

**INVITATION TO BID
PART A**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF HOME AFFAIRS					
BID NUMBER:	DHA08-2022	CLOSING DATE:	01 JULY 2022	CLOSING TIME:	11:00
DESCRIPTION	<p>THE APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO DESIGN, BUILD AND SUPPLY VIRTUAL INTERACTIVE SELF-SERVICE MACHINES (KIOSK) TO HOST LIVE CAPTURE SYSTEM FOR THE APPLICATION, PROCESSING AND COLLECTION OF SMART ID CARDS AND PASSPORTS FOR THE PERIOD OF THREE (3) YEARS, WITH AN OPTION TO RENEW FOR ADDITIONAL TWO (2) SUBJECT TO AVAILABILITY OF FUNDING AND SATISFACTORY SERVICE.</p>				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
<p>Department of Home Affairs, 230 Johannes Ramokhoase Street, Cnr Thabo Sehume Street and Johannes Ramokhoase Street Hallmark Building</p>					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:			
CONTACT PERSON	Lettie Makhudu / Lunga Njwabule		CONTACT PERSON	Rosina Senona	
TELEPHONE NUMBER	(012) 406 2750 / (012) 406 4027		TELEPHONE NUMBER	(012) 402 2070	
E-MAIL ADDRESS	lettiemakhudu@dha.gov.za Lunga.njwabule@dha.gov.za		E-MAIL ADDRESS	rosina.senona@dha.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE	MAAA

			No:	
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 ENCLOSURE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ANSWER THE QUESTIONNAIRE BELOW]
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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?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	<input type="checkbox"/> YES <input type="checkbox"/> NO

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

TERMS AND CONDITIONS FOR BIDDING
PART B

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

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

DATE:

INSTRUCTIONS TO BIDDERS

A THE TENDER DOCUMENTS

Rules for Bidding

- 1.1. The Department is not bound to accept any of the proposals submitted and reserves the right to call for presentations from short-listed bidders before final selection.
- 1.2. The Department reserves the right to terminate this appointment or temporarily defer the work, or any part thereof, at any stage of completion should the Department decide not to proceed with the tender.
- 1.3. The Department also reserves the right to appoint any other person to undertake any part of the tasks.
- 1.4. The service provider must be a single legal entity with all other necessary expertise secured via sub-contract, or under a joint venture arrangement. The Department will enter into a single contract with a single entity for the delivery of the work set out in these tender documents.
- 1.5. The bidding entity shall be the same entity that will execute the bid. Any bid found to be fronting for another entity or entities shall be disqualified immediately.
- 1.6. All South African firms submitting bids as part of a consortium or joint venture must submit a valid original tax clearance certificates / Pin / CSD number.
- 1.7. Foreign firms providing proposals must become familiar with local conditions and laws and take them into account in preparing their proposals.
- 1.8. The service provider and its affiliates are disqualified from providing goods, works and services to any private party to this Agreement, or any eventual project that may result, directly or indirectly from these services.
- 1.9. Firms may ask for clarification on these tender documents or any part thereof up to close of business one (1) week before the deadline for the submission of the bids.
- 1.10. The Department reserves the right to return late bid submission unopened.
- 1.11. Firms may not contact the Department on any matter pertaining to their bid from the time when the bids are submitted to the time the contract is awarded. Any effort by a bidder to influence bid evaluation, bid comparisons or bid award decisions in any manner, may result in rejection of the bid concerned.
- 1.12. Should the contract between the Department and the service provider be terminated by either party due to reasons not attributable to the service provider, the service provider will be remunerated for the appropriate portion of work completed up to a maximum amount of not more than the total fee bid by the service provider for the appropriate phase of the project during which the appointment was terminated.

Conditions of the Tender

- 1.13. The General Conditions of contract,
- 1.14. The Department will become the owner of all information, documents, programmes, advice and reports collected and compiled by the service provider in the execution of this tender.
- 1.15. The copyright of all documents, programmes, and reports compiled by the service provider will vest in the Department and may not be reproduced or distributed or made available in any other way without the written consent of the Department.

- 1.16. All information, documents, programmes and reports must be regarded as confidential and may not be made available to any unauthorised person or institution without the written consent of the Department.
- 1.17. Bidders shall undertake to limit the number of copies of this document and destroy them in the event of their failure to secure the contract.
- 1.18. The service provider is entitled to general knowledge acquired in the execution of this agreement and may use it, provided that it shall not be to the detriment of the Department.

Cost of Bidding

- 1.19. The Bidder shall bear all costs associated with the preparation and submission of its bid and the Department, will in no case be held responsible or liable for these costs, regardless of the conduct or outcome of the tender process.

Content of Tender Documents

- 1.20. The services required, tender procedures and contract terms are prescribed in the tender documents, which include:
 - i. Instruction to Bidders;
 - ii. Technical Bid;
 - iii. Terms of Reference;
 - iv. Evaluation Criterion;
 - v. Financial Bid;
- 1.21. The Bidder is expected to examine all instructions, forms, terms and specifications in the tender documents. Failure to furnish all information required by the tender documents or submission of a bid not responsive to the tender documents in every respect will be at the Bidder's risk and may result in rejection of the bid.

Clarification of Tender Documents

- 1.22. The Department will respond in email to any request for clarification of the tender documents which it receives no later than one (1) week prior to the deadline for submission of bids prescribed by the Department.
- 1.23. **Bidders are invited to a non-compulsory virtual (Microsoft Teams) briefing session that will be held as follows:**

DHA08-2022

Date and time: Friday, 10 June 2022 at 10h00.

