unless otherwise approved by DPME. Any additional software technologies and associated licencing /subscriptions costs proposed by the bidder must be compatible with the existing technologies used by DPME and approved by DPME;

b)   Exclusion 2: No full or modified version of an off-the-shelf solution;

c)   Exclusion 3: 24-hour access to DPME production server;

2.2. METHODOLOGY

The DPME adopts an Agile Project Management approach as a preferred methodology to ensure successful delivery. During the project, a selected number of themes or modules will be translated as Minimum Viable Products (MVP) and to be delivered iteratively during the 3 years.

A fixed scope of each MVP will be determined taking into consideration the detailed requirements of each MVP, time, human capacity, budget and associated risks. Time and Quality is fixed and only the business/user requirements can be reprioritized during the MVP.

Each MVP will be treated as a separate project and the project managers from both DPME and the successful bidder will be entrusted with the responsibility to manage them from start to finish. Where applicable, the project managers will report to governance structures such as a project steering committee, Technical Committees, Project technical committee etc.

The work also includes support and maintenance of the system not exceeding 1000 hours over the period of 3 years. Bidders will be expected to grant 90 days warranty for each MVP developed.

For the purpose of the proposal, bidders are required to submit an implementation plan that indicates how the MVPs will be developed and how support/maintenance will be achieved during the 3 years period. The implementation plan must take into consideration the associated risks, assumptions, exclusions, associated mitigations, quality management, change management and business continuity.

2.3. DELIVERY ADDRESS

The services must be supplied at the DPME offices.

1.	DPME Offices	Pretoria

2.4. CUSTOMER INFRASTRUCTURE AND ENVIRONMENT REQUIREMENTS

DPME currently have the infrastructure and environment requirements to host the CDMAS. Detailed information to be provided at the compulsory briefing session.

3. SERVICE REQUIREMENTS OVERVIEW

3.1. SERVICE DELIVERY SCHEDULE AND PERFOMANCE METRICS

The service definition is defined as the activities for each MVP.

Service definition	Statement of work	Service performance metrics	*Time Frame
1. **Contract management**	**The following activities to be done:** 1.1. Inception meeting 1.2. Detailed implementation Plan 1.3. Signed SLA by both parties (once-off)	Signed off detailed implementation plan	1 month after award letter issued
2. **Onboarding and approvals of key documents**	**Develop:** 2.1. Project Charter 2.2. Strategies relevant for the project e.g. stakeholder engagement, testing etc 2.3. Approved Detailed solution design approved by DPME 2.4. Assessment of related material such as documentations, processes, datasets and technologies	Signed off /approved documents	1 Month ~1% of effort per SLA
3. **Functional MVP 1**	**Definition of requirements, development, testing and deployment of MVP 1 with the following capabilities:** 3.1. Data acquisition 3.2. Data processing 3.3. Data Integration 3.4. Data storage 3.5. Data catalogue 3.6. Data analysis 3.7. Data accesses, analytics, visualisation and reporting 3.8. User management and security 3.9. Performance and quality	The expectation is that the service provider will successfully deploy the MVP 1 with all the capabilities agreed upon (Priority list) and the MVP 1 functional.	6 months ~20% of effort per SLA

Service definition	Statement of work	Service performance metrics	*Time Frame
	3.10. Usability, reliability, operability 3.11. MVP and source code handover.		
4. **Upscale: Functional MVP 2**	**Upscale the definition of requirements, development, testing and deployment of MVP 2 with the following capabilities:** 4.1. Data acquisition 4.2. Data processing 4.3. Data Integration 4.4. Data storage 4.5. Data catalogue 4.6. Data analysis 4.7. Data accesses, analytics, visualisation and reporting 4.8. User management and security 4.9. Performance and quality 4.10. Usability, reliability, operability 4.11. Integrate with the previously deployed MVPs 4.12. MVP and source code handover.	The expectation is that the service provider will successfully deploy the MVP 2 with all the capabilities agreed upon (Priority list) and the MVP 2 functional.	4 months ~10% of effort per SLA
5. **Upscale: Functional MVP 3**	**Upscale the definition of requirements, development, testing and deployment of MVP 3 with the following capabilities:** 5.1. Data acquisition 5.2. Data processing	The expectation is that the service provider will successfully deploy the MVP 3 with all the capabilities	6 months ~10% of effort per SLA

Service definition	Statement of work	Service performance metrics	*Time Frame
	5.3. Data Integration 5.4. Data storage 5.5. Data catalogue 5.6. Data analysis 5.7. Data accesses, analytics, visualisation and reporting 5.8. User management and security 5.9. Performance and quality 5.10. Usability, reliability, operability 5.11. Integrate with the previously deployed MVPs 5.12. MVP and source code handover.	agreed upon (Priority list) and the MVP 3 functional.	
6. **Upscale: Functional MVP 4**	**Upscale the definition of requirements, development, testing and deployment of MVP 4 with the following capabilities:** 6.1. Data acquisition 6.2. Data processing 6.3. Data Integration 6.4. Data storage 6.5. Data catalogue 6.6. Data analysis 6.7. Data accesses, analytics, visualisation and reporting 6.8. User management and security 6.9. Performance and quality	The expectation is that the service provider will successfully deploy the MVP 4 with all the capabilities agreed upon (Priority list) and the MVP 4 functional.	6 months ~20% of effort per SLA

Service definition	Statement of work	Service performance metrics	*Time Frame
	6.10. Usability, reliability, operability 6.11. Integrate with the previously deployed MVPs		
7. **Support and maintenance**	**Support and maintenance** 7.1. Signed off issue log 7.2. Change approval 7.3. Time sheet 7.4. Provide a 90 days warranty for each MVP	Successful support and maintenance of the deployed MVPs and queries responded within the timeframe agreed upon in the SLA.	On-going 15%
8. **Project Handover**	**Overall Handover:** 8.1. Produce Project closure report and all technical documentation 8.2. All source-codes 8.3. User training and skills transfer to ICT 8.4. Contract report at the end of the three years	Successful handover of all documentation and source codes.	End of the contract 24%
	Total project implementation	**Functional CDMAS with agreed capabilities and all MVPs deployed.**	**36 months**

* the DPME reserves the right to terminate the contract if the deliverable does not meet the agreed standards.

4.   BID EVALUATION STAGES

(1)   The bid evaluation process consists of several stages that are applicable according to the nature of the bid as defined in the table below.

