



**REQUEST FOR QUOTATION FOR GOODS AND SERVICES FOR AIR TRAFFIC AND NAVIGATION SERVICES**

<b>RFQ REFERENCE NUMBER:</b>	<b>ATNS/IT/RFQ10/2022/23 _ADVISORY_SERVICES</b>
<b>CLOSING DATE:</b>	<b>29 JULY 2022</b>
<b>CLOSING TIME:</b>	<b>15h00, CAT</b>
<b>COMPULSORY BRIEFING SESSION:</b>	<b>N/A</b>
<b>QUOTATION VALIDITY PERIOD:</b>	<b>90 Days</b>
<b>DESCRIPTION:</b>	<b>APPOINTMENT OF EXPERIENCED SERVICE PROVIDER FOR THE PROVISION OF INFORMATION TECHNOLOGY ONLINE RESEARCH DATABASE AND ADVISORY SERVICES TO ATNS FOR PERIOD OF 36 MONTHS</b>
<b>RFQ DOCUMENTS MAY BE ADDRESSED TO:</b>	<p><b>Procurement Officer: Thabo Maribe</b>  <b>ATNS Company Limited,</b>  <b>Eastgate Office Park, Block C,</b>  <b>South Boulevard Road,</b>  <b>Bruma,2298</b></p> <p><b>Email address: Thabom@atns.co.za</b></p> <p><b>NB: Please note our emails can only receive documents that are less 5MB, if documents are more, please send them in separate emails</b></p>
<b>REQUIRED DOCUMENTS</b>	<p><b>RETURNABLE</b></p> <ul style="list-style-type: none"> <li>• Valid Tax Pin Status</li> <li>• Valid BEE Certificate or Sworn Affidavit –</li> </ul>



	<p><b>Certified</b></p> <ul style="list-style-type: none"> <li>• <b>Banking Details With a Bank Stamp</b></li> <li>• <b>CSD Report</b></li> <li>• <b>Completed SBD Forms</b></li> <li>• <b>Quotation on The Company Letterhead</b></li> <li>• <b>CK Documents</b></li> <li>• <b>Company Profile</b></li> </ul>
<p><b>MANDATORY DOCUMENTS:</b></p> <p><b>RETURNABLE</b></p>	<ul style="list-style-type: none"> <li>• <b>Service Provider to submit proof that Information Technology (IT) employees will have Access to IT online research database and advisory services.</b></li> <li>• <b>Service Provider to submit proof that IT employees will have Access to Live / Online learning Events for IT.</b></li> <li>• <b>Service Provider to provide Membership for IT research and advisory services</b></li> </ul>
<p><b><u>PLEASE NOTE:</u></b></p> <p><b>ATNS RESERVES THE RIGHT TO APPOINT MORE THAN ONE SERVICE PROVIDERS</b></p>	
<p><b>PROCUREMENT OFFICER:</b></p>	<p><b>Thabo Maribe</b></p>
<p><b>TELEPHONE:</b></p>	<p><b>011 607 1475</b></p>
<p><b>E-MAIL:</b></p>	<p><a href="mailto:Thabom@atns.co.za">Thabom@atns.co.za</a></p>
<p><b>The ATNS requests your quotations on the services listed hereunder and/or on the available RFQ forms. Please furnish all information as requested and return your proposal on the date stipulated. Late and incomplete / missing documentations will invalidate the proposal submitted. ATNS is not obliged to accept the lowest or any submission received. ATNS reserves the rights to accept the whole or any portion of a quotation.</b></p> <p><b>This RFQ will be evaluated on the basis of the 80:20-point system as stipulated in the ATNS' Procurement Policies and Procedures.</b></p>	



**BIDDING STRUCTURE**

<b>Indicate the type of Bidding/Tendering Structure by marking with an 'X'</b>	
<b>Individual Bidder</b>	
<b>Joint Venture</b>	
<b>Consortium</b>	
<b>With Sub-Contractors</b>	
<b>Other</b>	
<b>If Individual:</b>	
<b>Name of Bidder</b>	
<b>Registration Number</b>	
<b>VAT Registration Number</b>	
<b>Contact Person</b>	
<b>Telephone Number</b>	
<b>Fax Number</b>	
<b>Cell Number(s)</b>	
<b>E-mail Address</b>	
<b>Postal Address</b>	
<b>Physical Address</b>	
<b>If Joint Venture or Consortium, indicate the name/s of the partners:</b>	
<b>Company Name</b>	
<b>Registration Number</b>	
<b>VAT Registration Number</b>	
<b>Contact Person</b>	
<b>Telephone Number</b>	
<b>E-mail Address</b>	
<b>Fax Number</b>	
<b>Postal Address</b>	
<b>Physical Address</b>	