Interested bidders must submit an email requesting the link to the virtual meeting on or before Wednesday, 08 June 2022.

Amendment of Tender Documents

- 1.24. At any time prior to the deadline for submission of bids, the Department may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the tender document by amendment.

- 1.25. All prospective bidders who have received the tender document will be notified of the amendment in writing or by fax, and same will be binding on them.
- 1.26. In order to allow prospective bidders reasonable time in which to take the amendment into account in preparing their bids, the Department, at their discretion, may extend the deadline for the submission of bids.

PREPARATION OF BIDS

Language of Bid

- 1.27. The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Department shall be written in English.

Documents Constituting the Bid

- 1.28. The bid prepared by the Bidder shall comprise the following components:

- **Technical Bid, including:**
 - i. Invitation to Bid (SBD 1)
 - ii. Declaration of Interests (SBD 4)
 - iii. Preferential Points Claim Forms (SBD 6.1)
 - iv. Local content SBD 6.2 and Annexure C, if applicable
 - v. Completed Technical Specification Document
- **Financial Bid, comprising:**
 - i. Price Schedule – Professional services (SBD 3.3)

Bid Prices

- 1.29. Prices indicated on the Price Schedule shall be the total price of services including, where applicable:
 - All duties and other taxes;
 - The price of transportation, insurance and other costs incidental to delivery of the services to their final destination;
 - The price of any other incidental services required in terms of the tender deliverables;
- 1.30. Prices quoted by the Bidder shall be fixed during the Bidder's performance of the Contract and not subject to variation on any account.
- 1.31. A bid submitted with a variable price quotation will be treated as non-responsive and rejected.
- 1.32. Prices shall be quoted in South African Rands.
- 1.33. The Department has limited resources and bids must be competitive, with market related pricing, as this will be one of the deciding factors in the final award of the contract.

Period of Validity of Bids

- 1.34. Bids shall remain valid for 90 days after the closing date of bid prescribed by the Department. A bid valid for a shorter period shall be rejected by the Department as non-responsive.

- 1.35. In exceptional circumstances, the Department may solicit the Bidder's consent to an extension of the period of validity. The request and the response thereto shall be made in writing. A Bidder may refuse the request. A Bidder granting the request will not be required nor permitted to modify its bid.

Format and Signing of Bid

- 1.36. The Bidder shall prepare one copy of the Technical Bid and Financial Bid separately, clearly marking each "Original Bid" and "Financial Bid", as appropriate. **Apart from hard copies, a copy should also be provided on CD or memory stick.**
In the event of any discrepancy between the two, the original shall govern.
- 1.37. The original and all copies of the bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the Contract. All pages of the bid, except for un-amended printed literature, shall be initialled by the person or persons signing the bid.
- 1.38. Any interlineations, erasures or overwriting shall be valid only if they are initialled by the person or persons signing the bid.

Sealing and Marking of Bids

- 1.39. The original and copy of the Technical Bid shall be placed in a sealed envelope clearly marked Technical Bid and original and copy of the Financial Bid shall be placed in a sealed envelope clearly marked Financial Bid and warning "Do not open with Technical Bid". All the inner envelopes shall then be placed into an outer envelope. The inner and outer envelopes shall be addressed to the following address:

Department of Home Affairs
230 Johannes Ramokhoase Street
PRETORIA
0001
- 1.40. The inner envelopes shall also indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared late.
- 1.41. If the outer envelope is not sealed and marked as required by the clause, the Department will assume no responsibility for the bid's misplacement or premature opening.
- 1.42. **Faxed and emailed bids will not be accepted.**

Closing Date of Bids

- 1.43. Bids (Technical and Financial) must be received by the Department at the address specified under clause 1.39 above. In the event of the specified date for the submission of Bids being declared a holiday for the Department, the Bids will be received up to the appointed time on the next working day.
- 1.44. The Department may, at its discretion, extend this deadline for submission of bids by amending the bid documents in which case all rights and obligations of the Department and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

Late Bids

- 1.45. Any bid received by the Department after the deadline for submission of bids prescribed by the Department, will be rejected and/or returned unopened to the Bidder.

Modification and Withdrawal of Bids

- 1.46. The Bidder may modify or withdraw its bid after the bid's submission, provided that written notice of the modification or withdrawal is received by the Department prior to the deadline prescribed for submission of bids.
- 1.47. The Bidder's modification or withdrawal notice shall be prepared, sealed, marked and dispatched in accordance with the provisions of clause 6. A withdrawal notice may also be sent by fax, followed by a signed confirmation copy, post marked not later than the deadline for submission of bids.
- 1.48. No bid may be modified subsequent to the deadline for submission of bids.
- 1.49. No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of period of bid validity specified by the Bidder on the Invitation to Bid form.

EVALUATION OF BIDS

Clarification of Bids

- 1.50. During evaluation of bids, the Department may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing.

Preliminary Examination

- 1.51. The Department will examine the bids to determine whether they are complete, whether they meet all the conditions of the Contract and Technical Specifications and whether any computational errors have been made, whether the documents have been properly signed, and whether the bids are generally in order.
- 1.52. Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words shall prevail. If the supplier does not accept the correction of errors, its bid may be rejected.
- 1.53. If a bid is not responsive and not fulfilling all the conditions of the Contract and not meeting Technical Specifications, it will be rejected by the Department and may not subsequently be made responsive by the Bidder by correction of the non-conformity.