(2)   **The bidder must qualify for each stage to be eligible to proceed to the next stage of the evaluation.**

Stage	Description	Applicable for this bid YES/NO
Stage 1	Administrative pre-qualification verification	YES
Stage 2	Technical Mandatory requirement evaluation	YES
Stage 3	Technical Functionality requirement evaluation	YES
Stage 4	Technical Proof of Concept (Demonstration) requirement evaluation	YES
Stage 5	Special Conditions of Contract verification	YES
Stage 6	Price / B-BBEE evaluation	YES

ANNEX A.1: ADMINISTRATIVE PRE-QUALIFICATION

5. ADMINISTRATIVE PRE-QUALIFICATION REQUIREMENTS

5.1. ADMINISTRATIVE PRE-QUALIFICATION VERIFICATION

(1) The bidder **must comply** with ALL of the bid pre-qualification requirements in order for the bid to be accepted for evaluation.

(2) If the Bidder failed to comply with any of the administrative pre-qualification requirements, or if SITA is unable to verify whether the pre-qualification requirements are met, then SITA reserves the right to –

    (a) Reject the bid and not evaluate it, or

    (b) Accept the bid for evaluation, on condition that the Bidder must submit within seven (7) days any supplementary information to achieve full compliance, provided that the supplementary information is administrative and not substantive in nature.

5.2. ADMINISTRATIVE PRE-QUALIFICATION REQUIREMENTS

(1) **Submission of bid response**: The bidder has submitted a bid response documentation pack –

(a) that was delivered at the correct physical or postal address and within the stipulated date and time as specified in the "Invitation to Bid" cover page, and;

(b) in the correct format as one original document, one copy and two copies on memory stick / USB.

(2) **Attendance of briefing session**: A Compulsory Virtual Briefing Session is mandatory. The bidders are required to sign the briefing session attendance register using the same information (bidder company name, bidder representative person name and contact details) as submitted in the bidders response document.

(3) **Registered Supplier.** The bidder is, in terms of National Treasury Instruction Note 4A of 2016/17, registered as a Supplier on National Treasury Central Supplier Database (CSD).

DECLARATION	COMPLY	NOT COMPLY
The bidder declares by **indicating with an "X"** in either the "COMPLY" or "NOT COMPLY" column that – (1) I have read and agree to the General Conditions of Contract related to Government procurement (Available on DPME tenders web page or from National Treasury). (2) I have studied, accurately completed and submitted all the documents indicated in the above checklist. (3) I have read and agree with the conditions applicable to all bids as contained in this document. (4) I have noted and will comply with the delivery time frames indicated in the specifications / terms of Reference. (5) I am the authorised signatory of the applicant. (a) I have noted that the Department may publish the names of bidders, total bid prices indicated in SBD 1 and B-BBEE points claimed, after the closing date of the bid.		

Comments by bidder:

Provide reason and proposal for each of the conditions not complied to as per the format:

Condition Reference:

Reason:

Proposal:

6. TECHNICAL MANDATORY

6.1. INSTRUCTION AND EVALUATION CRITERIA

(1) The bidder **must comply with ALL the requirements as per section 6.2 below by providing substantiating evidence** in the form of documentation or information, failing which it will be regarded as "NOT COMPLY".

(2) The bidder **must provide a unique reference number** (e.g. binder/folio, chapter, section, page) to locate substantiating evidence in the bid response. During evaluation, SITA reserves the right to treat substantiation evidence that cannot be located in the bid response as "NOT COMPLY".

(3) The bidder **must complete the declaration of compliance** as per section 6.3 below by marking with an "X" either "COMPLY", or "NOT COMPLY" with ALL of the technical mandatory requirements, failing which it will be regarded as "NOT COMPLY".

(4) The bidder must comply with ALL the TECHNICAL MANDATORY REQUIREMENTS in order for the bid to proceed to the next stage of the evaluation.

(5) No URL references or links will be accepted as evidence.

6.2. TECHNICAL MANDATORY REQUIREMENTS

TECHNICAL MANDATORY REQUIREMENTS	Substantiating evidence of compliance *(used to evaluate bid)*	Evidence reference *(to be completed by bidder)*
(1) **BIDDER EXPERIENCE AND CAPABILITY REQUIREMENTS** The bidder must have implemented at least three (3) distinct projects in Business Intelligence (BI), or Data Analytics, or System Development solutions in the last Seven (7) years (2015 to date)	The Bidder must provide references details from customers whom at least three (3) distinct projects implementing a Business Intelligence (BI), or Data Analytics, or System Development solution were implemented in the last Seven (7) years (2015 to date). **Note:** SITA/DPME reserves the right to verify the information provided.	<provide unique reference to locate substantiating evidence in the bid response – see Annex B, section 11.1, table 1>

TECHNICAL MANDATORY REQUIREMENTS	Substantiating evidence of compliance (used to evaluate bid)	Evidence reference (to be completed by bidder)
(2) SERVICE FUNCTIONAL REQUIREMENT The bidder must confirm compliance to the Service Functional requirements for development, support and maintenance of the CDMAS.	The Bidder must confirm that they comply with the Service Functional Requirements by completing Annex C, Addendum 1.	<provide unique reference to locate substantiating evidence in the bid response – see section 11.2 and Annex C, Addendum 1>

6.3. DECLARATION OF COMPLIANCE

	Comply	Not Comply
The bidder declares by **indicating with an "X"** in either the "COMPLY" or "NOT COMPLY" column that – (a) The bid complies with each and every TECHNICAL MANDATORY REQUIREMENT as specified in SECTION 6.2 above; AND (b) Each and every requirement specification is substantiated by evidence as proof of compliance.		

7.   TECHNICAL FUNCTIONALITY EVALUATION REQUIREMENTS

a.   INSTRUCTION AND EVALUATION CRITERIA

(1)   The bidder **must complete in full all the TECHNICAL FUNCTIONALITY requirements** as presented in the table below.

(2)   The bidder **must provide a unique reference number** (e.g. binder/folio, chapter, section, page) to locate substantiating evidence in the bid response. During evaluation, SITA reserves the right to treat substantiation evidence that cannot be located in the bid response, as "NOT COMPLY".

(3)   Evaluation per requirement. The evaluation (scoring) of bidders' responses to the requirements will be determined by the completeness, relevance and accuracy of substantiating evidence. Each TECHNICAL FUNCTIONALITY requirement will be evaluated using the rating scale as reflected per functional requirement:

(i)   **Weighting of requirements**: The full scope of requirements will be determined by the following weights as per the table below.

