



**PART A  
INVITATION TO BID**

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE INDEPENDENT COMMUNICATION AUTHORITY OF SOUTH AFRICA**

BID NUMBER:	<b>RFQ 13/11/2022</b>	DATE OF ISSUE:	<b>15/11/2022</b>	CLOSING TIME:	<b>12H00</b>
DESCRIPTION	<b>Appointment of a Service Provider to Provide Asset Tracking Software and Seven (7) Scanning Devices to Scan &amp; Track Assets for the 3 Years Contract</b>				
COMPULSORY BRIEFING SESSION	<b>N/A</b>				

**BID RESPONSE DOCUMENTS MUST BE EMAILED TO THE BELOW EMAIL**

**Submissions must be emailed to [RFQResponses@icasa.org.za](mailto:RFQResponses@icasa.org.za) with the subject: RFQ 13/11/2022 Asset Tracking Software and Seven (7) Scanning Devices to Scan & Track Assets**

<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>		<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>	
CONTACT PERSON	<b>Siyathokoza Ntombela</b>	CONTACT PERSON	<b>Mmaphoko Monyela</b>
TELEPHONE NUMBER	<b>012 568 3833</b>	TELEPHONE NUMBER	<b>012 568 3907</b>
FACSIMILE NUMBER	<b>N/A</b>	FACSIMILE NUMBER	<b>N/A</b>
E-MAIL ADDRESS	<a href="mailto:SNtombela@icasa.org.za">SNtombela@icasa.org.za</a>	E-MAIL ADDRESS	<a href="mailto:mmonyela@icasa.org.za">mmonyela@icasa.org.za</a>

**SUPPLIER INFORMATION**

NAME OF BIDDER			
POSTAL ADDRESS			
STREET ADDRESS			
TELEPHONE NUMBER	CODE	NUMBER	
CELLPHONE NUMBER			
FACSIMILE NUMBER	CODE	NUMBER	
E-MAIL ADDRESS			
VAT REGISTRATION NUMBER			
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:	<b>OR</b>	CENTRAL SUPPLIER DATABASE No: MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No

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

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

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?  
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?

YES  NO  
 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) as listed under – paragraph 3.1 [mandatory requirements] below.
- 1.3 This bid will be evaluated in terms of the preferential procurement policy framework act, 2000 and the preferential procurement regulations, 2017 under 80/20 preference points system and it includes functionality. Thus, bidders who fail to obtain minimum score for functionality will not be evaluated further for price and preference.
- 1.4 This bid shall be governed by the general conditions of contract (GCC) which can be obtained from national treasury website:  
[ocpo.treasury.gov.za/Resource\\_Centre/Legislation/General%20Conditions%20of%20Contract](http://ocpo.treasury.gov.za/Resource_Centre/Legislation/General%20Conditions%20of%20Contract)
- 1.5 Bidders who wish to claim the preference points should complete SBD 6.1 form in full. (attached).
- 1.6 The bid must be submitted with the following standard bidding documents: SBD 4; SBD 6.1; SBD 3.1; SBD 8; and SBD 9.
- 1.7 The bid must be accompanied by briefing session certificate as proof that they have attended the compulsory briefing session as indicated in part a above.(if applicable)
- 1.8 Original certified copy of a BBBEE certificate issued by SANAS accredited verification agency or original certified sworn affidavit (**To claim the BBBEE points, Bidders are urged to submit their original certified copy of a BBBEE certificate issued by SANAS accredited verification agency or original certified affidavit in our tender box situated at our Head Office, at 350 Witch Hazel Ave, Eco Point Office Park, Eco Park, Centurion on by closing date 25/11/2022 at 12:00pm**)
- 1.9 **This bid must be scanned and emailed as one document, multiple submissions of single pages and photographs will not be considered.**

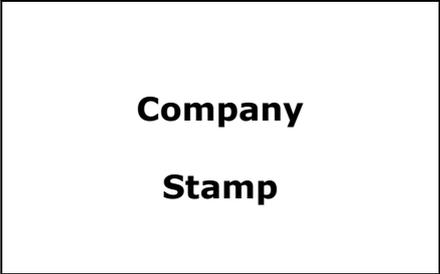
#### 2. TAX COMPLIANCE REQUIREMENTS

- 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.