Evaluation and Comparison of Bids

- 1.54. The Department will evaluate and compare the financial bids only of those Bidders whose Technical Bid has been accepted by the Department.
- 1.55. The Department's evaluation of a financial bid will take into account information to be provided on the SBD 3.3.

Contacting the Department

- 1.56. Subject to clause 1.1 above, no Bidder shall contact the Department on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded. If the bidder wishes to bring additional information to the notice of the Department, it should do so in writing.
- 1.57. Any effort by a Bidder to influence the Department in its decisions on bid evaluation, bid comparison or contract award may result in rejection of the Bidder's bid.

AWARD OF CONTRACT

Post qualification

- 1.58. The Department will determine to its satisfaction whether the Bidder that is selected as having submitted the highest evaluated responsive bid meets the criteria specified in these documents, and is qualified to perform the contract satisfactorily.
- 1.59. The determination will take into account the Bidder's financial, technical and production capabilities. It will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the bidder, as well as such other information as the Department deems necessary and appropriate.
- 1.60. An affirmative determination will be a prerequisite for award of the Contract to the Bidder. A negative determination will result in rejection of the Bidder's bid, in which event the Department will proceed to the next highest evaluated bid to make a similar determination of that Bidder's capabilities to perform the contract satisfactorily.

Department's right to vary Quantities at Time of Award

- 1.61. The Department reserves the right at the time of Contract award to increase or decrease the quantity of the services originally specified in the Terms of Reference without any change in unit price or other terms and conditions.

Department's right to accept or reject any or all Bids

- 1.62. The Department reserves the right to:
 - Accept or reject all or individual items of this bid;
 - Accept one or more bids submissions reject individual items;
 - Request clarification or further information regarding any item in the Proposal;
 - Request further information from any bidder after the closing date;
 - Accept a bid that may not reflect the lowest pricing;
 - Consider any bid that may not conform to any aspect of this bid;
 - Annul the tender process and reject all bids at any time prior to contract award;
 - Consider such alternate services, terms or conditions that may be offered, whether such offer is contained in a Proposal or otherwise;
 - Award the contract or any part thereof to one or more bidders; without thereby incurring any liability to the affected Bidder or bidders.

Notification of Award

- 1.63. Prior to the expiration of the period of bid validity, the Department will notify the successful bidder in writing by registered letter or email, to be confirmed in writing by letter, that its bid has been accepted.
- 1.64. The notification of award will constitute the formation of the Contract.

Signing of Contract

- 1.65. At the same time as the Department notifies the successful bidder that its bid has been accepted, the Department will send the bidder the Contract Form provided in the tender documents, incorporating all agreements between the parties.
- 1.66. Within 2 days of receipt of the Contract Form, the successful bidder shall sign and date the Contract Form and return it to the Department.

Termination of Service

- 1.10. In case of any failure to comply with any of the conditions of the contract or unsatisfactory rendering of service, the stipulation of the General Conditions of Contract and the Special Conditions of Contract, shall be applicable.
- 1.11. Should the Department, after a reasonable period of notice, of not less than seven days, in writing, depending upon the circumstances, call upon the service provider to comply with any of the conditions and should he/she fail to do so, the Department shall, without prejudice to any of its rights be entitled to cancel the contract, and to claim from the service provider any damage or loss that might have been suffered, including any additional expense incurred by it having either to invite fresh bids or to accept any less favourable bid.

Unsatisfactory Performance

- 1.12. Failure to comply with the conditions of the contract, the Department shall be entitled, without prejudice to its other rights, to cancel the contract in terms of the General Conditions of Contract. Delays beyond time limits and timeframes agreed upon between the parties. Failure to meet the performance standards indicated in the contract

Assignment

- 1.13. The contractor shall not, without prior written authority of the Department, cede, assign or transfer its rights or obligations in respect of this contract or any part thereof or any share of interests herein, directly or indirectly, to any person, firm or organization whatsoever.



home affairs

Department:
Home Affairs
REPUBLIC OF SOUTH AFRICA

TERMS OF REFERENCE
DHA08-2022

THE APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO DESIGN, BUILD AND SUPPLY VIRTUAL INTERACTIVE SELF-SERVICE MACHINES (KIOSK) TO HOST LIVE CAPTURE SYSTEM FOR THE APPLICATION, PROCESSING AND COLLECTION OF SMART ID CARDS AND PASSPORTS FOR THE PERIOD OF THREE (3) YEARS, WITH AN OPTION TO RENEW FOR ADDITIONAL TWO (2) SUBJECT TO AVAILABILITY OF FUNDING AND SATISFACTORY SERVICE.

CLOSING DATE AND TIME OF BID:

01 July 2022 at 11h00

Bidders are invited to a non-compulsory virtual (Microsoft Teams) briefing session that will be held as follows:

Date and time: Friday, 10 June 2022 at 10h00.

Interested bidders must submit an email requesting the link to the virtual meeting on or before Wednesday, 08 June 2022.

BID VALIDITY PERIOD: 90 DAYS

**Department of Home Affairs
Supply Chain Management**

TERMS OF REFERENCE

1. Objectives

The objectives (aim) of this tender are:

The appointment of a service provider to design, build and supply virtual interactive self-service machines prototype (kiosk) to host Live Capture System and National Population Register for the application and processing of smart id cards and passports and for the reprint of birth, marriage and deaths certificates for a period of three (3) years, with an option to renew for additional two (2) years subject to availability of funding and satisfactory service.