## 1. Purpose of the Request for Quotations

1.1 Air Traffic and Navigation Services SOC (herein this document referred to as “ATNS”) seeks to identify and appoint suitable supplier for the provision of Information Technology Online Research Database and Advisory Services to ATNS for period of 36 months

1.2 The purpose of this RFQ is to contract with a suitably qualified supplier with specific product knowledge and the requisite capacity to execute this project within the desired quality, scope, timeframe and cost-effectiveness for ATNS

## ANNEXURE A: SCOPE OF WORK

### 1. EXTENT OF WORK

#### 1.1 SCOPE OF WORK

The successful service provider will be required to perform the following services:

- Membership for specified ATNS personnel;
- Online IT research database access, that is aligned with best practices, associated products, benchmarked with similar industries, peer-reviewed and aligned with historical and latest global market trends;
- Advisory services to IT that is objective and independent, guide IT in the decision-making process;
- Access to seminars, conferences, boot camps, teleconferences, webcasts, webinars, white papers etc. that will allow ATNS to actively participate in knowledge sharing and collaboration.



## ANNEXURE B: PRICING SCHEDULES.

Description	Qty	Year 1	Year 2	years 3
CIO membership fees	1			
Research database access	7			
			<b>Total Cost for 3 years Excl. VAT</b>	

Ad Hoc Services				
Description	Qty	Year 1	Year 2	years 3
Advisory Services (Consulting) per hour	1			
Access to Live /Online learning Events				
Costs Events live/ Online	1			

<b>Total overall price for over three (3) years excluding VAT</b>	
<b>Total overall price for over three (3) years Including VAT</b>	

### Bidders to also note –

Remuneration of consultants - Consultants may only be remunerated at the rates:

- determined in the “Guideline for fees” issued by the South African Institute of Chartered Accountants (SAICA);
- set out in the “Guide on Hourly Fee Rates for Consultants” by the Department of Public Service and Administration (DPSA); or
- prescribed by the body regulating the profession of the consultant; e.g. Law Society of South Africa. Proof of the latest approved rates should be attached.



NAME OF THE COMPANY.....

DESIGNATION.....

SIGNATURE.....

CSD NUMBER.....

**The Evaluation of the RFQ:**

<b>Stage 1</b>	<b>Acquisition strategy ( BBBEE Level 1 to 4)</b>
<b>Stage 2</b>	<b>Mandatory Requirements</b>
<b>Stage 3</b>	<b>Technical Functionality Evaluation</b>
<b>Stage 4</b>	<b>Price and B-BBEE</b>

**STAGE 1**

***Preferential Procurement Reform:***

**The Preferential Procurement Regulations, 2017 pertaining to the Preferential Procurement Policy Framework Act, Act No 5 of 2000.**

ATNS Preferential Procurement (PP) requirements as per the ATNS Supply Chain Management Policy which states that ATNS shall deal with suppliers in accordance with the B-BBEE Codes of Good Practice will be taken into consideration. In particular, ATNS shall deal with local B-BBEE suppliers with a B-BBEE contribution of level **1 to level 4**.

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

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



All responsive tender offers shall be evaluated in terms of functionality and scoring system for Price and B-BBEE. The 80/20 Preference Point System shall be applicable in accordance with the Preferential Procurement Framework Act (No.5) of 2000.