No.	Technical Functionality requirements	Weighting
BIDDER'S CAPABILITY		
1.	**Technical Resources - Critical Skills**	65%
2.	**Technical Resources-Essential resources**	20%
3.	**Proposal soundness**	15%
	TOTAL	**100 %**

(i)   The value scored for each requirement will be multiplied with the specified weighting for the relevant requirement

(ii)   **Minimum threshold**. To be eligible to proceed to the next stage of the evaluation the bid must achieve a minimum threshold overall score of **60%.**

(2)   INSTRUCTION AND EVALUATION CRITERIA

TECHNICAL FUNCTIONALITY REQUIREMENTS	Substantiating evidence and evaluation criteria (used to evaluate bid)	Substantiation reference (to be completed by bidder)
1. TECHNICAL RESOURCES – CRITICAL SKILLS (a) The bidder should provide the four technical resources with the minimum experience as follows:	**Evidence:** The bidder should provide CV's (following the format provided in excel spreadsheet Table 7.2) of	\<provide unique reference to locate substantiating evidence in the bid response – Annex B, section 12.1>

TECHNICAL FUNCTIONALITY REQUIREMENTS	Substantiating evidence and evaluation criteria *(used to evaluate bid)*	Substantiation reference *(to be completed by bidder)*
i. One (1) **Business Intelligence** developer with a minimum of 5 years work experience in developing Business Intelligence solutions compatible with Microsoft technologies ii. One (1) **Solution Architect** with a minimum of 5 years work experience as a solution architect or systems analyst iii. One (1) **Microsoft Full-stack** software Developer with a minimum 5 of years work experience in software development. iv. One (1) **Database Designer** /Administrator with a minimum of 3 years work experience in Database design/administrator roles.	four (4) technical resources to be deployed to the project, demonstrating proven qualifications and experience. Where a resource is proposed for more than one role, the resource must demonstrate the minimum experience for each role performed. Bidder should clearly indicate the role(s) for each resource. **Evaluation***:* 0 = No CV's/ irrelevant information provided for at least one of the resources. 3 = CV's provided with all resources meeting the minimum experience required for the technical functionality. 5 = CV's provided with all resources meeting the minimum experience required for the technical functionality and at least one resource exceeds the minimum experience required. NOTE: SITA/DPME reserves the right to verify the information provided.	

TECHNICAL FUNCTIONALITY REQUIREMENTS	Substantiating evidence and evaluation criteria (used to evaluate bid)	Substantiation reference (to be completed by bidder)
(b) The bidder should provide the four technical resources each with the minimum qualification as follows: i. One (1) Business Intelligence developer with a minimum qualification of a Degree or higher in ICT/Computer Science, Data Analytics or related qualification ii. One (1) Solution Architect with a minimum qualification of a Certification or Diploma or higher in ICT/ Computer Science, Information Technology/Software Engineering, or related. iii. One (1) Microsoft Full-stack software Developer with a minimum qualification of a Diploma or higher in ICT/Computer Science, Data Analytics or related qualification. iv. One (1) Database Designer /Administrator with a minimum of qualification of Microsoft SQL Server certification (Database development and administration). OR diploma or higher in ICT/ Computer Science, Information	**Evidence:** The bidder should provide proof of Qualifications for the four technical resources that will be deployed to this Project. **Evaluation:** 0 = No proof of qualifications submitted/at least one resource does not meet the minimum qualification as required. 3 = Proof of qualification provided and all resources meet the minimum qualification required for the technical requirement. 5 = Proof of qualification provided and all resources meet the minimum qualification required for the technical requirement and at least one resource exceeds the minimum qualification required. NOTE: SITA/DPME reserves the right to verify the information provided.	<provide unique reference to locate substantiating evidence in the bid response – Annex B, section 12.1>

TECHNICAL FUNCTIONALITY REQUIREMENTS	Substantiating evidence and evaluation criteria (used to evaluate bid)	Substantiation reference (to be completed by bidder)
Technology/Software Development, or related.		
2. TECHNICAL RESOURCES – ESSENTIAL SKILLS (a) The bidder should provide the three technical resources with the minimum experience as follows: i. One (1) **Project Manager** with a minimum of having successfully managed and completed at least 3 projects in system development projects, Business Intelligence, Data Science/Analytics. ii. One (1) **Business Analyst** with a minimum of 3 years work experience in either requirement gathering, business process mapping, re-engineering, modelling and also software testing. iii. One (1) **GIS Specialist** with a minimum of 3 years performing GIS work.	**Evidence:** The bidder should provide CV's (following the format provided in excel spreadsheet) of three (3) technical resources to be deployed to the project, demonstrating proven qualifications and experience. Where a resource is proposed for more than one role, the resource must demonstrate the minimum experience for each role performed. Bidder should clearly indicate the role(s) for each resource. **Evaluation:** 0 = No CV's/ irrelevant information provided for at least one of the resources. 3 = CV's provided with all resources meeting the minimum experience required for the technical functionality.	<provide unique reference to locate substantiating evidence in the bid response – Annex B, section 12.2>

TECHNICAL FUNCTIONALITY REQUIREMENTS	Substantiating evidence and evaluation criteria *(used to evaluate bid)*	Substantiation reference *(to be completed by bidder)*
	5 = CV's provided with all resources meeting the minimum experience required for the technical functionality and at least one resources exceeds the minimum experience required. NOTE: SITA/DPME reserves the right to verify the information provided.	
(b) The bidder should provide the three technical resources each with the minimum qualification as follows: i. One (1) Project Manager with a minimum qualification of any Project Management qualification. ii. One (1) Business Analyst with a minimum qualification of a Diploma or higher in Business Analysis, ICT/Computer Science, Information Technology/Software Development, or related. iii. One (1) GIS Specialist with a minimum qualification of a Certification, Diploma or higher in GIS / Geomatics/ Geoinformatics/Computer	**Evidence:** The bidder should provide proof of Qualifications for the three technical resources that will be deployed to this Project. **Evaluation***:* 0 = No proof of qualifications submitted/at least one resource does not meet the minimum qualification as required. 2 = Proof of qualification provided and at least one resource does not meet the minimum qualification required for the technical requirement. 3 = Proof of qualification provided and all resources	<provide unique reference to locate substantiating evidence in the bid response – Annex B, section 12.2>