2. Background

Government policies places an obligation on the Department of Home Affairs to improve access to its services and to address past imbalances that still exist in previously disadvantaged communities. In fulfilling its regulatory obligations, the department adopted a multi-channel strategy that uses complimentary access channels which combines the use of traditional walk-in offices, mobile units and more innovative mechanisms such as the use of information and communication technology to improve access to its services.

The department adopted and rolled-out modernization programme in 2013/14 financial year which sought to professionalise its staff; integrate and digitize its systems; and transforming the way it delivers services against its security and service delivery mandates. The ultimate goal the department needed to attain through modernisation programme was the automation of its business processes and move from paper-based environment to paper-less environment, reduce service delivery turnaround times, enable e-government and e-commerce through the provision of digital identity, integrated and interoperable systems, provide secure electronic versions of DHA products, enhance the environment of service delivery through the modernisation of offices and the provision of alternative service delivery channels at which members of the public can convert their Green ID Book to a Smart ID Card. Modernisation of the department's offices since inception has significantly reduced the processing and turnaround times for Smart ID Cards and Passports, eliminated paper-based front office processes, incorporated digital photos and fingerprints and electronic payments.

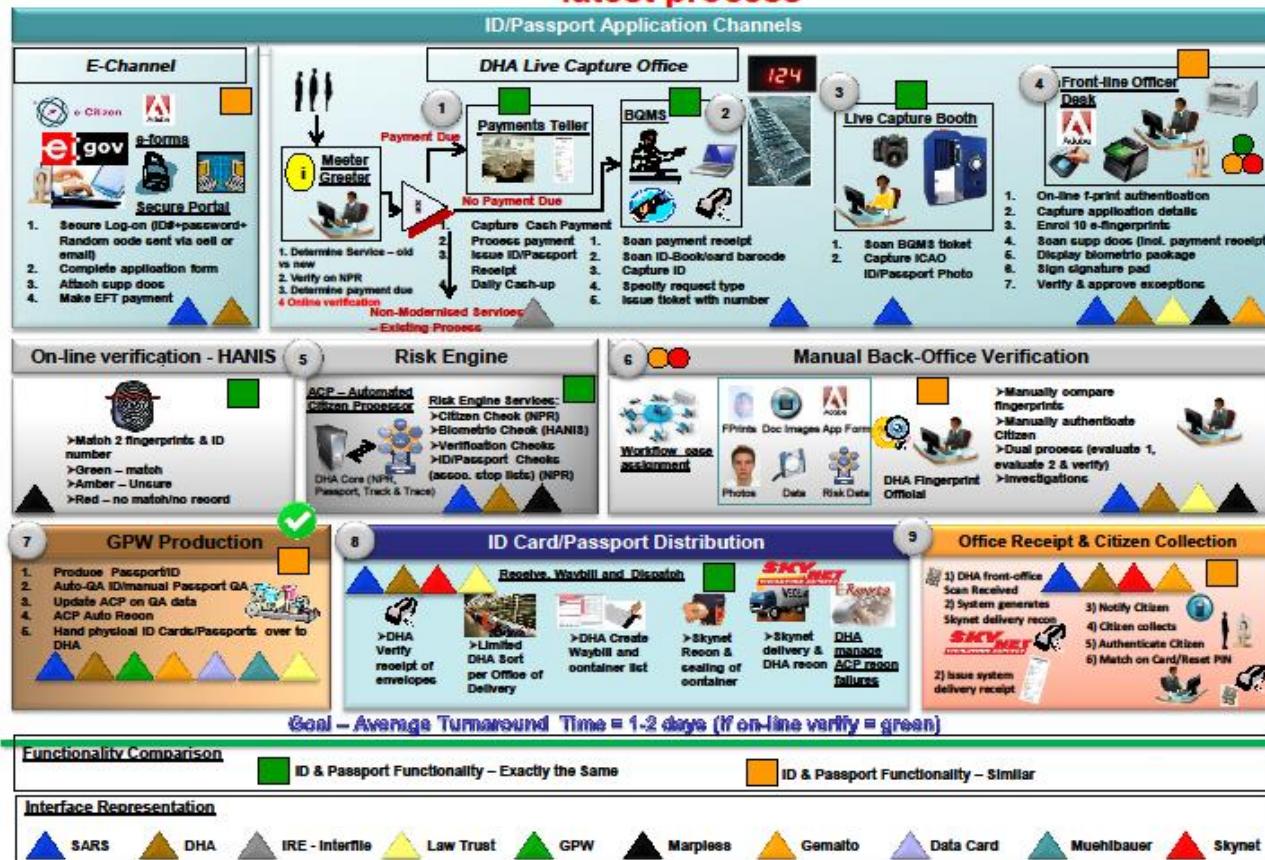
However, the department has not managed to modernize all its offices for the provision of Smart ID cards and passport due office space constraints, and this has created an unfair and unequal provision and access to these services. The Constitution obligates the department to provide equitable services to its beneficiaries. The department envisaged to acquire fit-for-purpose office accommodation that will facilitate modernization of all its office environment while providing an alternative digital channel for the application of Smart ID cards and passports in modernized and non-modernised offices in order to reduce queues, increase services access hours because of this self-service options.

Given the minimum capacity requirements of offices for the installation of Live Capture system, most of the offices do not have the required capacity to accommodate the system. These constraints called for a different approach for the department to look at multiple channels in which to roll-out Live Capture with the view to replace the green bar-coded Identity books and eventually phasing it out. These channels include eChannel, mobile solution and by partnering with other stakeholders to obtain additional office space for both footprint expansion as well as a partner in their roll-out using e-Channel.