REFERENCE	REQUIREMENT	YES	NO
1	Does the Bidder meet the Preferential Procurement requirements? (if Yes, indicate by tick below, if No complete section 2 below)		
1.1	Suppliers with B-BBEE contribution: Level 1- 4 (this requirement is a must for local suppliers)		

**STAGE 2: MANDATORY REQUIREMENTS**

***FAILURE TO SUBMIT ALL OF THE BELOW REQUIREMENTS WILL RESULTS ON YOUR QUOTATION BEING DISQUALIFIED***



Mandatory Criteria	Proof Required
<p><b>Access to IT online research database and advisory services</b></p> <p>The service provider must provide access to expert analysts that are subject matter experts in IT Standards/Policies, that should include but is not limited to the aspects identified below. The aspects identified below must be accessible via an online research database and form part of the research and advisory services:</p> <ul style="list-style-type: none"> <li>a) Emerging IT Technologies and Trends</li> <li>b) Business Continuity and Disaster Recovery</li> <li>c) Identity and Security</li> <li>d) IT Usage Policies (email, equipment, internet/intranet, etc.)</li> <li>e) IT Operations Standards</li> <li>f) Best Practices of IT Standards and Policies</li> <li>g) Software Development Standards</li> <li>h) Systems and Storage Management</li> </ul> <p><i>N.B Please provide all above aspects (a) to (h) described with an example/reference for each aspect.</i></p>	Yes
<p><b>Access to Live / Online learning Events for IT</b></p> <p>ATNS requires access to live/online learning events for IT. IT. Live events must provide access to seminars, conferences, boot camps, teleconferences, webcasts, webinars, white papers etc. that will allow ATNS to actively participate in knowledge sharing and collaboration.</p> <p>The service provider is expected to:</p> <ul style="list-style-type: none"> <li>a) Provide the number and types of events conducted, the typical content of the event, duration, frequency, etc.</li> <li>b) Proactively provide teleconferences and webcasts conducted with relevant information, e.g. how will the teleconferences be conducted, how will ATNS be informed about the initiatives.</li> <li>c) The service provider must describe how on-site/off-site presentations/workshops on ICT topics will be presented to ATNS.</li> </ul> <p><i>NB: Please provide all aspects (a) to (c) described with an example/reference for each aspect.</i></p>	Yes



<p><b>Membership for IT research and advisory services</b></p> <p>Membership services must be provided for the CIO</p> <ul style="list-style-type: none"> <li>• The membership must include the identification and access for members to leadership coaching and executive workshops.</li> <li>• The membership must have direct access to analysts for briefing and enquiries as and when necessary.</li> <li>• The membership must provide invitations to any other IT executive programs/event with other industry leaders</li> </ul> <p><i>NB: Please provide all aspects described with an example/reference for each aspect.</i></p>	<p>Yes</p>
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**STAGE 3: TECHNICAL FUNCTIONALITY EVALUATION**

Technical Evaluation, Bids response documentation will be evaluated against compliance to the Technical Requirements. Minimum qualifying threshold of 80% has been set for this stage. Bidders who fail to meet the minimum scoring of 80% will be disqualified and will not be evaluated further. The Technical Evaluation is sub-divided into the following steps:

Specification	Weight
<p><b>3.1 Access to IT online research database and advisory services</b></p> <p>3.1.1 The service provider must provide a reference and case study of Information Technology (IT) validating and reviewing services to ATNS, that should include but is not limited to:</p> <ol style="list-style-type: none"> <li>Reviewing and validating contracts related to IT, to ensure that relevant content contracts are addressed and covered;</li> <li>Reviewing and validating Internal IT business processes to ensure that it is aligned to best practice and relevant standards;</li> <li>Reviewing and validating Independent vendor and product assessments to ensure that ATNS derive maximum benefit from products information and vendor services.</li> </ol>	<p>5%</p>
<p><b>Scoring:</b></p> <p>0 - No reference and case study</p>	