TECHNICAL FUNCTIONALITY REQUIREMENTS	Substantiating evidence and evaluation criteria (used to evaluate bid)	Substantiation reference (to be completed by bidder)
Science/Information Technology.	meet the minimum qualification required for the technical requirement. 5 = Proof of qualification provided and all resources meet the minimum qualification required for the technical requirement and at least one resource exceeds the minimum qualification required. NOTE: SITA/DPME reserves the right to verify the information provided.	
3. PROPOSAL SOUNDNESS (a) The bidder should provide a detailed proposal aligning to the scope and objectives (refer to section 2.1)	**Evidence:** The bidder should provide a detailed proposal. **Evaluation:** 0 = No proposal attached/ Proposal does not align to the scope and objectives 2 = Proposal partially aligns to the scope and objectives. 3 = Proposal is aligned to the scope and objectives. 5 = In addition to 3, demonstration of understanding the DPME and/or government environment.	<provide unique reference to locate substantiating evidence in the bid response – Annex B, section 12.3>

TECHNICAL FUNCTIONALITY REQUIREMENTS	Substantiating evidence and evaluation criteria *(used to evaluate bid)*	Substantiation reference *(to be completed by bidder)*
	NOTE: SITA/DPME reserves the right to verify the information provided.	
(b) The bidder should provide a detailed proposal articulating the methodology (refer to section 2.2)	**Evidence:** The bidder should provide a detailed proposal. **Evaluation***:* 0 = No proposal attached/ Proposed methodology does not meet the minimum requirements 2 = Proposed methodology partially meets the minimum requirements. 3 = Proposed methodology meets the minimum requirements. 5 = In addition to 3, the Proposed methodology exceeds the requirements. NOTE: SITA/DPME reserves the right to verify the information provided.	<provide unique reference to locate substantiating evidence in the bid response – Annex B, section 12.3>

(4)   **Minimum threshold**. Only those bidders that **achieve or exceed the minimum threshold** will be eligible to proceed to the next stage, i.e. the Demonstrations Stage in form of a presentation.

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SITA will inform the bidders about the logistical arrangements regarding PRESENTATION EVALUATIONS at the compulsory briefing. Bidders must be prepared to present the proposal.

8. PRESENTATION OF PROPOSAL

a. INSTRUCTION AND EVALUATION CRITERIA

(1) Only those bids that successfully passed all of the previous evaluation stages will progress to this evaluation stage, namely PRESENTATION (**Stage 4).**

(2) The bidder will be required to do a presentation of their company 's experience on similar projects as per Stage 4 that contains the ability to support the business objectives in relation to the project.

(3) The bidder will be expected to provide URLs or web address in which the presentations were based on.

(4) Each Bidder must PRESENT and will be evaluated on the understanding of the solution requirement and presenting the most fit as follows:

(i) **Weighting of requirements**: The score for the PRESENTATION will be calculated as follows:

No.	Technical Proof of concept (demonstration) requirements	Weighting
	BIDDER'S CAPABILITY	
1.	**Presentation of projects: demonstration through projects previously undertaken/implemented**	100%
	TOTAL	**100 %**

(ii) **Minimum threshold**. To be eligible to proceed to the next stage of the evaluation the bid must achieve a minimum threshold score of **60%.**

8.1. TECHNICAL PROOF OF CONCEPT (DEMONSTRATION) REQUIREMENT

TECHNICAL PROOF OF CONCEPT (DEMONSTRATION) REQUIREMENT	Substantiating evidence and evaluation criteria (used to evaluate bid)	Substantiation reference (to be completed by bidder)
1. The bidder must present projects showing alignment of the previously implemented projects (in Business Intelligence (BI), or Data Analytics solutions, or	**Evidence:** The bidder should provide a presentation and present.	<provide unique reference to locate substantiating evidence

TECHNICAL PROOF OF CONCEPT (DEMONSTRATION) REQUIREMENT	Substantiating evidence and evaluation criteria *(used to evaluate bid)*	Substantiation reference *(to be completed by bidder)*
System Development) with CDMAS (refer to the MVP capabilities in section 2.2) to demonstrate capability.	**Evaluation:** 0= No project presented is aligned to the CDMAS concept 1= One project presented is in line with the CDMAS concept. 2= Two projects presented is in line with the CDMAS concept. 3= Three projects presented is in line the CDMAS concept. 4= Four projects presented is in line with the CDMAS concept, of which 2 were done in the last five years. 5= More than four projects presented is in line the CDMAS concept, of which 3 or more were done in the last five years. NOTE: SITA/DPME reserves the right to verify the information provided/presented.	in the bid response – Annex B, section 13.1>

(5)   Only bids that meet the minimum administrative, mandatory, technical and presentation requirements will proceed to the **next evaluation stage 6 of Price/BBBEE**.

ANNEX A.2:   SPECIAL CONDITIONS OF CONTRACT (SCC)

9.   SPECIAL CONDITIONS OF CONTRACT

9.1.   INSTRUCTION

(1)   The successful supplier will be bound by Government Procurement: General Conditions of Contract (GCC) as well as this Special Conditions of Contract (SCC), which will form part of the signed contract with the successful Supplier. However, SITA/DPME reserves the right to include or waive the condition in the signed contract.

(2)   SITA/DPME reserves the right to –

(a)   Negotiate the conditions, or

(b)   Automatically disqualify a bidder for not accepting these conditions.

(c)   Award to multiple bidders.

(3)   In the event that the bidder qualifies the proposal with own conditions, and does not specifically withdraw such own conditions when called upon to do so, SITA will invoke the rights reserved in accordance with subsection 9.1(2) above.

(4)   The bidder must **complete the declaration of acceptance** as per section 9.3 below by marking with an **"X"** either "ACCEPT ALL" or "DO NOT ACCEPT ALL", failing which the declaration will be regarded as "DO NOT ACCEPT ALL" and the bid will be disqualified.

9.2.   SPECIAL CONDITIONS OF CONTRACT

(1)   SPECIAL CONDITIONS

(a)   Each MVP completed should be deployed and hosted on DPME servers and complete integrated solution

(b)   Source code is the property of SITA/DPME.

(c)   System to be developed should be configurable to the SITA/DPME environment.