Currently the smart ID card system co-exists with the green ID book system. This dual identity system poses a security risk to the country in that the existing green ID book is famously easy to forge. The intention of introducing the smart ID card system was to cut down on the use of fake or stolen identity documents as the smart ID card is impossible to forge and contribute to a continued drive to combat identity fraud and theft. In view of the risk posed by the dual system in the issuance of identity documents, there is a need to reduce the time it will take the country to have the green-barcoded ID replaced and phased out completely from the system. There is a need for accelerated roll out so that the department can replace the green-bar-coded identity book in the shortest space of time and as soon as virtual interactive self-service machines (KIOSK) are rolled out to non-modernised offices, the replacement of green ID books will be much quicker and convenient.

In view of the above, the department of Home Affairs seeks the services of a service provider to design, build and supply virtual interactive self-service machine (KIOSK) prototype to host Live Capture System that will allow customers to complete and submit an electronic application for Smart ID Cards and passports and for the reprint of birth, marriage and death certificates without assistance from the department, the process that includes capturing of biometric information, fingerprint verification, capture photos and fingerprints, scanning or uploading of supporting documents, collection of Smart ID Cards, and service payment in a single transaction. The scope of modernization covered several projects including development of the Live Capture system used for processing and issuance of Smart ID Cards and Passports. Live Capture system consist of several phases of an application with various functions executed in each phase of the Smart ID card and Passport application as depicted in the figure below.

Updated ID & Passport "Live Capture" Solution Overview – update with latest process



The figure provides an overall life cycle of the production of Smart ID cards and Passport from front end to back and to the issuance of the final product to the customer. The service provider is expected to design a virtual interactive self-service machine (kiosk) prototype that will allow the integration of the functions of the phases of Smart ID Cards and Passport into a single interactive multifunction machine that performs multiple functions in a synchronized manner and based on the business processes and functions outlined in the high-level process above. Thus, the virtual interactive self-service machine must be designed to accept different types of components to fit the department's requirements, including biometric capturing and verification, scanning, **card only** payment, printing, collection and scanning. The interactive kiosk must be designed such that it can accommodate equal access for people with disabilities. The KIOSK must also have the document printing capability for the certificates.

3. Scope and Extent of the Tender

The scope of work to be undertaken by the Service Provider upon appointment will include the design of the virtual interactive self-service machine (kiosk) prototype to facilitate the adoption of the preliminary version of the interactive kiosk by the department. The following elements are covered in the scope for the design of the virtual interactive self-service machine (kiosk):

- a) Aesthetic and functional design: The design of the enclosure of the virtual interactive self-service machine (kiosk) to and brand recognition by the department.
- b) Manufacturing materials and production: Appropriate manufacturing processes to be used during construction of the kiosk should be clearly articulated (i.e., sheet-metal, thermoformed plastic, etc.).
- c) Virtual interactive self-service machine (kiosk) software and applications: The software program and kiosk software configuration should be aligned to DHA ICT environment for Live Capture system to enable the interactive function of the kiosk hardware and the clients in the application and printing process.
- d) Graphic messaging: Appropriate graphic messaging to communicate with the department's customers should be designed and incorporated to allow for the client to communicate directly with the machine in the processing of Smart ID Cards and Passports.
- e) Maintenance and thermal design: Maintenance and thermal design for maximisation of up-time (the time between failures or crashes) should be determined and clearly outlined.
- f) Component specification and configuration: Specifications of standard components for the interactive kiosk should be clearly defined and described and should include the following minimum components:

- 32-inch industrial grade LCD Touch screen,
- Proximity sensor,
- Personal computer,
- Virtual Keyboard,
- FBI certified single fingerprint scanner FAP 30,
- Ability to integrate FBI certified slap scanner,
- Minimum 5MP camera with liveness detection,
- Signature pad,
- Point of Sale device (integrated, PCI and unattended Certified for RSA use),
- 80mm thermal receipt printer,
- A5 document printer for printing security documents utilizing DHA security paper,
- A4 document scanner,
- ID and Passport document scanner,
- 1D and 2D Barcode reader,
- Power management/ UPS,
- Future abilities to include ID Card dispensing,
- Secure kiosk body that protects access to components,
- Alerting systems for:
 - Tilt and tamper detection,
 - Detection when doors are opened,
 - Detection when devices are not functioning as expected,
 - Centralized alerting and management for the above.

g) Monitoring systems for kiosks in real-time including monitoring of:

- All kiosk hardware items and all kiosk's software and applications indicating their status,
- Centralized monitoring providing health status of all kiosk hardware, inventory and applications,
- Provision of real-time status of transactions completed,
- Replenishment management for receipt and security paper,
- Management and redistribution of placed orders to the divisions within DHA,
- Ability to remotely manage and update kiosk software,
- Remote management of digital signage on Kiosks,
- Full biometric verification facilities utilizing fingerprint and facial verification,