<p>1 – Reference or Case study</p> <p>2 - Reference and case study for IT for all aspects listed in 3.1.1 (a) to (c)</p>	
<p>3.1.2 The service provider must provide the list of customers with contactable of access to expert analysts that are subject matter experts in IT Standards/Policies, that should include but is not limited to the aspects identified below. The aspects identified below must be accessible via an online research database and form part of the research and advisory services:</p> <ul style="list-style-type: none"> <li>a) Emerging IT Technologies and Trends</li> <li>b) Business Continuity and Disaster Recovery</li> <li>c) Identity and Security</li> <li>d) IT Usage Policies (email, equipment, internet/intranet, etc.)</li> <li>e) IT Operations Standards</li> <li>f) Best Practices of IT Standards and Policies</li> <li>g) Software Development Standards</li> <li>h) Systems and Storage Management</li> </ul>	5%
<p><b>Scoring:</b></p> <p>0 - No example or reference</p> <p>1 – Four (4) Examples or References for any aspects listed in 3.1.2 (a) to (h)</p> <p>2 - Examples and References for all aspects listed in 3.1.2 (a) to (h)</p>	
<p>3.1.3 The service provider must provide an example of how access to expert analysts that are subject matter experts in the development and implementation of IT Strategies will be provided, that should include but is not limited to the following aspects:</p> <ul style="list-style-type: none"> <li>a) Sourcing Strategies (International or local)</li> <li>b) IT Operations Management</li> <li>c) IT Staffing that is aligned to the ATNS business objectives and strategies</li> <li>d) IT Development and Training</li> <li>e) Efficient Help Desk Management</li> <li>f) Open Source Strategies and market trends</li> <li>g) Green IT Strategies</li> </ul>	5%



<p>h) Contract Negotiations</p> <p>The impact of Legal Issues and Technology</p>	
<p><b>Scoring:</b></p> <p>0 - No reference and example</p> <p>1 – Four (4) Examples or References for any aspects listed in 3.1.3 (a) to (i)</p> <p>2 – References and Examples for all aspects listed in 3.1.3 (a) to (i)</p>	
<p>3.1.4 The service provider must provide an example or reference of how access to expert analysts that are subject matter experts in the development and implementation of Program Management/Metrics/Analytics will be provided, that should include but is not limited to the following aspects:</p> <p>a) Enterprise Program Management/Portfolio management</p> <p>b) IT Costs and Performances</p> <p>c) ROI (Return on Investment on IT Projects)</p> <p>d) IT Benchmarking and Analytics that is aligned to ATNS IT and OT operations</p>	5%
<p><b>Scoring:</b></p> <p>0 - No example or reference</p> <p>1 – Two (2) Examples or References for any aspects listed in 3.1.4 (a) to (d)</p> <p>2 - Examples or References for all aspects listed in 3.1.4 (a) to (d)</p>	
<p>3.1.5 The service provider must provide an example or reference of access to expert analysts that are subject matter experts in Knowledge Management, that should include but is not limited to the following aspects:</p> <p>a) Content &amp; Collaboration Applications-Workflow, Document Management, etc.</p> <p>b) Enterprise Content Management</p> <p>c) Enterprise Analytics</p> <p>d) Business Intelligence</p> <p>e) Records Management</p>	5%
<p><b>Scoring:</b></p> <p>0 - No example or reference</p> <p>1 – Three (3) examples or references for any aspects listed in 3.1.5 (a) to (e)</p> <p>2 - Examples and References for all aspects listed in 3.1.5 (a) to (e)</p>	



<p>3.1.6 The service provider must provide an example or reference of access to expert analysts that are subject matter experts in implementation, development, and management of enterprise applications, that should include but is not limited to the following enterprise applications:</p> <ul style="list-style-type: none"> <li>a) The implementation, development, and management of Enterprise Resource Planning</li> <li>b) Customer Relationship Management (CRM)</li> <li>c) Enterprise Application Integration</li> <li>d) Supply Chain Management (SCM)</li> <li>e) Enterprise Messaging and Collaboration</li> <li>f) Enterprise Directory Services</li> <li>g) Knowledge Management Applications</li> <li>h) Document Management Systems</li> <li>i) Content Management Systems</li> <li>j) Data Warehouse Development</li> <li>k) eCommerce Applications</li> <li>l) eProcurement Applications</li> <li>m) eRecruitment Applications</li> <li>n) E-Learning/ Learning Management System (LMS)</li> <li>o) Portal/Web Development and Services</li> <li>p) Application and Database Security</li> </ul>	5%
<p><b>Scoring:</b></p> <p>0 - No example or reference</p> <p>1 - Eight (8) Examples or References for any aspects listed in 3.1.6 (a) to (p)</p> <p>2 - Examples and References for all applications listed in 3.1.6 (a) to (p)</p>	
<p>3.1.7 The service provider must provide an example or reference of access to expert analysts that are subject matter experts in implementation, development, and management of IT Security, that should include but is not limited to the following security aspects:</p> <ul style="list-style-type: none"> <li>a) Security Management and Audit</li> <li>b) Cyber Security</li> <li>c) Identity Management</li> </ul>	5%