**SIGNATURE OF BIDDER:** .....

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

**DATE:** .....



## PRICING SCHEDULE

Name of bidder.....	Bid number: ICASA RFQ 13/11/2022
Closing Time: 12:00pm	Closing date: 25 <sup>th</sup> November 2022

OFFER TO BE VALID FOR **60 DAYS** FROM THE CLOSING DATE OF BID.

**APPOINTMENT OF A RECOMMENDED SERVICE PROVIDER, FOR ASSET TRACKING SOFTWARE AND SEVEN (7) SCANNING DEVICES TO SCAN & TRACK ASSETS, LICENSES AND OTHER SUPPORT SYSTEMS FOR THE 3 YEARS CONTRACT AS PER ATTACHED SPECIFICATION**

ITEM NO.	DESCRIPTION	BID PRICE IN RSA CURRENCY (INCLUSIVE OF VALUE ADDED TAX)		
ITEM NO	ITEM DESCRIPTION SERVICE / GOODS	Number of Months each Year	Price Per Month	TOTAL PRICE
	<b>ASSET TRACKING SOFTWARE AND SEVEN (7) SCANNING DEVICES TO SCAN &amp; TRACK ASSETS FOR THE 3 YEARS CONTRACT</b>			
	- <b>1<sup>st</sup> Year</b> - Asset Tracking Software and Seven (7) Scanning Devices to Scan & Track Assets	12	R_____	R_____
	- <b>2<sup>nd</sup> Year</b> - Asset Tracking Software and Seven (7) Scanning Devices to Scan & Track Assets	12	R_____	R_____
	- <b>3<sup>rd</sup> Year</b> - Asset Tracking Software and Seven (7) Scanning Devices to Scan & Track Assets	12	R_____	R_____
	<b>Total price excluding Vat</b>			R_____
	<b>Vat @ 15% (if applicable)</b>			R_____
	<b>Total price Vat inclusive</b>			R_____

- Required by: Independent Communications Authority of South Africa
- At: 350 Witch-Hazel Avenue, Eco Point Office Park

- **Does the offer comply with the specification(s)?** **\*YES/NO**
- **If not to specification, indicate deviation(s)** .....
- **Period required for delivery** .....  
**\*Delivery: Firm/not firm**
- **Delivery timeframe** .....

**Note:** All delivery costs must be included in the bid price, for delivery at the prescribed destination.

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

\*Delete if not applicable



**SBD 6.1**

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2011**

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

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

**1. GENERAL CONDITIONS**

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

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2

- a) The value of this bid is estimated to **not exceed** R50 000 000 (all applicable taxes included) and therefore the **...80/20.....** preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:

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

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

	<b>POINTS</b>
<b>PRICE</b>	80
<b>B-BBEE STATUS LEVEL OF CONTRIBUTOR</b>	20
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

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

1.6 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.



**4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR**

4.1 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

**5. BID DECLARATION**

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

**6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1**

6.1 B-BBEE Status Level of Contributor: . = .....(maximum of 10 or 20 points)  
 (Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

**7. SUB-CONTRACTING**

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

*(Tick applicable box)*

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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7.1.1 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"/>
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v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in Terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME ✓	QSE ✓
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		

**OR**

Any EME		
Any QSE		

**8. DECLARATION REGARDING COMPANY/FIRM**

8.1 Name of company/firm: .....

8.2 VAT registration number: .....

8.3 Company registration number: .....

8.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
  - One person business/sole propriety
  - Close corporation
  - Company
  - (Pty) Limited
- [TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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

8.6 COMPANY CLASSIFICATION

- Manufacturer
  - Supplier
  - Professional service provider
  - Other service providers, e.g. transporter, etc.
- [TICK APPLICABLE BOX]

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

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 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

.....

.....

.....

## BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

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

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

### 2. Bidder's declaration

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

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

Full Name	Identity Number	Name of State institution

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

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

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

2.2.1 If so, furnish particulars:

.....  
.....

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

2.3.1 If so, furnish particulars:

.....  
.....