(d)   The solution should be compatible with the current ICT environment

(e)   Payment of the MVPs deployment phase is on condition that the system after the deployment, the system is actively used by SITA/DPME officials as expected for a further 90 days after deployment.

(f)   Maintenance and support is 1000 hours (indicative hours) and should be quoted in terms of hourly rates for each resource.

(2)   **CONTRACTING CONDITIONS**

(a)   **Formal Contract.** The Supplier must enter into a formal written Contract (Agreement) with the Department of Planning, Monitoring and Evaluation (DPME). The contract will be awarded

for a period of 36 months including maintenance and support. The SITA/DPME SLA template will be used for contracting.

(b) **Right of Award.** The DPME/SITA reserves the right NOT to appoint any Service Provider or to withdraw this request for bids/proposals. The Department reserves the right to split the award of the bid between two or more Service Providers or to award only a part of the bid. The Department reserves the right to make public the names of all bidders as well as total bid prices and B-BBEE points claimed, after the closing date and time for the bid.. Any effort by a bidder to influence the bid evaluation, comparisons or award decisions in any manner, may result in rejection of the bid. SITA/DPME shall reject a bid if the bidder has committed a proven corrupt or fraudulent act in competing for a particular contract. SITA/DPME may disregard any bid if the bidder or any of its subcontractors:

(i)   Is not tax compliant

(ii)   Have abused the Supply Chain Management (SCM) system of the Department or any other government department, agency or entity.

(iii)   Have committed proven fraud or any other improper conduct in relation to such system.

(iv)   Have failed to perform on any previous contract.

(v)   Supplied incorrect information in the bid documentation

(c) **Right to Audit.** DPME/SITA reserves the right, before entering into a contract, to conduct or commission an external service provider to conduct a financial audit or probity to ascertain whether a qualifying bidder has the financial wherewithal or technical capability to provide the goods and services as required by this tender.

(d) **Sub-Contracting.** The Service Provider may appoint a competent sub-contractor of its choice to assist it in the rendering of the Services subject to prior written approval by SITA/DPME. Approval for the appointment of a subcontractor included in the proposal by the Service Provider is deemed to have been given unless specifically indicated to the contrary by DPME in writing. The appointment by the Service Provider of sub-contractor(s) does not constitute cession, delegation or assignment of the Service Provider rights, duties and obligations in terms of this agreement. The Service Provider warrants the quality of, and remains entirely responsible to SITA/DPME, for any work or services undertaken by a sub-contractor(s) appointed by the Service Provider in respect of the rendering of the Services. The Service Provider shall not permit the controlling interest which vests in it on the date of signing of this agreement to be transferred to any other person(s) or entity(ies) without the prior written consent of DPME, which consent SITA/DPME may not withhold or delay unreasonably.

(3) **DELIVERY ADDRESS.** The supplier must deliver the required products or services at as indicated in Section 2.2, Delivery Address.

(4) **DELIVERY SCHEDULE**

(a) The Supplier is responsible to perform the work as outlined in scope of work (section 2) and Section 3.1 , SERVICE DELIVERY SCHEDULE AND PERFORMANCE METRICS.

(b) The Supplier is responsible to perform the work as outlined in the following Breakdown Structure (WBS):

*WBS - Description of deliverable per MVP	*Time Frame

1. **Contract management:**
  1.1. Inception meeting
  1.2. Detailed implementation Plan
  1.3. Signed SLA by both parties (once-off)
	1 month after award letter issued

2. **Onboarding and approvals of:**
  2.1. Project Charter
  2.2. Strategies relevant for the project e.g. stakeholder engagement, testing etc
  2.3. Approved Detailed solution design approved by DPME
  2.4. Assessment of related material such as documentations, processes, datasets and technologies
	1 Month

3. **Functional (Definition of requirements, development, testing and deployment) of MVP 1 with the following capabilities:**
  3.1. Data acquisition
  3.2. Data processing
  3.3. Data Integration
  3.4. Data storage
  3.5. Data catalogue
  3.6. Data analysis
  3.7. Data accesses, analytics, visualisation and reporting
  3.8. User management and security
  3.9. Performance and quality
  3.10. Usability, reliability, operability
  3.11. MVP and source code handover.
	6 months

4. **Upscale: Functional (Definition of requirements, development, testing and deployment) of MVP 2 with the following capabilities:**
  4.1. Data acquisition
  4.2. Data processing
  4.3. Data Integration
  4.4. Data storage
  4.5. Data catalogue
  4.6. Data analysis
  4.7. Data accesses, analytics, visualisation and reporting
  4.8. User management and security
  4.9. Performance and quality
	4 months

*WBS - Description of deliverable per MVP	*Time Frame
4.10. Usability, reliability, operability 4.11. Integrate with the previously deployed MVPs 4.12. MVP and source code handover.	
5. **Upscale: Functional (Definition of requirements , development, testing and deployment) of MVP 3 with the following capabilities:** 5.1. Data acquisition 5.2. Data processing 5.3. Data Integration 5.4. Data storage 5.5. Data catalogue 5.6. Data analysis 5.7. Data accesses, analytics, visualisation and reporting 5.8. User management and security 5.9. Performance and quality 5.10. Usability, reliability, operability 5.11. Integrate with the previously deployed MVPs 5.12. MVP and source code handover.	6 months
6. **Upscale: Functional (Definition of requirements, development, testing and deployment) of MVP 4 with the following capabilities:** 6.1. Data acquisition 6.2. Data processing 6.3. Data Integration 6.4. Data storage 6.5. Data catalogue 6.6. Data analysis 6.7. Data accesses, analytics, visualisation and reporting 6.8. User management and security 6.9. Performance and quality 6.10. Usability, reliability, operability 6.11. Integrate with the previously deployed MVPs 6.12. MVP and source code handover.	6 months
7. **Support and maintenance** 7.1. Signed off issue log 7.2. Change approval 7.3. Time sheet 7.4. Provide a 90 days warranty for each MVP	On-going

*WBS - Description of deliverable per MVP	*Time Frame

8. **Overall Handover:**
   8.1. Produce Project report and all echnical documentation
   8.2. All source-codes
   8.3. User training and skills transfer to ICT
   8.4. Contract report at the end of the three years
	End of the contact

Total project implementation	**36 months**

* The SITA/DPME reserves the right to terminate the contract if the deliverable does not meet the agreed standards.