<ul style="list-style-type: none"> <li>d) Security Architecture</li> <li>e) Risk Management</li> <li>f) Information Protection</li> <li>g) Security Awareness Training</li> </ul>	
<p><b>Scoring:</b></p> <p>0 - No example or reference</p> <p>1 – Four (4) Examples or References for any aspects listed in 3.1.7 (a) to (g)</p> <p>2 - Examples and References for all security aspects listed in 3.1.7 (a) to (g)</p>	
<p>3.1.8 The service provider must provide an example or reference of access to expert analysts that are subject matter experts in implementation, development, and management of IT Telecommunications, that should include but is not limited to the following IT Telecommunication aspects:</p> <ul style="list-style-type: none"> <li>a) Video and Audio Conferencing</li> <li>b) Mobile Computing</li> <li>c) Unified Communications</li> </ul>	5%
<p><b>Scoring:</b></p> <p>0 - No example or reference</p> <p>1 – Two (2) Examples or References for any aspects listed in 3.1.8 (a) to (c)</p> <p>2 - Examples and References for all IT Telecommunication aspects listed in 3.1.8 (a) to (c)</p>	
<p>3.1.9 The service provider must provide an example or reference of access to expert analysts that are subject matter experts in implementation, development and management of Talent Management and Succession Planning:</p> <ul style="list-style-type: none"> <li>a) Workforce Planning (including Organisational Design) (2%)</li> <li>b) Talent Acquisition (1%)</li> <li>a) Providing research services to support the streamlining of talent management processes (1%)</li> <li>c) Best practice in terms of alignment of the talent strategy and organisational strategy. (1%)</li> <li>d) Tools and best practice research to support the implementation of succession management (1%)</li> </ul>	6%



<p><b>Scoring:</b></p> <p>0 - No example or reference</p> <p>1 – Two (2) Examples or References for any aspects listed in 3.1.9 (a) to (d)</p> <p>2 - Examples and References for all aspects listed in 3.1.9 (a) to (d)</p>	
<p>3.1.10 The service provider must provide costing analysis for the following requirements:</p> <p>(a) The membership for leadership coaching and executive workshops.</p> <p>(b) Analysts for briefings and enquiries as and when necessary.</p> <p>(c) Access to any other IT executive programs/event with other industry leaders</p>	
<p><b>Scoring:</b></p> <p>0 - No costing analysis</p> <p>1 – Costing analysis for any aspects listed in 3.1.10 (a) to (c)</p> <p>2 – Costing analysis for all aspects listed in 3.1.10 (a) to (c)</p>	5%
<p>3.1.11 The service provider must provide Method of Statement process of how customized consultancy services will be applied to:</p> <p>a) help develop and review business cases and strategies,</p> <p>a) conduct studies,</p> <p>b) review RFQs,</p> <p>c) participate in panel interviews</p>	
<p><b>Scoring:</b></p> <p>0 - No Method of Statement process</p> <p>1 – Two (2) Method of Statement process for any of the aspects listed in 3.1.11 (a) to (c)</p> <p>2 - Method of Statement process of all aspects listed in 3.1.11 (a) to (c)</p>	5%
<p><b>3.1.12 Access to Research Documents</b></p> <p>The service provider must list the number of research documents related to IT that has been produced each year for the past 3 years and describe how ATNS will access this documentation.</p>	
<p><b>Scoring:</b></p> <p>0 - No number of research documents produced</p>	