**3 DECLARATION**

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

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

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

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

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

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

.....	.....
Signature	Date
.....	.....
Position	Name of bidder



## **Independent Communications Authority of South Africa**

350 Witch-Hazel Avenue, Eco Point Office Park

Eco Park, Centurion

Private Bag X10, Highveld Park 0169

### **TERMS OF REFERENCE**

#### **Asset Tracking Software & Scanning Devices Requirements for a Period of 3 years**

Terms of reference for Asset Tracking Software & Scanning Devices to the Independent Communications Authority of South Africa (ICASA) for the period of 3 years.

#### **1. Introduction**

The Independent Communications Authority of South Africa (hereinafter referred to as "the Authority") intends to appoint a service provider for asset tracking software and scanning devices to scan & track assets for the Independent Communications Authority of South Africa (ICASA) for a period of 3 years.

#### **2. Purpose**

The purpose of this request is to lease out the services of a competent service provider to assist ICASA with assets management system for asset tracking and scanning assets, for a period of 3 years.

#### **3. Background**

ICASA had the license for i-Scan Asset Tracking system which has expired and can't be renewed because the service provider has scrapped this system. The system is required for the next verification exercise conducted annually and bi-annually.

#### **3. Scope of work and Specific Requirements**

##### **3.1 Period of assignment**

All work is to be carried out in accordance with the time schedule as agreed with ICASA.

## **3.2 Services**

The services to be rendered as a service provider for asset tracking software and scanning devices over a period of 3 years should include general services related to the technical support. The proposal/services should incorporate at least the following:

### **3.2.1 System Application / Software Requirements**

- Application to be a web-based solution (with flexible hosting options)
- Real time solution, online tracking from anywhere and any device which will minimize paperwork and improve accuracy (up- to- the minute updated information)
- Using Barcode & RFID technology
- Using secure and reliable Microsoft Azure Cloud
- Can capture purchasing, manufacturer, and asset history data (including movements/ use history for audit purpose- system must meet audit requirements)
- Track assets by Employee, Division/ Department or Location
- Barcode. User and location fields are mandatory
- Ability to rename fields and choose favourite
- Can create up to 25 additional/ user defined fields over and above the standard fields
- Ability to import and export with Microsoft Excel
- Reporting ability has standards customized assets report i.e., movements history report, acquisitions report, disposal report etc.
- Role-based user security
- Licenses X 7

### **3.3 Hardware/ Scanner Requirements - 7 x Scanners**

- X 7 Android Smartphone Scanners for ease of use in the field (in/ outside the office i.e., High sites)

### **3.3.1. Scanners Must have the following capabilities**

- Using the latest android software which is highly utilised nowadays and won't be outdated anytime soon
- Easy configuration and integration, they must be automatically synced with the asset tracking system to update database in real time to avoid losing the information
- Camera function to take pictures as well as scan documents and upload to the database whilst in the field (working outside the office space)
- High performance, fast/ quicker processor (RAM) for quick processing of information
- Network connection- support GSM, WCDMA, LTE and Wi-Fi for real time database updates.
- Has Bluetooth and GPS functionality
- Digital signature field for user to sign off immediately after scanning items in one location
- More ruggedized industrial protection (protection shell/ cover) to minimize impact if dropped up to 1.5 meters, reliable in any environment
- Fast and easy barcode data capture
- Touch screen with crystal clear/ high quality display

### **3.3.2. Android Smartphone Scanner Specifications x7**

- 1.CPU/ RAM quick processing
- 5.0" HD LCD (1280 720 Resolution)
- 16 GB memory capacity or more with 2 GB RAM
- Barcode scanning -1D and 2D reader, reads all major codes
- RFID/ NFC Reader/ Support
- Supports GSM, WCDA, LTE, WI-FI, Bluetooth, and GPS
- Camera with minimum 13 Mega pixel, Auto focus, Auto flash. Front camera with minimum 2 Mega pixel
- Battery with minimum 3200 mAh capacity (300 hours standby and 15 hours processing time)
- Micro- SD, USB, and Sim Card Slots
- It must come with power adapter and data cable
- Operating & Storage temperature between 30°C–70°C
- Industrial protection with protection shell, 1.5meter drop
- Laser protection
- Necessary software required to function properly