* The timeframes allow provision for 90 days guarantee after each MVP, therefore bidder MUST ensure all is reflected in the detailed implementation plan ensuring the contract ending in 36months

(5) **SERVICES AND PERFORMANCE METRICS**

(a) The appointed service provider will be required to, during the inception phase, familiarise themselves with the ICT policy environment within the SITA/DPME as to ensure compliance to policy and procedural requirements throughout the term of the contract.

(b) The service provider must comply with all change management requirements as set by SITA/DPME in deploying any adaptive, preventative, corrective and/or perfective maintenance.

(6) **SUPPLIER PERFORMANCE REPORTING**

(a) The service provider must detail all work carried out according to the deliverable schedule.

(b) The service provider must ensure that all key project team members are available for the entire duration of the allocated assignments.

(c) The service provider and SITA/DPME will confirm communications channels in respect of project management upon conclusion of the contract.

(d) The service provider will be required to submit a closeout report at the end of each MVP and SLA.

(7) **CERTIFICATION, EXPERTISE AND QUALIFICATION**

(a) The Supplier represents that,

(i) it has the necessary expertise, skill, qualifications and ability to undertake the work required in terms of the Statement of Work or Service Definition; ensure that all staff working on this project are adequately trained prior to the commencement of the project; the proposed resources should be competent in technologies that are compatible with technologies in the SITA/DPME environment. SITA/DPME will not procure any additional hardware and software as a result of the bidder's proposal.

<ol type="i" start="2">
any changes to the project team must receive the prior written approval of SITA/DPME. Such approval will not be unreasonably withheld, provided that:
<ol start="1">
new project team member(s), or replacements must have similar, or higher skills, experience and qualifications as those project team members they replace.
changes in project team members may not result in an increase to the total consideration due to the service provider.
changes to the project team may not jeopardise the quality of work as well as stipulated delivery timeframes.
The actual resources will be confirmed during the contracting stage.

(b) The service provider must perform the Services in the most cost-effective manner consistent with the level of quality and performance as defined in Section 3.1 , SERVICE DELIVERY SCHEDULE AND PERFORMANCE METRICS;

(c) The service provider is committed to provide the required services within the time, cost and quality specifications as set by SITA/DPME; and

(d) The service provider will perform all obligations detailed herein without any interruption to the Customer.

(e) The service provider will conduct business in a courteous and professional manner.

(f) Provide the necessary documentation as requested prior to the awarding of the contract.

(g) The service provider will comply with all relevant employment legislation and applicable bargaining council agreements, including UIF, PAYE, etc. SITA/DPME may monitor compliance for the duration of the contract and implement penalties for non-compliance.

(h) The service provider will manage internal disputes among his/her staff in such a way that SITA/DPME is not affected by those disputes.

(i) The service provider will not proceed with any work and not to incur any expense for which SITA/DPME could be liable, until such time as an official written government purchase order has been issued by SITA/DPME.

(8) **LOGISTICAL CONDITIONS**

(a) **Hours of work**, 08h00 – 17h00.

(b) In the event that SITA/DPME grants the Supplier permission to access SITA/DPME's Environment including hardware, software, internet facilities, data, telecommunication facilities and/or network facilities remotely, the Supplier must adhere to SITA/DPME's relevant policies and procedures (which policy and procedures are available to the Supplier on request) or in the absence of such policy and procedures, in terms of, best industry practice.

(c) **Tools of Trade**. The Supplier must bring their necessary tools of trade in order for them to perform their duties adequately.

(d) **On-site and Remote Support**. The Supplier must give onsite /remote support.

(9) **SKILLS TRANSFER AND TRAINING**

(a) The Final agreement on the approach and methodology, to which will be confirmed in the Service Level Agreement(s) SLA(s) to be signed with the successful bidder. It is expected of the Supplier to do knowledge transfer of the implementation of the CDMAS to SITA/DPME staff.

(10) **REGULATORY, QUALITY AND STANDARDS**

(a) The bidder must provide comprehensive detail on the methodology/procedures to be employed in respect of the above in the bid proposal as per section 2.4. The bidder is required to provide a breakdown of estimated hours per resource, per activity for the duration of the project in the tables included under the special conditions of contract.

(b) The Supplier must for the duration of the contract ensure that the proposed product or solution conform to the list of Government Minimum Interoperability Standards (MIOS) in the table below:

#	**M**IOS Requirement**:**	
1	**C0315 Geospatial Data** C031501 Geospatial Markup Language (GML) as defined by Open Geographic Council	GML
2	**C0315 Geospatial Data** C031502 Geospatial Markup Language (GML)	ISO 19136:2007
3	**C0504 Relational DB Access** C050401 Structured Query Language (SQL) 2011	ISO 9075

(11) **PERSONNEL SECURITY CLEARANCE**

(a) The Supplier should note that the SITA/DPME will conduct security screening through the SSA in respect of the company itself, the Directors of the company as well as all team members who are required to work on the project. They all must be South African Citizens and will be security screened in respect of e.g. tax clearance, verification of citizenship, criminal record screening, and credit screening.

(b) The service provider will be required to sign an Oath of secrecy.

(c) The security screening of all personnel involved in the Contract remains valid for the duration of the contract. Should SITA/DPME approve the replacement of a team member, the new member will first need to also sign an Oath of secrecy and undergo security screening.

(12) **CONFIDENTIALITY AND NON-DISCLOSURE CONDITIONS**

(a) The Supplier, including its management and staff, must before commencement of the Contract, sign a non-disclosure agreement regarding Confidential Information.

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(b)   Confidential Information means any information or data, irrespective of the form or medium in which it may be stored, which is not in the public domain and which becomes available or accessible to a Party as a consequence of this Contract, including information or data which is prohibited from disclosure by virtue of:

(i)   the Promotion of Access to Information Act, 2000 (Act no. 2 of 2000);

(ii)   being clearly marked "Confidential" and which is provided by one Party to another Party in terms of this Contract;

(iii)   being information or data, which one Party provides to another Party or to which a Party has access because of Services provided in terms of this Contract and in which a Party would have a reasonable expectation of confidentiality;

(iv)   being information provided by one Party to another Party in the course of contractual or other negotiations, which could reasonably be expected to prejudice the right of the non-disclosing Party;

(v)   being information, the disclosure of which could reasonably be expected to endanger a life or physical security of a person;

(vi)   being technical, scientific, commercial, financial and market-related information, know-how and trade secrets of a Party;