1 – < 5 (Five) research document or access to research documents	5%
2 – > 5 (Five) research document and access to research documents	
<p><b>3.1.13 Access to Live and Online learning Events for IT</b></p> <p>ATNS requires access to live and online learning events for IT. The live event must provide access to seminars, conferences, boot camps, teleconferences, webcasts, webinars, white papers, etc. that will allow ATNS to actively participate in knowledge sharing and collaboration. The service provider is expected to provide the number of events with evidence conducted per year.</p>	4%
<p><b>Scoring:</b></p> <p>0 - No evidence of events conducted</p> <p>1 – &lt; 5 (Five) events with evidence conducted or type of events</p> <p>2 - &gt;5 (Five) events with evidence conducted and type of events</p>	
3.1.14 The service provider must provide evidence of how on-site/off-site presentations and workshops on IT topics will be presented.	5%
<p><b>Scoring:</b></p> <p>0 - No evidence of on-site/off-site presentations and workshops</p> <p>1 - Evidence of on-site/off-site presentations or workshops</p> <p>2 - Evidence of on-site/off-site presentations and workshops</p>	
<b>3.2 Membership for IT research and advisory services</b>	
<b>3.2.1 Membership Services</b>	
A) The service provider must show evidence on how the membership will include leadership coaching and executive workshops.	5%
<p><b>Scoring:</b></p> <p>0 - No evidence of leadership coaching and executive workshops</p> <p>1 - Evidence of leadership coaching or executive workshops</p> <p>2 - Evidence of leadership coaching and executive workshops</p>	
B) The membership must include meetings and workshops with specialist(s) should there be a need.	5%
<p><b>Scoring:</b></p> <p>0 - No evidence of meetings and workshops with specialist(s)</p> <p>1 - Evidence of meetings or workshops with specialist(s)</p> <p>2 - Evidence of meetings and workshops with specialist(s)</p>	



C) The membership must have direct access to analysts and subject matter experts for briefing and enquiries as and when necessary.	5%
<p><b>Scoring:</b></p> <p>0 - No evidence of direct access to analysts and subject matter experts</p> <p>1 - Evidence of direct access to analysts or subject matter experts</p> <p>2 - Evidence of direct access to analysts and subject matter experts</p>	
<b>3.3 PROJECT MANAGEMENT</b>	
<p>ATNS requires details of at least five recently completed services delivered, the services refer to requirements mentioned above (Sections 3.2 to (a) to (c)). All contacts listed must be contactable and willing to share information about previous work delivered by the proposed service provider:</p> <p>The details supplied of the contact should contain as a minimum the following:</p> <ul style="list-style-type: none"> <li>a) Name of Project</li> <li>b) High-level description of projects</li> <li>c) Contract Value</li> <li>d) Date awarded</li> <li>e) Date completed</li> <li>f) Location where project was implemented</li> <li>g) Project Manager</li> <li>h) Contact Details</li> </ul>	
<p><b>Scoring:</b></p> <p>0 - No contactable references</p> <p>1 – Three (3) contactable references that include the details stipulated from (a) to (h) in 3.3</p> <p>2 – Five (5) contactable references that include the details stipulated from (a) to (h) in 3.3</p>	10%
<b>Project Management Plan</b>	
The service provider must submit an outline Project Management Plan (PMP) with the proposal. The Project Management Plan will be a formally accepted and approved document used to manage and control project execution throughout the various project phases. The PMP will detail the activities	



necessary to successfully complete the project and shall refer to the other plans developed under the project.	5%	
<b>Scoring:</b> 0 - No Project Management Plan 1 – Project Management Plan or an outline of activities necessary to successfully complete the project 2 - Project Management Plan and an outline of activities necessary to successfully complete the project		
<b>Total Score</b>		<b>100%</b>
<b>Minimum Threshold</b>		<b>80%</b>

**STAGE 4: PRICE AND B-BBEE:**

**Evaluation for Price and B-BBEE**

Quotations will be evaluated in terms of the ATNS' Procurement Policies and Procedures using the 80:20 point system. 80 points will be awarded for price and 20 points for B-BBEE points claimed.

<b>PRICE</b>	<b>80</b>
<b>B-BBEE COMPLIANCE</b>	<b>20</b>

B-BBEE rating certificates are applicable and points allocated in terms of the B-BBEE Codes of Good Practice guideline as indicated in the table below. Bidders must submit valid B-BBEE Certificates and Statements which will be verified.

<b>BBBEE Status Level of Contributor</b>	<b>Number of Points (80/20 System)</b>
1	20
2	18
3	14
4	12
5	8
6	6
7	4



8	2
Non-compliant contributor	0

ATNS shall evaluate suppliers in accordance with the B-BBEE Codes of Good Practice.