- Full compliance to POPI Act.
- h) Ability to integrate into external systems.
- i) The components of the virtual interactive self-service machine (kiosk) must conform to the department hardware specifications.
- j) Network solution: The virtual interactive self-service machine (kiosk) must have the capability to connect to dual network connectivity solution, that is, the Local area network (LAN) and wireless network connectivity (LTE).
- k) Ergonomic: The virtual interactive self-service machine should be designed for efficiency which should ensure comfortable and easy accessibility by the department's customers.
- l) Regulatory compliance: Design and construction of virtual interactive self-service machine (kiosk) prototype must conform to the regulations, including disability regulations, electrical standards, payment card certification, etc.
- m) Interface design: Appropriate buttons required for the virtual interactive self-service machine and simpler decision trees such as catchy attractive animations and short dwell times should be designed rather than designing for a web or computer-based interactive.
- n) Durability: The intended location of the kiosk will largely influence the construction as materials and electronic requirements are significantly different for indoor vs. outdoor kiosks. The durability of the machine should be that which will be durable in both indoor and outdoor environments.
- The development of the lifecycle plans for the interactive kiosk.
- The development of the single point of contact for reporting, maintenance breakdown issues, dispatching maintenance response, and tracking of the executing of maintenance orders in terms of completeness and quality. Suppliers must have capability to centrally monitor all kiosks deployed on a 24-hour basis, 365 days per year, through centralized online support services managed from a central point, with disaster recovery systems in place to allow for continued monitoring and support in the event of an outage at the primary monitoring site.
- Suppliers must have the ability to provide 1st, 2nd, and 3rd level support on a national level.
- The development of the comprehensive virtual interactive self-service machine (kiosk) management service plan and its implementation over the full contract period; and
- Monthly reporting of the design and development, management services in terms of implementation and financial progress against the development of the kiosk and maintenance plans.

The appointed Service provider will be required to develop a concept approach of the virtual interactive self-service machine that combines all components and factors listed above and assign timelines for completion of each task. These must be presented in the form of a work plan that will be reviewed and approved by the department.

4. Special Conditions of Contract

To achieve the above the successful bidder will be required to meet the following requirements:

- The service provider(s) may not recruit or shall not attempt to recruit a permanent employee of the Department of Home Affairs for purposes of preparation of the BID or for the duration of the execution of this contract or any part thereof.
- The bidders are requested to submit with their bids the detailed specifications, design layout of the virtual interactive self-service machine (kiosk) and catalogues.
- The successful service provider will be required to provide onsite support and the capability to support and maintain the virtual interactive self-service machine (kiosk).
- The bidders must be in good standing with original equipment manufacturer (OEM), in cases where the service provider is not the OEM.
- The bidders must physically demonstrate the previously built kiosk in other environments to demonstrate capabilities in the provision of a similar services
- The successful service provider will design, development and test one (1) virtual interactive (prototype) self-service machine and once piloted and approved, will manufacture the number that the department will require. The contract will be a usage-based contract (as and when required).
- The service provider must reflect the above in the form of proposal to execute the project with a clear and articulate approach and methodology.
- Performance will be reviewed monthly, quarterly and annually. Should performance be below the required standard according to the work plan, or should project funds not be available, the contract may be terminated through a written notification.
- Adequate opportunity to improve performance will be provided to the service provider through written notices of poor performance.
- The service provider is to submit a close-out report in the format provided by the department within 20 working days before the last day of the project.
- Upon appointment, the service provider is to liaise with the department to agree on the date for submission of the project approach.
- The Department would order the KIOSKS as and when required, which will be informed by its roll out plan and funds.

5. Tender Deliverables / Outputs and Timeframes

5.1. The primary deliverables to be achieved

- A three (3) year valid contract and/or SLA between the department and the appointed service provider.
- The contract shall become valid as soon as the Service Provider has been appointed and an agreement signed for a period of three (3) years.
- A successful implementation of the virtual interactive self-service machine (kiosk).
- The contract will be a usage-based contract (as and when required).

6. Logistics and Timing

6.1 Project location(s):

- The service provider shall execute all work relating to the project in both the department's head office, offices throughout the country and possibly in Missions abroad subject to approval by the State Security Agency.

6.2 Expected commencement date and project period:

- The Service Provider will be required for the period of three (3) years commencing on the signing of the Service Level Agreement (SLA) by both parties.
- The project will commence once both parties has signed the SLA.

6.3 Fee structure

- A detailed pricing schedule inclusive of professional fees, equipment cost and overheads is to be provided by the service provider and should cover the following minimum cost structures:
 - Price per unit item of the virtual interactive self-service machine (kiosk)
 - Design of the prototype for the virtual interactive self-service machine (kiosk)
 - Deployment and testing of the kiosk
 - Support and maintenance
- The price provided should be VAT inclusive and will be used for price comparison during the evaluation of the bid. The disbursement fees will be paid by the Department as and when required, based on the claim provided. **Annexure A** must be completed and the total price must be indicated in the SBD 3.3 form. The successful Bidders will be paid for service rendered and the Department would order the KIOSKS as and when required, which will be informed by its roll out plan and funds. (The price should be in South African Rand, ZAR)

6.4 Briefing (pre-bid) session

- A non-compulsory virtual briefing session will be held on 10 June 2022 at 10:00 am.

7. EVALUATION CRITERIA

The evaluation criteria to be used for this bid are aligned to the Preferential Procurement Framework Act (2000) and Preferential Procurement Regulations (2017) and this bid will be evaluated according to the evaluation criteria outlined below:

Stage	Description	Applicable for this bid
Stage 1A	Initial screening process / compliance with bid requirements	Yes
Stage 1B	Pre-qualification criteria	Yes
Stage 2	Mandatory requirement	Yes
Stage 3	Technical Functionality requirement evaluation	Yes
Stage 4	Site inspection/visit	Yes
Stage 5	Price / B-BBEE evaluation	Yes

Stage 1A: Initial screening process / compliance with bid requirements

- Verification of service provider(s) compliance with bid requirements / initial screening process.

Stage 1B: Pre-qualification criteria

- Service provider(s) **must** indicate their compliance with the following pre-qualification requirements in terms of Regulation 4 of the Preferential Procurement Regulations 2017 and provide proof.
- Failure to submit proof requested will invalidate the bid.
- If a service provider is bidding as a consortium or joint venture (including unincorporated consortia and joint ventures) they must submit a consolidated B-BBEE Status Level Verification Certificate.
- Only the following tenderers may respond to this request:

Pre-qualification criteria	Comply	Do not comply
Bidders must have a minimum of level 5 status, that is, a level 1 to 5 status level contributor		
EVIDENCE: Bidders must submit a valid copy of SANAS B-BBEE certificate or a valid B-BBEE certificate issued by the Companies and Intellectual Property Commission or a valid Sworn Affidavit signed by the representative and attested by a Commissioner of Oath		

- Compliance with pre-qualification requirements. Bidders who fail to meet the pre-qualification requirements will be disqualified.
- Service providers who meet the pre-qualification criteria will be evaluated further in terms of the evaluation criteria stipulated in this tender including technical specifications, functionality, site inspection and preference point system in terms of regulations 6 and 7 of the Preferential Procurement Regulation, 2017.

Stage 2: Mandatory requirement (Bidders will be disqualified if not met)

Mandatory requirement	Comply	Do not comply
The bidders must be in good standing with Original Equipment Manufacturer (OEM), in cases where the bidder is not the OEM. Otherwise, a letter signed by the Bidder confirming that they are an OEM		
EVIDENCE: Letter of certification from OEM / or a letter signed by the Bidder confirming that they are an OEM		

Stage 3: Technical Functionality requirement evaluation

- The functional proposal will be evaluated out of 70 points with a minimum threshold of 45 points.
- Bidders that score 45 points and more will be called for presentation and site inspection on the design layout/drawing of the virtual interactive self-service machine (kiosk).
- Bidders that score less than minimum of 45 points will be disqualified.
- The bid will be evaluated on functionality and scored by evaluation panel according to the evaluation criteria indicated below:

Evaluation Criteria	Value Rating	Total
Total Functionality: Clear approach setting out the manner in which the bidder intends to satisfy the requirements outlined in the Scope of Work, outlining clearly, the design and development of the virtual interactive self-service machine (kiosk) the infrastructure set-up of the machine, Software, applications and hardware, system interface, system/function integration, business intelligence, materials for manufacturing/construction of the machine, etc, including the proposed action plan for the implementation of the project. The approach should cover all elements listed in section 3 a) to k). <ul style="list-style-type: none"> • Excellent understanding of what is required in the terms of reference and 	Project approach and implementation Plan 25 Points	25

<ul style="list-style-type: none"> proposed plan of action; • Good understanding of what is required in the terms of reference and proposed plan of action; • Satisfactory understanding of what is required in the terms of reference and proposed plan of action; • Poor understanding of what is required in the terms of reference and proposed plan of action; • No relevant information provided 	20 Points 15 Points 10 Points 0 Point	
Company Experience on the design and development of a virtual interactive self-service machine (KIOSK) and or similar projects:		30
<ul style="list-style-type: none"> • 3 or more reference letters • 2 reference letters • 1 reference letter • No reference letter 	30 Points 20 Points 10 Points 0 Point	
Provide signed contactable reference/s indicating acceptable level of performance (letterhead letter and email address).		
Draft design layout/drawing of the interactive self-service kiosk, list the components in the design and provide narrative of what the machine covers	Draft design layout/Drawing	15
<p>The following measuring criteria will apply:</p> <ul style="list-style-type: none"> • Excellent design layout/ drawing with 12 or more components listed in section 3f of the design • Good design layout/drawing with 8 or less than 12 components listed in section 3f of the design • Poor design layout/drawing with less than 8 components listed in section 3f of the design • No design /information provided 	15 Points 10 Points 5 Points 0 Point	
Total Functionality		70

Stage 4 - Site inspection/visit

- The functional proposal and site inspection/visit will be evaluated out of 100 points. Bidders must score a minimum of 70 points on functionality and Site inspection/visit to qualify for further evaluation on price and preference points.

Presentation and Demonstration	Value Rating	Total
Site Visit – Presentation on how the service provider will design the virtual interactive self-service machine (kiosk) prototype and how it will operate. <ul style="list-style-type: none"> • Excellent understanding of the Virtual Machine solution and hardware requirements • Good understanding of the Virtual Machine solution and hardware 	15	15

<p>requirements</p> <ul style="list-style-type: none"> • Poor understanding of the Virtual Machine solution and hardware requirements. • No presentation done or no understanding of the Virtual Machine solution and hardware requirements <p>(A copy of the presentation to be provided to the Department after the meeting)</p>	10 5 0	
<p>Site Visit - Demonstration of the previously built Kiosk in other environment</p> <ul style="list-style-type: none"> • Previously built kiosk aligns or similar to the concept of DHA virtual interactive self-service kiosk • Previously built kiosks do not align or not similar to the concept of DHA virtual interactive self-service machine (kiosk) 	15 0	15
<p>Total Functionality</p>		30

Stage 5: Price / B-BBEE evaluation

- Bids will then be evaluated in accordance with the prescripts of the Preferential Procurement Policy Framework Act (PPPFA) and the associated Preferential Procurement Regulations of 2017, which stipulate a 80/20 preference point system is applicable up to a rand value of R50 million (all applicable taxes included).
- The following criteria will be used in particular as the criteria for appointment, apart from those laid down in the Preferential Procurement Regulations, 2017, pertaining to the Preferential Procurement Policy Framework Act 5 of 2000.
- Where B-BBEE points are claimed, a **valid SANAS** B-BBEE Status Level Verification certificate, with the exception of EME's and QSE's who are required to submit sworn affidavit in terms of Code of Good Practice. The sworn affidavit must be signed by the EME representative and attested by a Commissioner of oath.
- The points for this bid are allocated as follows:

No.	Components	Points
1.	Price	80
2.	Preferential points: B-BBEE	20
	Total	100

ANNEXURE A

- **Bidders must provide a VAT Inclusive price**
- **The disbursements will be paid based on actual claim provided using the following:**
 - **Flight cost – Economy class**
 - **Travelled by car - Kilometres AA rate**
 - **Accommodation not more than 3 star or equivalent to National Treasury rates.**

Item	Year 1	Year 2	Year 3	Total
Price per unit item of the virtual interactive self-service machine (kiosk)				
Design of the prototype for the virtual interactive self-service machine (kiosk)				
Deployment and testing of the kiosk				
Support and maintenance				
Total				

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

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

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

Full Name	Identity Number	Name of State institution

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

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

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

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

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

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

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

PRICING SCHEDULE (Professional Services)

NAME OF BIDDER:

BID NO: DHA08-2022

CLOSING TIME 11:00

CLOSING DATE: 01 JULY 2022

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION **(ALL APPLICABLE TAXES INCLUDED)	BID PRICE IN RSA CURRENCY
------------	--	---------------------------

4. PERSON AND POSITION HOURLY RATE DAILY RATE

----- R----- R-----
----- R----- R-----
----- R----- R-----
----- R----- R-----

5. PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT

----- R ----- days
----- R ----- days
----- R ----- days

----- R----- days

5.1 Travel expenses (specify, for example rate/km and total km, class of air travel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
-----	-----	-----	R.....
-----	-----	-----	R.....
-----	-----	-----	R.....
-----	-----	-----	R.....

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

5.2 Other expenses, for example accommodation (specify, eg. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
-----	-----	-----	R.....
-----	-----	-----	R.....
-----	-----	-----	R.....
-----	-----	-----	R.....

TOTAL: R.....

6. Period required for commencement with project after acceptance of bid

7. Estimated man-days for completion of project

8. Are the rates quoted firm for the full period of contract? *YES/NO

9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.

*[DELETE IF NOT APPLIC

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

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

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

1. GENERAL CONDITIONS

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

- 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 **exceed** R50 000 000 (all applicable taxes included) and therefore the **90/10** 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:

	POINTS
PRICE	90
B-BBEE STATUS LEVEL OF CONTRIBUTOR	10
Total points for Price and B-BBEE must not exceed	100

- 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.

2. DEFINITIONS

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

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20	or	90/10
--------------	-----------	--------------

$$Ps = 80 \left(1 - \frac{Pt - P \min}{P \min} \right) \quad \text{or} \quad Ps = 90 \left(1 - \frac{Pt - P \min}{P \min} \right)$$

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmin = Price of lowest acceptable bid

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 (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	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	NO		
-----	----	--	--

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	NO		
-----	----	--	--

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 WITH REGARD TO 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 property
- 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 BIDDER(S)

DATE:

ADDRESS

.....

DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS

This Standard Bidding Document (SBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2017, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

1. General Conditions

- 1.1. Preferential Procurement Regulations, 2017 (Regulation 8) make provision for the promotion of local production and content.
- 1.2. Regulation 8.(2) prescribes that in the case of designated sectors, organs of state must advertise such tenders with the specific bidding condition that only locally produced or manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for tenders referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = [1 - x / y] * 100$$

Where

- x is the imported content in Rand
- y is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) on the date of advertisement of the bid as indicated in paragraph 3.1 below.

The SABS approved technical specification number SATS 1286:2011 is accessible on <http://www.thedti.gov.za/industrial development/ip.jsp> at no cost.

1.6. A bid may be disqualified if this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation;

2. The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:

<u>Description of services, works or goods</u>	<u>Stipulated minimum threshold</u>
--	-------------------------------------

_____ %

_____ %

_____ %

3. Does any portion of the goods or services offered have any imported content?
(Tick applicable box)

YES		NO	
-----	--	----	--

3.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on www.resbank.co.za

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

4. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the dti must be informed accordingly in order for the dti to verify and in consultation with the AO/AA provide directives in this regard.

LOCAL CONTENT DECLARATION

(REFER TO ANNEX B OF SATS 1286:2011)

**LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY
RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR
MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION,
PARTNERSHIP OR INDIVIDUAL)**

IN RESPECT OF BID NO.

ISSUED BY: (Procurement Authority / Name of Institution):

NB

1 The obligation to complete, duly sign and submit this declaration cannot be transferred to an external

authorized representative, auditor or any other third party acting on behalf of the bidder.

2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on http://www.thedi.gov.za/industrial_development/ip.jsp. Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, (full names),

do hereby declare, in my capacity as

of(name of bidder entity), the following:

(a) The facts contained herein are within my own personal knowledge.

(b) I have satisfied myself that:

(i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and

(c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 3.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

Bid price, excluding VAT (y)	R
Imported content (x), as calculated in terms of SATS 1286:2011	R

Stipulated minimum threshold for local content (paragraph 3 above)	
Local content %, as calculated in terms of SATS 1286:2011	

If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above.

The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 3.1 above and the information contained in Declaration D and E.

- (d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.
- (e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 14 of the Preferential Procurement Regulations, 2017 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

SIGNATURE: _____

WITNESS No. 1 _____

DATE:

WITNESS No. 2 _____

DATE:

Annex C

Local Content Declaration - Summary Schedule