(vii)   being financial, commercial, scientific or technical information, other than trade secrets, of a Party, the disclosure of which would be likely to cause harm to the commercial or financial interests of a non-disclosing Party; and

(viii) being information supplied by a Party in confidence, the disclosure of which could reasonably be expected either to put the Party at a disadvantage in contractual or other negotiations or to prejudice the Party in commercial competition; or

(ix)   information the disclosure of which would be likely to prejudice or impair the safety and security of a building, structure or system, including, but not limited to, a computer or communication system; a means of transport; or any other property; or a person; methods, systems, plans or procedures for the protection of an individual in accordance with a witness protection scheme; the safety of the public or any part of the public; or the security of property; information the disclosure of which could reasonably be expected to cause prejudice to the defence of the Republic; security of the Republic; or international relations of the Republic; or plans, designs, drawings, functional and technical requirements and specifications of a Party, but must not include information which has been made automatically available, in terms of the Promotion of Access to Information Act, 2000; and information which a Party has a statutory or common law duty to disclose or in respect of which there is no reasonable expectation of privacy or confidentiality;

(c)   Notwithstanding the provisions of this Contract, no Party is entitled to disclose Confidential Information, except where required to do so in terms of a law, without the prior written consent of any other Party having an interest in the disclosure;

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(d)   Where a Party discloses Confidential Information which materially damages or could materially damage another Party, the disclosing Party must submit all facts related to the disclosure in writing to the other Party, who must submit information related to such actual or potential material damage to be resolved as a dispute;

(e)   Parties may not, except to the extent that a Party is legally required to make a public statement, make any public statement or issue a press release which could affect another Party, without first submitting a written copy of the proposed public statement or press release to the other Party and obtaining the other Party's prior written approval for such public statement or press release, which consent must not unreasonably be withheld.

(13) **GUARANTEE AND WARRANTIES.** The Supplier warrants that:

(a)   The Final agreement to which will be confirmed in the Service Level Agreement(s) SLA(s) to be signed with the successful bidder.

(14) **INTELLECTUAL PROPERTY RIGHTS**

(a)   SITA/DPME retains all Intellectual Property Rights in and to SITA/DPME's Intellectual Property. This includes all source code of the application.

(15) **GENERAL**

(a)   The supplier will be bound by Government Procurement: General Conditions of Contract.

(b)   (GCC) as well as this Special Conditions of Contract (SCC), which will form part of the signed contract with the Supplier. However, SITA reserves the right to include or waive the condition in the signed contract.

(c)   SITA reserves the right to:

      (i)   Negotiate the conditions, or

      (ii)   Automatically disqualify a bidder for not accepting these conditions.

      (iii) Right to Audit: SITA reserves the right, before entering into a contract, to conduct or commission an external service provider to conduct probity to ascertain whether a qualifying bidder has the technical capability to provide the goods and services as required by this tender.

(d)   "The parties in this Agreement agree that the offer price of all the equipment shall be at the wholesale price or below wholesale price as agreed with the OEM. Should, at any time during the existence of the agreement that the offered price which is higher than the wholesale price or as agreed with the OEM, SITA client shall be entitled to such wholesale price with the exclusion of the mark-up which the reseller may have charged".

      NOTE: These conditions will form part of the contract obligations and suppliers are expected to comply in order for SITA to conclude an agreement with the potential suppliers. Failure to comply during finalisation of a contract may result to disqualification.

(16) **COUNTER CONDITIONS**

Bidders' attention is drawn to the fact that amendments to any of the Bid Conditions or setting of counter conditions by bidders may result in the invalidation of such bids.

(17) **FRONTING**

(a) The SITA supports the spirit of Broad Based Black Economic Empowerment and recognizes that real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent and legally compliant manner. Against this background the SITA any form of fronting.

(b) The SITA, in ensuring that bidders conduct themselves in an honest manner will, as part of the bid evaluation processes, conduct or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in bid documents. Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade and Industry, be established during such enquiry/investigation, the onus will be on the bidder / contractor to prove that fronting does not exist. Failure to do so within a period of 14 days from date of notification may invalidate the bid / contract and may also result in the restriction of the bidder/contractor to conduct business with the public sector for a period not exceeding ten (10) years, in addition to any other remedies SITA may have against the bidder/contractor concerned.

(18) **BUSINESS CONTINUITY AND DISASTER RECOVERY PLANS**

The bidder confirms that they have written business continuity and disaster recovery plans that define the roles, responsibilities and procedures necessary to ensure that the required services under this bid specification is in place and will be maintained continuously in the event of a disruption to the bidder's operations, regardless of the cause of the disruption.

(19) **SUPPLIER DUE DILIGENCE**

SITA reserves the right to conduct supplier due diligence prior to final award or at any time during the Contract period and this may include pre-announced/ non-announced site visits. During the due diligence process the information submitted by the bidder will be verified and any misrepresentation thereof may disqualify the bid or Contract in whole or parts thereof.

9.3. DECLARATION OF COMPLIANCE

	ACCEPT ALL	DO NOT ACCEPT ALL
(1) The bidder declares to ACCEPT ALL the Special Condition of Contract as specified in section 9.2 above by indicating with an "X" in the "ACCEPT ALL" column, OR (2) The bidder declares to NOT ACCEPT ALL the Special Conditions of Contract as specified in section 9.2 above by - (a) Indicating with an "X" in the "DO NOT ACCEPT ALL" column, and; (b) Provide reason and proposal for each of the conditions that is not accepted.		
Comments by bidder: Provide reason and proposal for each of the conditions not accepted as per the format: Condition Reference: Reason: Proposal:		

ANNEX A.3:   COSTING AND PRICING

10.   COSTING AND PRICING

10.1. COSTING AND PRICING EVALUATION

(1)   In terms of Preferential Procurement Policy Framework Act (PPPFA), the following preference point system is applicable to all Bids:

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

(b)   the 90/10 system (90 Price and 10 B-BBEE) for requirements with a Rand value above R50 000 000 (all applicable taxes included).

(2)   This bid will be evaluated using the preferential point system of **80/20**, subject to the following conditions –

(a)   If the lowest acceptable bid price is up to and including R50 000 000 (all applicable taxes included) then the 80/20 preferential point system will apply to all acceptable bids; or

(b)   If the lowest acceptable bid price is above R50 000 000 (all applicable taxes included) then the 90/10 preferential point system will apply to all acceptable bids;

(3)   The bidder must **complete the declaration of acceptance** as per section 10.4 below by marking with an "X" either "ACCEPT ALL", or "DO NOT ACCEPT ALL", failing which the declaration will be regarded as "DO NOT ACCEPT ALL" and the bid will be disqualified.