All responsive tender offers shall be evaluated in terms of functionality and scoring system for Price and B-BBEE. The 80/20 Point System shall be applicable in accordance with the ATNS' Procurement Policies and Procedures.

### CONTRACT TERMS

Whilst ATNS have taken every reasonable step to ensure the accuracy of this brief, the Company accepts no liability in relation to the accuracy of any representations made. Tenderer should accept that their tender response is on the basis and reliance of its own judgment and information. ATNS reserves the right to vary the scope and terms as described in this document. If any variation does take place tenderer will be advised as soon as possible in writing.

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

All designs and documentation submitted by the tenderer will be treated as confidential.

*ATNS reserves the right to reject, withdraw or cancel any or all Proposals/Tenders, to undertake discussions with one or more Tenderers and to accept that tender or modified tender which in its sole judgment, will be most advantageous to the Company, price and other evaluation factors having been considered.*



**PART A  
INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:	ATNS/IT/RFQ10/2022/23 _ADVISORY_SERVICES	CLOSING DATE:	29 July 2022	CLOSING TIME:	15:00
DESCRIPTION	Appointment of experienced service provider for the provision of Information Technology Online Research Database and Advisory Services to ATNS for period of 36 months				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
RFQ can be sent by email to: <a href="mailto:Thabom@atns.co.za">Thabom@atns.co.za</a> or Hand Delivered at ATNS head Office:					
Eastgate Office Park, South Boulevard					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	Thabo Maribe		CONTACT PERSON		
TELEPHONE NUMBER	011 607 1475		TELEPHONE NUMBER		
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER		
E-MAIL ADDRESS	<a href="mailto:Thabom@atns.co.za">Thabom@atns.co.za</a>		E-MAIL ADDRESS		
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					



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

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

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

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

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

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

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



**PART B**

**TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>
<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b></p> <p>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.</p> <p>1.4. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b></p>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
<p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>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.</p> <p>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>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.</p> <p>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."</p>

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

SIGNATURE OF BIDDER: .....

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

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

DATE: .....



## 1 PROTECTION OF PERSONAL INFORMATION

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



reasonable technical and organisational measures shall be taken by it/them to prevent –

- 1.3.2.1 the unauthorised or unlawful processing of such Personal Information; and
  - 1.3.2.2 the accidental loss or destruction of, or damage to, such Personal Information; and
  - 1.3.2.3 promptly notify the Company when it becomes aware of any unauthorised, unlawful or dishonest conduct or activities, or any breach of the terms of this Agreement relating to Personal Information.
- 1.4 The Service Provider shall be liable for all claims, demands, actions, costs, expenses (including but not limited to reasonable legal costs and disbursements), fines, losses and damages arising from or incurred by reason of any wrongful processing of any Personal Information by the Service Provider (including its agents, subcontractors, officers, representatives or employees) for any breach of its obligations or warranties in terms of clause.
- 1.5 Both Parties will comply with their obligations under POPIA in relation to personal information for which they are the responsible party.
- 1.6 The Service Provider must notify the Company immediately where there are reasonable grounds to believe that personal information has been accessed or acquired by any unauthorised person (Data Breach) and must assist the Company, at its own cost: a) with any investigation or notice to the Regulator or data subjects that the Company may make in relation to a Data Breach; and b) in responding to any directions by the Regulator to publicise the Data Breach, including assisting the Company to make public announcements if required.
- 1.7 The Service Provider indemnifies the Company against any civil or criminal action or administrative fine or other penalty or loss as a result of the Service Provider's breach of this clause.

## 1. POPIA CONSENT



- 1.1 The Service Provider, by submitting its proposal/ quotation, consents to the use of his/her personal information contained therein and confirms that:
- 1.1.1 The information is voluntarily supplied, without undue influence from any party;  
and
- 1.1.2 The information is necessary for the purposes of the engagement with ATNS.
- 1.2 The tenderer acknowledges that he /she is aware of his/her right to:
- 1.2.1 Access the information at any reasonable time for the purposes of rectification thereof;
- 1.2.2 Object to the processing of the information;
- 1.2.3 Lodge a complaint with the Information Regulator.