(4)   Bidder will be bound by the following general costing and pricing conditions and SITA reserves the right to negotiate the conditions or automatically disqualify the bidder for not accepting these conditions. These conditions will form part of the Contract between SITA and the bidder. However, SITA reserves the right to include or waive the condition in the Contract.

10.2. COSTING AND PRICING CONDITIONS

1.   SOUTH AFRICAN PRICING. The total price must be VAT inclusive and be quoted in South African Rand (ZAR).

2.   **TOTAL PRICE**

(a)   All quoted prices are the total price for the entire scope of required services and deliverables to be provided by the bidder.

(b)   The cost of delivery, labour, S&T, inflation, overtime, etc. must be included in this bid.

(c)   All additional costs must be clearly specified.

3.   **MANTAINANCE AND SUPPORT COSTING.**

(a)   Bidder to include the hourly rate for support and maintenance in line with the approved National Treasury consulting fees.

SITA/DPME reserves the right to negotiate pricing with the successful bidder prior to the award as well as envisaged quantities.

10.3. BID PRICING SCHEDULE

Note: Bidders will complete the bid pricing schedule in the Excel spreadsheet format provided and include this as part of the hard copy submission documents and on the memory stick/USB to be submitted.

10.4. DECLARATION OF ACCEPTANCE

	ACCEPT ALL	DO NOT ACCEPT ALL
(1) The bidder declares to ACCEPT ALL the Costing and Pricing conditions as specified in section 10.2 above by indicating with an "X" in the "ACCEPT ALL" column, or (2) The bidder declares to NOT ACCEPT ALL the Costing and Pricing Conditions as specified in section 10.2 above by - (a) Indicating with an "X" in the "DO NOT ACCEPT ALL" column, and; (b) Provide reason and proposal for each of the condition not accepted.		
Comments by bidder: Provide the condition reference, the reasons for not accepting the condition.		

ANNEX A.4: TERMS AND DEFINITIONS

ABBREVIATIONS

DPME	Department of Planning, Monitoring and Evaluation
ICT	Information and Communication Technology
PPPFA	Preferential Procurement Policy Framework Act
RFB	Request for Bids
SLA	Service Level Agreement
SITA	State Information Technology Agency
MVP	Minimum Viable Product
CDMAS	Centralised Data Management and Analytical System
POA	Programme of Action

ANNEX B:BIDDER SUBSTANTIATING EVIDENCE

11.0 MANDATORY REQUIREMENT EVIDENCE

11.1 BIDDER EXPERIENCE AND CAPABILITY REQUIREMENTS

Complete table below, noting that:

a) The Bidder must provide references details from customers whom at least three (3) distinct projects implementing a Business Intelligence (BI), or Data Analytics, or System Development solution were implemented in the last Seven (7) years (2015 to date); and

b) Project end-date must be current or not older than 7 years from date this bid is advertised,

c) Scope of work must be related.

Table 1: References

No	Company name	Reference Person Name, Tel and/or email	Project Scope of work	Project Start and End-date
1	<Company name>	<Person Name> <Tel> <email>	< Provide the details of the scope for implementing a Business Intelligence (BI), or Data Analytics, or System Development that was provided>	Start Date: End Date:
2	<Company name>	<Person Name> <Tel> <email>	< Provide the details of the scope for Business Intelligence (BI), or Data Analytics, or System Development that was provided>	Start Date: End Date:
3	<Company name>	<Person Name> <Tel> <email>	< Provide the details of the scope for Business Intelligence (BI), or Data Analytics, or System Development that was provided>	Start Date: End Date:

11.2 SERVICE FUNCTIONAL REQUIREMENT

The Bidder must confirm that they comply with the Service Functional Requirements by completing Annex C, Addendum 1 **and attach it here**.

12.0 TECHNICAL FUNCTIONALITY REQUIREMENT EVIDENCE

12.1 TECHNICAL RESOURCES – CRITICAL SKILLS

The Bidder must provide unique reference to locate substantiating evidence in the bid response **and attach it here.**

12.2 TECHNICAL RESOURCES – ESSENTIAL SKILLS

The Bidder must provide unique reference to locate substantiating evidence in the bid response **and attach it here.**

12.3 PROPOSAL SOUNDNESS

The Bidder must provide unique reference to locate substantiating evidence in the bid response **and attach it here.**

13.0 TECHNICAL PROOF OF CONCEPT (DEMONSTRATION) REQUIREMENT

13.1 Technical Proof of Concept (Demonstration)

The Bidder must provide unique reference to locate substantiating evidence in the bid response **and attach it here.**

ANNEX C, ADDENDUM 1

NB: The bidder must confirm that they comply with the following Technical Mandatory, Functional and Scope Requirements as indicated below as this will be legal contractual binding:

SERVICE FUNCTIONAL REQUIREMENT

No	Service Functional requirement	Duration	Comply/Not comply
1	Deliver the project according to scope and methodology of work as articulated in sections 2.1 & 2.2	For the duration of the contract	
2	Provide the following core resources with the minimum required qualifications and experience as per section 7: • Business Intelligence developer • Solution Architect • Microsoft Full-stack software Developer • Database Designer /Administrator • Project Manager • Business Analyst • GIS Specialist	For the duration of the contract	
3	Provide verifiable evidence of previous work undertaken as per section 6.2	For the duration of the contract	
4	90 days warranty after each deployment of the MVP	For the duration of the contract	
5	Support and maintenance of each MVP developed	For the duration of the contract	
6	Support and maintenance of 1000 hours, distributed by agreement with DPME	For the duration of the project	

No	Service Functional requirement	Duration	Comply/Not comply
7	Facilitate a successful handover at the end of the project, which will include but not limited to source code, documentation, etc.	For the duration of the contract	
8	Adhere to the special conditions in section 9.2	For the duration of the contract	
9.	Provide a detailed costing schedule	As part of evaluation and contracting	

I, the bidder (Full names) ……………………………………………. representing (company name)…………………………………………………….. Hereby confirm that I comply with the above Technical Mandatory Requirements and understand that it will form part of the contract and is legally binding.

Thus done and signed at ………………………………… On this………day of……………….20….

……………………………….

Signature

Designation: