



transport

Department:
Transport
REPUBLIC OF SOUTH AFRICA

REQUEST FOR PROPOSAL

TENDER NUMBER	DLCA/2022/04
TENDER NAME	Procurement of hardware infrastructure for the smart enrolment solution
DESCRIPTION	Provision and maintenance of the hardware infrastructure for the smart enrolment solution for a period of a period of 5 years.
PUBLICATION DATE	14 November 2022
COMPULSORY BRIEFING SESSION	Date: 22 November 2022 Time: 10h00 Venue: The Auditorium, SITA Erasmuskloof, Pretoria, 0001
ENQUIRIES	Enquiries must be in writing ONLY and directed as follows: <ul style="list-style-type: none">▪ Administration: Supply Chain Management - tenders@dlca.gov.za▪ Technical: pmo@dlca.gov.za with Smart Enrolment Solution in the subject line.
CLOSING DATE	Date 05 December 2022 Time: 11H00 (GMT +2) Address: 459b Tsitsa Street, Erasmuskloof, Pretoria,0048 NB: BIDDERS MUST ENSURE THAT THEY SIGN THE REGISTER AT THE RECEPTION WHEN DELIVERING THEIR BIDS.



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ACRONYMS, ABBREVIATIONS AND TERMINOLOGY

The information listed below is binding to the Bidder.

Item	Definition
DLCA	Driving Licence Card Account
EME	Exempt Micro Enterprise
Gbps	Gigabit per second
LCU	Live Capture Units
LEU	Live Enrolment Unit
PDU	Power Distribution Unit
PPPFA	Preferential Procurement Policy Framework Act, No 5 of 2000
QSE	Qualifying Small Enterprise
SEU	Smart Enrolment Unit
UPS	Uninterrupted Power Supply

Table1: Acronyms, abbreviation and terms



transport

Department:
Transport
REPUBLIC OF SOUTH AFRICA

**PROVISION OF HARDWARE
INFRASTRUCTURE FOR A SMART
ENROLMENT SOLUTION**

Bid No: DLCA/2022/04

VOLUME 1: BIDDING INFORMATION

Section 1: Introduction

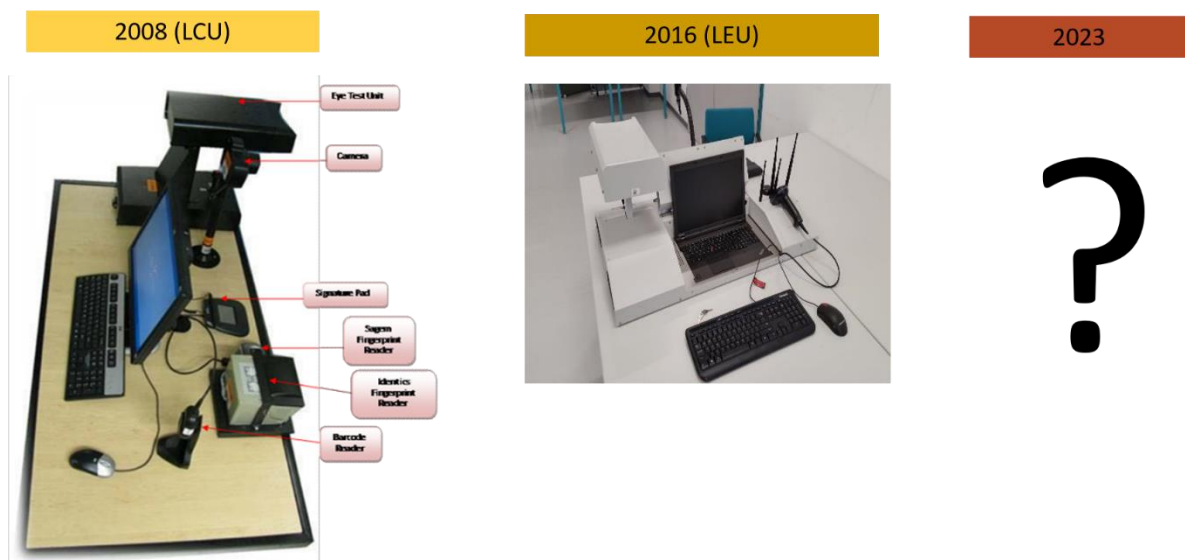
1.1 Purpose

The Driving Licence Card Account (DLCA) is a trading entity of the Department of Transport responsible for the production and delivery of driving Licence cards in South Africa.

The DLCA would like to invite Bid Proposals from prospective/interested Bidders for the provision and maintenance of hardware infrastructure for the smart enrolment solution for a period of 5 years.

1.2 Current infrastructure

The DLCA as part of its Digital Enablement Strategy will be introducing a concept of smart enrolment which will provide multiple channels of collecting enrolment data ie data that appears on the driving licence card.



Smart enrolment will be replacing the Live Enrolment Units (LEU) that were installed in 2016/7. The LEU provided an improvement on the old Live Capture Units (LCU) which were introduced in 2008.



1.3 Objectives

With the issuance of this bid, the DLCA intends to contribute to the following Smart Enrolment Project objectives:

- a. Reduce the time spent by the public in the DLTC.
- b. Introduce efficient the data capturing and transmission processes.
- c. Promote a green compliant solution by eliminating paper as far possible.
- d. Reduce the number of card orders rejected due to fingerprint verification.
- e. Improve the security of the temporary driving licences issued at DLTCs.
- f. Reduce the cashier errors when accepting payments.
- g. Improve the vision screening processes.
- h. Introduction of biometric user identification in NaTIS environment.
- i. Contribute to the fight against corruption and fraud in the driving licence card value chain.

1.4 Structure of the document

The bidding documents consists of two (2) volumes:

Volume 1: Bidding Information

Section 1: Introduction

Section 2: Bidding Conditions

Section 3: SBD Forms



Volume 2: Requirements for the Smart Enrolment Solution

Section 4: Functional Requirements

Section 5: Non-Functional Requirements

Section 6: Evaluation Criteria

Section 7: Annexures

Section 2: Bidding Conditions

The below-mentioned information in this section contains the bidding conditions.

2.1 Eligibility

2.1.1 Only companies registered under the Companies Act of South Africa will be considered.

2.2 General Bidding Conditions

All Bidders must adhere to the bid conditions as stated below:

2.2.1 The DLCA is currently undergoing a rationalisation process. Should the rationalisation process realise and the DLCA transfer, the successor-in-title will assume all responsibilities and obligations under this bid.

2.2.2 The bid will be evaluated and awarded in line with the Preferential Procurement Policy Framework Act, No 5 of 2000 (PPPFA)

2.2.3 The DLCA reserves the right not to award the tender.

2.2.4 The DLCA does not bind itself to make any selection from the proposals, or quotations received.

2.2.5 The DLCA reserves the right, at its sole discretion, to cancel this request for proposals and/or not to make any selection of the Bidder/s at all.



- 2.2.6 The DLCA may request clarity of further information regarding any aspect of the bid at any time prior to the closing date. Any prospective Bidder should supply the requested information within forty-eight (48) hours after the request has been made by the DLCA.
- 2.2.7 Any conditions imposed by the Bidder that is restrictive or contrary to any part of these Terms of Reference or request for proposal will automatically disqualify the Bidder.
- 2.2.8 The Bidder will be held liable for any damage or loss suffered by the DLCA, because of the Bidder's own or his/her employees' negligence or intent, which originated at the site. The Bidder will have to pay damages or replace any stolen item damaged or stolen due to the negligence or intent of the Bidder's own employees.
- 2.2.9 The Bidder must, at his/her own expenses, take out sufficient insurance against any claims, cost, loss and/or damage ensuing from his/her obligations and shall ensure that such insurance remains operative for the duration of this agreement. A copy of such insurance contract must be handed to the DLCA Representative on commencement of the service. Evidence that such insurance premiums have indeed been paid, or is being sought must be furnished on request.
- 2.2.10 Any shortcomings in this specification must be identified by the Bidder prior to the closing of the bid and raised with the DLCA for rectification and agreement.
- 2.2.11 Any shortcomings identified by the Bidder after the bid has been awarded and that would have had an impact on the bid price will be for the account of the Bidder.
- 2.2.12 The Successful Bidder shall sign a service level agreement as defined by the DLCA.
- 2.2.13 Bidders are expected to initial each page of the tender document. By initialling the document, the Bidder confirms that they have read, understood and agreed to the contents of this document.
- 2.2.14 Parties shall comply with all relevant laws and consents. The Successful Bidder must indemnify the DLCA from and against any and all liabilities, damages, claims, fines, penalties, fees, costs and expenses of whatever nature arising out of or resulting from any failure by the Successful Bidder to comply with the relevant laws and obligations.



- 2.2.15 The provisions of the Definitive Agreement shall be kept strictly confidential, except when disclosure is required under any law or to give effect to the provisions of the Definitive Agreement.
- 2.2.16 The Parties shall each acquire and maintain all consents, approvals and/or authorisations which are necessary for the matters contemplated in the Definitive Agreement and to performance of their respective obligations under the Definitive Agreement.
- 2.2.17 The Bidder must give warranties and undertakings as are usually found or reasonably expected in the agreements of the nature of the Definitive Agreement. Most warranties and/or undertakings would have already been given by the Bidder under the RFP.

2.3 Special Bidding Conditions

- 2.3.1 In line with clause 9(2) of the Preferential Procurement Regulations of 2017, the Bidder must subcontract a minimum of 30% to Exempt Micro Enterprises (EMEs) or Qualifying Small Enterprises (QSEs) which are:
- 51% owned by black people who are youth;
 - 51% owned by black people who are women;
 - 51% owned by black people with disabilities.
- 2.3.2 A Bidder that fails to meet any Of the pre-qualifying criteria stipulated in this bid will be automatically disqualified
- 2.3.3 DLCA reserves the right to negotiate the price escalation, however, the escalations should not be above the South African CPI of that particular period.
- 2.3.4 Bids will be evaluated on either 90/10 or 80/20 Preference Point System (i.e. 90/80 points on Price and 10/20 points on B-BBEE). Evaluation will take place based on the lowest acceptable tender.**
- 2.3.5 Only firm prices will be accepted. Non-firm prices (including prices subject to rates of exchange variations) will not be considered.
- 2.3.6 All monetary amounts must be in South African Rands (ZAR) and inclusive of 15% Value Added Tax (VAT).



- 2.3.7 Payment will be made in ZAR and in line with the prescribe procurement regulations of South Africa.
- 2.3.8 The DLCA will not make any upfront payments before the rendering of services.
- 2.3.9 The Successful Bidder shall provide the service required based on the set timelines and as per the schedule to be provided by the DLCA.
- 2.3.10 The DLCA reserves the right to have the certificates of compliance submitted by bidders to be verified. Any irregularity identified at any stage before awarding of the contract shall render the bid non-responsive.
- 2.3.11 The successful Bidder will have to undergo a security vetting process.
- 2.3.12 The contract price will be as set out in the Successful Bidder's Tender Submission. Prices to be all-inclusive (i.e. inclusive of any taxes, packaging, insurance, transportation, etc.)
- 2.3.13 A pricing schedule with one of the specified elements omitted from the costing will be considered non-responsive.
- 2.3.14 The price proposal must be valid for 120 days from the Closing Date. The DLCA reserves the right to reject any Tender Submission that is valid for a period less than 120 days.
- 2.3.15 The DLCA reserves the right to extend the validity date if required and will do so if needed.
- 2.3.16 Crating and/or Packaging of the components for the Smart Enrolment Solution shall be of sufficient quality to protect the relevant components against any damage that may occur during transportation.
- 2.3.17 The Successful Bidder notes that the DLCA will not accept delivery of any goods (e.g., machines, equipment, components, etc.) with any kind of damage whatsoever.
- 2.3.18 Ownership of, benefits in and risk to the Smart Enrolment Solution shall only pass to the DLCA after the DLCA has accepted delivery of the Smart Enrolment Solution and has confirmed in writing that it is satisfied with the quality and functioning of the Smart Enrolment Solution after it is installed and tested ("Acceptance of Delivery"). If the DLCA does not confirm its satisfaction with the quality and functioning of the Smart Enrolment Solution or does not indicate that it is / not satisfied within 5 (five) Business Days after installation and testing, ownership of, benefits in and risk to the Smart



Enrolment Solution shall pass from the Successful Bidder to the DLCA on the 6th (sixth) Business Day. If the DLCA indicates that it is not satisfied, the Successful Bidder shall, at its own costs, remedy the cause of complaint within a reasonable time as specified by the DLCA until the DLCA confirms in writing that it is satisfied with the quality of the Smart Enrolment Solution. The above will be in line with the SLA. The DLCA's right to cancel the Definitive Agreement to be reserved.

- 2.3.19 Insurance of the Smart Enrolment Solution until Acceptance of Delivery date shall be the responsibility of the Successful Bidder.
- 2.3.20 The installation and commissioning service required by DLCA includes the receiving, inspection, conveying, un-crating, adjustment for operation, testing and demonstration of the offered Smart Enrolment Solution, prior to handing it over, to the satisfaction of the DLCA.
- 2.3.21 The Successful Bidder shall guarantee that the Smart Enrolment Solution equipment provided is free of defects. The Successful Bidder shall (among other things) promptly at its cost repair, replace and/or make good any and all defects, omissions or damage that arise prior to Acceptance of Delivery. The Successful Bidder shall bear all costs of removal, associated with the repair, replacement or making good of any defect. DLCA may rectify any defect or deficiency at the Successful Bidder's cost where the Successful Bidder fails to do so within a reasonable time.
- 2.3.22 The Smart Enrolment Solution equipment provided should accord with the specifications, designs and instructions set out in the RFP. The DLCA shall not be liable for any infringement of any patent, trademark, copyright or manufacturing design and Successful Bidder to accept full responsibility for and indemnify the DLCA against any claims that may be brought against the DLCA by reason of any alleged infringement of a trademark, patent, copyright, design or otherwise arising out of the production, reproduction or use of the Smart Enrolment Solution or other documents in relation thereto. Despite this, the Successful Bidder shall not be relieved of liability to the DLCA in the event that the Successful Bidder is restrained from supplying the Smart Enrolment Solution and shall be liable to the DLCA for the full loss it sustains as a result of any breach under the Definitive Agreement. It shall be the responsibility and obligation of the Successful Bidder to contest any action brought against the



DLCA which would attempt to restrain production, sale or distribution of the Smart Enrolment Solution or alleges any infringement of any trademark, patent, copyright or design by the Successful Bidder.

2.3.23 The DLCA reserves the right to appoint other service providers, thus the Service Provider may not be the exclusive provider of the Services to the DLCA. The DLCA shall be entitled to appoint third parties to provide the Services or services similar thereto.

2.4 Format and Submission of the Proposal

2.4.1 All the official forms (SBD forms in Section 3) must be completed and signed in all respects by Bidders. Failure to comply will invalidate a bid.

2.4.2 This is a two-stage bidding process in which proposals submitted must include technical and price, submitted in **separate envelopes**. For this purpose, the Bidder must provide in respect of:

- a. Clearly marked **Technical one (1)** original hard copy plus electronic copies in three (3) memory/USB sticks (which should be non-editable). Bidders are encouraged to ensure that the hard copy and electronic copies are aligned.
- b. Clearly marked **separate price bid sheet, one (1)** original hard copy should include the name of Bidder and certification that the person signing the proposal is entitled to represent the Bidder and empowered to submit the bid and authorized to sign a contract with the DLCA.
- c. Failure to comply to the above will lead to the bid being considered non-compliant and disqualified from the process.

2.4.3 For ease of reference, the **Technical part** of the bid should be packaged in the following format:

- a. Tab A - Signed Tender Document and Completed SBD Forms (refer to [Section 3](#)).
- b. Tab B - Mandatory Documents (Refer to [Section 6.2](#)).
- c. Tab C - Functionality / Technical Proposal (refer to [Section 4](#) and [section 5](#)).



- d. Tab D – Pricing in a separate envelope.

2.5 Contract Performance

- 2.5.1 Preferred Bidder will enter into a 5-year contract with the DLCA, which with a formal, term and conditions set by the DLCA.
- 2.5.2 The performance of the Bidder shall be reviewed quarterly during the period of the signed Service Level Agreement.
- 2.5.3 If it is found that information provided is false including the breach of the General Condition of Contract, The DLCA reserves the right to terminate this contract with immediate effect.

2.6 Subcontracting, Partnership, Consortium, Joint Venture and Company Requirements

- 2.6.1 Subcontracting, Partnership, Consortium, Joint Venture are encouraged. The relevant The SBD forms in line with PPPFA must be submitted.
- 2.6.2 It is expected that the bidder must subcontract a minimum of 30% to Exempt Micro Enterprises (EMEs) or Qualifying Small Enterprises (QSEs) which are:
- a. 51% owned by black people who are youth;
 - b. 51% owned by black people who are women;
 - c. 51% owned by black people with disabilities.
- 2.6.3 A proposal submitted by a company, close corporation or other legal person must be accompanied by a resolution or agreement of the directors or members and be signed by a duly authorized person.
- 2.6.4 A proposal submitted by a partnership must be accompanied by a written partnership agreement.
- 2.6.5 Any change in subcontractors to deliver goods and services after concluding of the Smart Enrolment Solution contract that impacts the authenticity of technical and security criteria certification, will require from the Bidder to obtain approval from the DLCA.



2.6.6 A proposal submitted by a consortium or joint venture of two or more parties must be accompanied by a signed memorandum of understanding between the parties to such consortium indicating:

- a. the conditions under which the consortium will function;
- b. its period of duration;
- c. the persons authorized to represent it;
- d. the participation of the several parties forming the consortium;
- e. the benefits that will accrue to each party;
- f. any other information necessary to permit a full appraisal of its functioning.

2.7 Security and Confidentiality of Information

2.7.1 No material or information derived from the provision of the services under the Contract shall be used for any purposes other than those of the DLCA, except when authorized in writing to do that. All information shall be kept strictly confidential. The successful Bidder shall be required to sign a Confidentiality Agreement with the DLCA.

2.8 Compulsory Information Session & Enquiries

2.8.1 A mandatory briefing session would be held as stipulated in this document.

2.8.2 A certificate of attendance for the briefing session will be issued.

2.8.3 Enquiries **SHALL** be made in writing to the following:

Supply Chain Management / Admin	Technical
Supply Chain Management tenders@dlca.gov.za	Project Management Office pmo@dlca.gov.za

2.8.4 The cut-off date for enquiries is **28 November 2022**. Questions submitted after this date will not be answered.



2.9 Closing Date

- 2.9.1 Proposals must be submitted on or before **05 December 2022** at 11h00 at the DLCA Offices Reception, 495b Tsitsa Street, Erasmuskloof, Pretoria.
- 2.9.2 No late submissions will be accepted.
- 2.9.3 There will be a submission register which the Bidder must sign upon submitting their bid.
- 2.9.4 Bidders are therefore strongly advised to ensure that bids be dispatched allowing enough time for any unforeseen events that may delay the timeous delivery of the bid.

2.10 General conditions of contract (GCC)

- 2.10.1 The Bidder shall have to comply with the GCC which will be defined upon awarding of contract.
- 2.10.2 The Bidder shall, along with the service level agreement, sign the GCC.



Section 3: SBD forms

SBD 1

PART A

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)

BID NUMBER:	DLCA/2022/01	CLOSING DATE:	05 December 2022	CLOSING TIME:	11H00
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DESCRIPTION Provision and maintenance of the hardware infrastructure for the smart enrolment solution for a period of a period of 5 years

THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN
THE BID BOX SITUATED AT (STREET ADDRESS)

495B Tsitsa Street

Erasmuskloof

Pretoria

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				
	TCS PIN:		OR	CSD No:
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	<input type="checkbox"/> Yes		<input type="checkbox"/> Yes	
[TICK APPLICABLE BOX]	<input type="checkbox"/> No		<input type="checkbox"/> No	
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?				



AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	<input type="checkbox"/>	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)
	<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)
	<input type="checkbox"/>	A REGISTERED AUDITOR NAME:
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT(FOR EMEs& QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]		
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED? <input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ANSWER PART B:3 BELOW]
SIGNATURE OF BIDDER	DATE
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)		
TOTAL NUMBER OF ITEMS OFFERED		Do Not Complete. To be included in a separate pricing schedule as indicated in Annexure B
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:
DEPARTMENT/ PUBLIC ENTITY		CONTACT PERSON
CONTACT PERSON		TELEPHONE NUMBER
TELEPHONE NUMBER		FACSIMILE NUMBER
FACSIMILE NUMBER		E-MAIL ADDRESS
E-MAIL ADDRESS		



PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED – (NOT TO BE RE-TYPED) OR ONLINE
- 1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
- 1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
- 1.5. 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 LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.

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 VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO



- REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUBCONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- 3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES
☐ NO
- 3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA? ☐
YES ☐ NO
- 3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA
☐ YES ☐ NO
- 3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?
☐ YES ☐ NO

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

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



SBD 3.1

PRICING SCHEDULE – FIRM PRICES
(PURCHASES)

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of Bidder.....	Bid number.....
Closing Time 11:00	Closing date.....

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

ITEM QUANTITY DESCRIPTION BID PRICE IN RSA CURRENCY NO/YES.** (ALL APPLICABLE TAXES INCLUDED)

-	Required by:
-	At:
-	Brand and model
-	Country of origin
-	Does the offer comply with the specification(s)?	*YES/NO
-	If not to specification, indicate deviation(s)
-	Period required for delivery *Delivery: Firm/not firm
-	Delivery basis

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

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

*Delete if not applicable



SBD 4

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the Bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

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

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of Bidder or his or her representative:

2.2 Identity Number:

2.3 Position occupied in the Company (director, trustee, shareholder²):
.....

2.4 Company Registration Number:

2.5 Tax Reference Number:

2.6 VAT Registration Number:

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹"State" means –

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



(e) Parliament.

²"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the Bidder **YES / NO**
presently employed by the state?

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:
Name of state institution at which you or the person
connected to the Bidder is employed :
Position occupied in the state institution:

Any other particulars:

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

2.7.2 If you are presently employed by the state, did you obtain **YES / NO**
the appropriate authority to undertake remunerative work outside employment in
the public sector?

2.7.3 If yes, did you attached proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the
disqualification of the bid.

2.7.4 If no, furnish reasons for non-submission of such proof:

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

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

2.8.1 If so, furnish particulars:

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

2.9 Do you, or any person connected with the Bidder, have **YES / NO**
any relationship (family, friend, other) with a person
employed by the state and who may be involved



with the evaluation and or adjudication of this bid?

2.9.1 If so, furnish particulars.

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

2.10 Are you, or any person connected with the Bidder, **YES/NO**
aware of any relationship (family, friend, other) between
any other Bidder and any person employed by the state
who may be involved with the evaluation and or adjudication
of this bid?

2.10.1 If so, furnish particulars.

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

2.11 Do you or any of the directors / trustees / shareholders / members **YES/NO**
of the company have any interest in any other related companies
whether or not they are bidding for this contract?

2.11.1 If so, furnish particulars:

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

3. Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Tax Reference Number	State Number / Employee Persal Number



4. DECLARATION

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

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

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN
TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT
SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder



SBD 6.1

**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/not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 or 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
- 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:

Item	POINTS
PRICE	80 / 90
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20 /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

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{\min} = 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. SUBCONTRACTING

7.1 Will any portion of the contract be subcontracted?

(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 subcontractor.....
- iii) The B-BBEE status level of the subcontractor.....
- iv) Whether the subcontractor 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 least 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 propriety
- ☐ Close corporation
- ☐ Company
- ☐ (Pty) Limited

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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

8.6 COMPANY CLASSIFICATION

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

[TICK APPLICABLE BOX]

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

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish



documentary proof to the satisfaction of the purchaser that the claims are correct;

iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

- (a) disqualify the person from the bidding process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the Bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution.

WITNESSES

- 1.
- 2.

.....

SIGNATURE(S) OF BIDDERS(S)

DATE :



transport

Department:
Transport
REPUBLIC OF SOUTH AFRICA

**PROVISION OF HARDWARE
INFRASTRUCTURE FOR A SMART
ENROLMENT SOLUTION**

Bid No: DLCA/2022/04

**VOLUME 2: REQUIREMENTS FOR THE PROVISION OF
HARDWARE INFRASTRUCTURE FOR THE SMART ENROLMENT
SOLUTION**



Section 4: Functional Requirements

4.1 Scope of Work

The DLCA requires the provision of hardware infrastructure and maintenance for the Smart Enrolment Solution for the collection of enrolment data to be printed on the driving licence card.

4.1.1 Hardware components

The successful bidder must provide the following hardware equipment listed below. Bidders may not offer equipment that is nearing end of life.

4.1.1.1 Mini-desktop

Description	Specification	Submitted (Y/N)	Reference Paragraph in Proposal
Processor	Intel i3 Processor		
Memory	8GB		
Storage	128 GB PCIe NVMe SSD		
Networking	a. RJ45 Ethernet connection b. 2x External antenna's for WIFI signal boost c. WLAN 802.11b/g/n (1x1) WiFi and Bluetooth 4.0 combo		
Display	a. Display ports for Multimode capable. b. Supports HDCP, DisplayPort audio (2 streams), HBR2 link rates and Multi-Stream		



Description	Specification	Submitted (Y/N)	Reference Paragraph in Proposal
	technology for a maximum of 3 displays connected		
Ports	a. 6x USB 3 Ports b. 1x USB Type-C Port c. 1x Headphone port d. 1x Audio port		
Operating System	FreeDOS. Ubuntu Certified		
Dimensions	(W X D X H) 17.70 x 17.50 x 3.43 cm		
BIOS	Legacy Boot mode enabled for NVMe SSD Ubuntu 18,04 LTS OS imaging		
Keyboards and pointing devices	Wired USB Keyboard and Mouse		
Security	a. Security Bracket for mount on monitor b. Support for chassis cable lock devices. c. Support for chassis padlocks devices; d. Cable lock.		



4.1.1.2 Monitor

Description	Specification	Submitted (Y/N)	Reference Paragraph in Proposal
General	<ul style="list-style-type: none">a. Display panel type: IPSb. Viewable image area (diagonal): 21.5"c. Panel active area (W x H): 47.6 x 26.77 cmd. Resolution: FHD (1920 x 1080 @ 60 Hz)e. Aspect ratio: 16:9f. Brightness (typical): 250 cd/m²g. Contrast ratio (typical): 1000:1 static; 8000000:1 dynamich. Response times: 5 ms gray to grayi. Pixel pitch: 0.247 mmj. Display features: Asset control; On-screen controls; Plug and Play; User controls; Low blue light mode; Anti-glarek. Interface: HDMI; DisplayPort; VGAl. Display Input Type : 1 DisplayPort™ 1.2 in (with HDCP support); 1 HDMI 1.4 (with HDCP support); 1 VGAm. VESA mount: 100 mm x 100 mm		



Description	Specification	Submitted (Y/N)	Reference Paragraph in Proposal
	n. Physical security: Security lock-ready		

4.1.1.3 Camera

Description	Specification	Submitted (Y/N)	Reference Paragraph in Proposal
Camera	a. ICAO compliant passport style photo b. USB integration c. Linux Operating System SDK d. Integrated flash or low light optimization (with aperture control) e. Optical Zoom f. DSLR g. Adjustable desk mounted Camera stand with tilt. h. Security bracket for camera.		



4.1.1.4 Signature pad

Description	Specification	Submitted (Y/N)	Reference Paragraph in Proposal
Product Dimensions	161 x 174 x 11 mm		
Communication interface	USB		
Screen Type	Amorphous TFT LCD, color		
Screen Size	5" diagonal		
Reading Method	Electromagnetic resonance (EMR)		
Pen pressure levels	1024		
Sensor Resolution	2540 lpi		
Coordinate accuracy	± 0.5 mm (center)		
Cordless pen	Yes		
Operating System Compatibility	Linux Ubuntu		
Development environments	C++, .Net, and Java SDK/API		



4.1.1.5 Fingerprint scanner

Description	Specification	Submitted (Y/N)	Reference Paragraph in Proposal
Single-finger scanner	<ul style="list-style-type: none">a. USB integrationb. Operable under max 100,000 lux of direct sunlightc. Advanced Live Fingerprint Detection (LFD) technologyd. Ability to distinguish fake fingerprints made from various materials including clay, rubber, silicon, glue, paper, filme. NIST certified interoperable image & template format standards (ANSI-378, ISO19794-2/4)f. WSQ image Compression Standardg. Linux Operating System SDKh. Minimum Image resolution is 320x480 pixels, 500 DPIi. Single fingerprint reader (slim design) (90%)j. Desktop Slap-scanner (10%)		



4.1.1.6 Eye-test units

Description	Specification	Submitted (Y/N)	Reference Paragraph in Proposal
General	<ul style="list-style-type: none">a. Acuity and visual field testing according to Regulation 102b. High definition 1920X1080 OLED Color Display for clear image displayc. Wi-Fi and Ethernet connectivity to NaTIS workstationd. RESTful API integration to NaTIS applicatione. Highly corrected, modular, and expandable dual field lens systemf. Robust Industrial type crane controller joystickg. Backup battery for application cycle completionh. Automatic non mechanical IPD compensationi. Limited onboard storage of test results.		
Performance requirements	<ul style="list-style-type: none">a. Ability to process at least 50 tests per 8-hour shiftb. Ability to be resilient against regular power interruptionsc. Ability to operate in low or poor lighting conditions.		



Description	Specification	Submitted (Y/N)	Reference Paragraph in Proposal
Compatibility:	a. Ubuntu OS b. Windows OS c. Linux OS		
Software	Vision screener Software(SDK)		

4.1.1.7 Barcode Scanner

Description	Qty	Specification	Submitted (Y/N)	Reference Paragraph in Proposal
Scanner		Scan the ID or Driving license of an applicant: USB 2D Barcode Scanner compatible with Ubuntu Linux operating system		

**4.1.1.8 Printer**

Description	Specification	Submitted (Y/N)	Reference Paragraph in Proposal
Printer Type	Enterprise		
Print Speed	Up to 45/43 pages per minute (ppm) (A4/Preprinted)		
Print Color	Black		
Tray 1	100 sheet multipurpose		
Tray 2	550 sheet		
Tray 3	550 sheet		
Connectivity	1 Hi-Speed Device USB 2.0; 2 Hi-Speed USB 2.0 Host; 1 Gigabit Ethernet; 1 Hardware Integration Pocket; 1 Wi-Fi direct 802.11b/g/n; 1 Bluetooth low energy		
Fonts and typefaces	105 internal TrueType fonts scalable in PCL, 92 internal scalable fonts in postscript Level 3 emulation (Euro symbol built-in); 1 internal Unicode Fonts (Andale Mono World Type); 2 Internal Windows Vista 8 Fonts (Calibri, Cambria); additional font solutions available via third-party flash memory cards; LaserJet Fonts and IPDS Emulation. PCLE5e		
Compatible operating systems	Windows Client OS (32/64 bit), Win10, Win8.1, Win 8 Basic, Win8 Pro, Win8 Enterprise, Win8		



Description	Specification	Submitted (Y/N)	Reference Paragraph in Proposal
	Enterprise N, Win7 Starter Edition SP1, UPD Win7 Ultimate, Mobile OS, iOS, Android, Mac, Apple® macOS Sierra v10.12, Apple® macOS High Sierra v10.13, Apple® macOS Mojave v10.14, Discrete PCL6 Printer Driver, UPD PCL6 / PS Printer Drivers, Supported Operating systems. Linux Ubuntu		

4.1.1.9 Networked scanner

Description	Specification	Submitted (Y/N)	Reference Paragraph in Proposal
Scanner type	Flatbed with transparent materials adapter (TMA) and automatic document feeder		
Size	503 mm x 407 mm x 179 mm (19.8 in x 16.1 in x 7.1 in)		
Scanning element	Charged-coupled device		
Interface	USB 2.0 Hi-Speed Ethernet 10/100MBit		
Hardware resolution	2400 x 2400 ppi, 48 bit		
AC line voltage	100-240V~ 50/60Hz 1300mA		



4.1.1.10 Uninterrupted Power Supply

Description	Specification	Submitted (Y/N)	Reference Paragraph in Proposal
General	Delta R-Series UPS Single Phase 2KvA including SNMP Card		

4.1.1.11 Backdrop

Description	Specification	Submitted (Y/N)	Reference Paragraph in Proposal
Color	Blue/grey colour to ensure the quality background of the picture.		
Size	Size 2000mm(H) x 850mm(W)		

4.1.2 Ergonomic design

Requirement	Submitted (Y/N)	Reference Paragraph in Proposal
a. The components must be fitted to allow for functional operation of the unit at the Centre. The design should allow for the applicant to sit in one place without movement.		
b. General features: <ul style="list-style-type: none">i. the design must be compact, robust and lightweightii. The colour scheme must be in line with those of the table and other equipment.		



Requirement	Submitted (Y/N)	Reference Paragraph in Proposal
c. Table - the components must fit the current table. The dimensions of the table are: 1600cmx800cmx750cm and with 690cmx545cm space underneath the table. Refer to <u>Annexure C</u> for a diagram of the current table.		
d. Camera features - The design should cater for an adjustable camera which can be moved up and down based on the height of the applicant.		
e. Casing - The design should ensure that all hardware components are encase on that will encase the components in one.		
f. Power – the casing must have a power distribution unit (PDU) with only one plug to the power supply. The PDU must consist of the following outlets: <ul style="list-style-type: none">i. 3 x 16 Amp sockets,ii. 2 x 2 (two) pin /Euro socketsiii. 1 x Shucko socketiv. 2 x USB ports.		
g. Light-fitting unit – the design must incorporate a light fitting unit over the backdrop and must include the following: <ul style="list-style-type: none">i. A cool white natural LED lighting in an LED strip.ii. Must be powder-coated white.		
h. Network capability – the design of the case must cater for an 8-poty Gbps switch with one network outlet.		



Requirement	Submitted (Y/N)	Reference Paragraph in Proposal
i. Concept design – bidders must submit a concept design ie picture / schematic diagrams of their design		

4.2 Implementation timelines

The Bidder shall provide a Smart Enrolment Solution based on the delivery timelines indicated below

Item	Number of Units	Timeline
1 st Tranche	300	60 days after PO issued
2 nd Tranche	450**	60 days after 1 st Tranche delivery
3 rd Tranche	450**	60 days after 2 nd Tranche delivery
Total	1 200	

** It must be noted that the above figures are estimates



Section 5: Non-functional Requirements

5.1 Pre-qualification

Requirement	Submitted (Y/N)	Reference Paragraph in Proposal
<p>a. The Bidder must subcontract a minimum of 30% to Exempt Micro Enterprises (EMEs) or Qualifying Small Enterprises (QSEs) which are:</p> <ul style="list-style-type: none">▪ 51% owned by black people who are youth;▪ 51% owned by black people or who are women; and▪ 51% owned by black people with disabilities. <p>The bidder must ensure that at least 2 of the 3 categories listed above are covered.</p>		

5.2 Maintenance & Support

Requirement	Submitted (Y/N)	Reference Paragraph in Proposal
a. Provide maintenance and support for the eye-test unit for a period of 5 years.		
b. Bidder must provide 2 nd level maintenance and support for a period of 5 years.		
c. The bidder must indicate maintenance & support methodology for the eye-test unit that addresses <ul style="list-style-type: none">i. meantime / turnaround time to repair the unit; andii. meantime / turnaround to replace the unit.		



5.3 Training

Requirement	Submitted (Y/N)	Reference Paragraph in Proposal																								
a. Main bidder must provide training to DLCA technical team for 1 st level support. The technical team consists of 70 members nationwide.																										
b. Bidder to submit a training plan which includes training to be conducted in each Province. Each Provinces has technician listed as follows: <table><tr><th>Province</th><th>No. of Technicians</th></tr><tr><td>Eastern Cape</td><td>6</td></tr><tr><td>Free State</td><td>5</td></tr><tr><td>Gauteng</td><td>12</td></tr><tr><td>KwaZulu-Natal</td><td>8</td></tr><tr><td>Limpopo</td><td>5</td></tr><tr><td>Mpumalanga</td><td>5</td></tr><tr><td>Northern Cape</td><td>3</td></tr><tr><td>North West</td><td>5</td></tr><tr><td>Western Cape</td><td>8</td></tr><tr><td>National</td><td>13</td></tr><tr><td>Total</td><td>70</td></tr></table>	Province	No. of Technicians	Eastern Cape	6	Free State	5	Gauteng	12	KwaZulu-Natal	8	Limpopo	5	Mpumalanga	5	Northern Cape	3	North West	5	Western Cape	8	National	13	Total	70		
Province	No. of Technicians																									
Eastern Cape	6																									
Free State	5																									
Gauteng	12																									
KwaZulu-Natal	8																									
Limpopo	5																									
Mpumalanga	5																									
Northern Cape	3																									
North West	5																									
Western Cape	8																									
National	13																									
Total	70																									

It must be noted that the travel and accommodation related to training will be catered for by the DLCA.



5.4 Experience

Requirement	Submitted (Y/N)	Reference Paragraph in Proposal
a. Main contractor should have at least 5 years' experience providing similar IT equipment.		
b. Main contractor should have at least 5 years' experience providing IT maintenance & support.		

5.5 Warranty

Requirement	Submitted (Y/N)	Reference Paragraph in Proposal
a. Bidder must provide 24-months warranty on the eye-test unit.		
b. Bidder must provide an extended warranty of 36 months for all the other electronic equipment excluding the customised backdrop		
c. Bidder must provide at 12-months warranty on the customised backdrop.		



Section 6: Evaluation Criteria

Bids will be evaluated on a 80/20 or 90/10 preferential point system as outlined in the Preferential Procurement Regulations of 2017. The proposals will be evaluated in four (4) phases:



Phase 1 – Pre-qualification: Bidders must comply with the Pre-qualification requirements listed in [section 5.1](#) of this document. Bidders who fail to comply with the requirements will be disqualified from the bid and not considered further.

Phase 2 - Mandatory documents: Only Bidders who have complied with mandatory requirements will be evaluated for functionality. Bidders must, as part of their bid documents, submit supportive documentation for all functional requirements as indicated hereunder.

Phase 3 – Functionality: - The evaluation of the functionality will be evaluated individually by members of Bid Evaluation Committee (BEC) in accordance with the below functionality criteria and values. Bidders may be requested to do a presentation to the BEC members to clarify questions related to the functional proposal. The functional evaluation will be conducted in two (2) parts:

- **Part 1 – Technical evaluation** - The Bidder must score at least 30 points of the technical evaluation in order to move to the non-technical evaluation.
- **Part 2 – Non-technical evaluation** - this refers to the non-technical requirements of the bid. The Bidder must score at least 40 points for this section in order to advance to Phase 4 – Pricing Phase



Phase 4 – Pricing: Bids will be evaluated on either 90/10 or 80/20 Preference Point System (i.e. 90/80 points on Price and 10/20 points on B-BBEE). Evaluation will take place based on the lowest acceptable tender.

CRITERIA	MAXIMUM POINTS
Price	90/80
B-BBEE Rating	10/20
Grand Total	100

Only bids that scored a minimum of 70 points (for technical and non-technical functionality) will be considered for this phase. Bidders must complete the Pricing Schedule as indicated in [Annexure B](#).

6.1 Phase 1: Pre-qualification

Bidders must comply with the Pre-qualification requirements listed below. Bidders who fail to comply with the requirements will be disqualified from the bid and will not be considered further.

Requirement	Submitted (Y/N)	Reference Paragraph in Proposal
<p>The Bidder must subcontract a minimum of 30% to Exempt Micro Enterprises (EMEs) or Qualifying Small Enterprises (QSEs) to any two (2) of the categories listed below:</p> <ul style="list-style-type: none">▪ EME or QSE which is 51% owned by black people who are youth.▪ EME or QSE which is 51% owned by black people who are women.▪ EME or QSE which is 51% owned by black people with disabilities. <p>a. Bidder must provide as evidence, proposed plan/ agreement on how the prequalification will be applied.</p> <p>b. Bidder must provide details of the applicable sub-contractor</p>		



Requirement	Submitted (Y/N)	Reference Paragraph in Proposal
c. Bidder must provide a B-BBEE certificate / sworn affidavit for the subcontractor.		

6.2 Phase 2: Mandatory Documents

The Bidder must submit the following mandatory requirements.

No	Item	Submitted (Y/N)	Reference Paragraph in Proposal
1.	SARS Tax Clearance Pin. In bids where Consortia/ Joint Ventures/ Subcontractors are involved, each party must submit a separate Tax Clearance Pin.		
2.	A CSD report must be submitted for South African registered companies. In the case of a Joint Venture / Consortium, original certified copies (copy with original stamp) of Company Registration documents listing all members with percentage must be submitted for each member company.		
3.	In the case of a Joint Venture or Consortium a Memorandum of Understanding (MoU) in line with requirements in Section 2.6		
4.	Completed Price Schedule with Detailed Breakdown to be submitted in a separate envelope.		
5.	Signed copy of the original bid document including the SBD forms below.		
6.	SBD 1 – Invitation to bid		



No	Item	Submitted (Y/N)	Reference Paragraph in Proposal
7.	SBD 3.1 - Pricing schedule – firm prices		
8.	SBD 4 – Declaration of interest		
9.	SBD 6.1 - Preferential Points Claim Form		
10.	Bidders must provide details of ownership structure of any subcontracted company		
11.	Bidders must supply a certificate of compliance to Regulation 102 of the National Road Traffic Regulations, 2000 for the eye-test unit. The certificate must be issued by qualified Optometry/Ophthalmology Institution		
12.	Bidder must have completed the hardware compliance checklist as indicated in Annexure A		
13.	Bidder must submit a certificate of attendance of the briefing session		

Note: Bidders who fail to comply with the mandatory requirements will be disqualified.

6.3 Phase 3: Functionality

An assessment of Functionality will be based on the evaluation criteria noted in the table below. The evaluation will be conducted based on the information provided, and referenced content, provided in Section 4 (Functional) and Section 5 (Non-Functional) respectively.

Each of the evaluation criteria in the table will carry points as indicated. The Bidder must score a minimum overall 70 points, functionality in order to qualify to proceed to Phase 4 of Pricing. The allocation is summarized as follows:



Area	Total Score
Part 1 – Technical requirements	40
Part 2 – Non-technical requirements	60
Total points	100

6.3.1 Part 1 – Technical Requirements

The Bidder must score a minimum of 30 points to move to the non-technical requirements of the evaluation.

Area	Criteria	Points
6.3.1.1 Design	<p>The bidder must address all the design requirements listed in the Ergonomic design section 4.1.2 of this document.</p> <ul style="list-style-type: none">▪ Bidder has addressed all 9 requirements = 40 points▪ Bidder has addressed 6 - 8 requirements = 30 points.▪ points▪ Bidder has addressed 0 - 5 requirements = 0 points	40

6.3.2 Part 2 – Non-Technical Requirement

The Bidder must score a minimum of 40 points for non-technical evaluation or a combined 70 points (technical and non-technical) to advance to the next stage of Pricing.



Area	Criteria	Points
6.3.2.1 Maintenance & Support	a. Indicate the meantime / turnaround time to repair the eye-test unit (over & above the warranty). <ul style="list-style-type: none"> Turnaround time is 12 hours - 24 hours = 5 points Turnaround time is 25 hours - 36 hours = 3 points Turnaround time is 37 hours – 47 hours = 1 points Turnaround time is more than 48hour - = 0 points 	5
	b. Indicate the meantime / turnaround to replace the eye-test unit (over & above the warranty). <ul style="list-style-type: none"> Turnaround time 0 - 12 hours = 5 points Turnaround time is 13 hours – 23 hours = 3 points Turnaround time is more than 24 hours = 0 points 	5
6.3.2.2 Experience	<p>a. Main contractor should have a least 5 years' experience providing similar IT equipment.</p> <ul style="list-style-type: none"> 9+ years' experience = 15 Points 7 – 8 years' experience = 10 points 5 – 6 years' experience = 5 Points Less than 5 years' experience = 0 points <p>The reference letters must contain the following information failing which, the letter is invalidated</p> <ul style="list-style-type: none"> a. The scope of work ie the supply, delivery, testing and repair of the hardware equipment b. Duration of contract (commencement and completion date) c. Contract amount. d. Details of contact person (name, email address and telephone numbers). 	15



Area	Criteria	Points
	<p>b. Main contractor should have at least 5 years' experience providing IT maintenance & support.</p> <ul style="list-style-type: none"> ▪ 9+ years' experience = 15 Points ▪ 7 – 8 years' experience = 10 points ▪ 5 – 6 years' experience = 5 Points ▪ Less than 5 years' experience = 0 points <p>The reference letters must contain the following information failing which, the letter is invalidated</p> <ul style="list-style-type: none"> a. The scope of work i.e. maintenance and support; b. Duration of contract (commencement and completion date) c. Contract amount. d. Details of contact person (name, email address and telephone numbers). 	15
6.3.2.3 Warranty	<p>a. Bidder must provide 24-months warranty on the eye-test unit.</p> <ul style="list-style-type: none"> ▪ 24-month or more = 5 points ▪ less than 24 months warranty = 0 points <p>NB: Supplier must provide warranty certificates and length of warranty.</p>	5
	<p>b. Bidder must provide an extended warranty of 36 months for all the other electronic equipment excluding the backdrop</p> <ul style="list-style-type: none"> ▪ 36 months or more = 5 points ▪ less than 36 months warranty = 0 points <p>NB: Supplier must provide warranty certificates and length of warranty.</p>	5



Area	Criteria	Points
6.3.2.4 Training	Bidder must submit a training plan that addresses the requirements in section 5.3 <ul style="list-style-type: none">All Provinces trained within 30 days = 10 pointsAll Provinces trained within 60 days = 5 pointsPlan is irrelevant and not addressing all the requirements = 0 points	10
	TOTAL : Part 2 – Non Functional Training	60

6.4 Phase 4: Price and PPPFA Calculations

Only bids that achieve the minimum qualifying score of 70 points will be evaluated further for Pricing in accordance with the relevant preference points system where 80/90 points will be for **Price** and 20/10 points will be for your **B-BBEE status**. The contract would be awarded to the Bidder scoring the highest score.

Bidders must provide a B-BBEE Certificate issued by Registered Auditors approved by SANAS Accredited BEE Verification Agency or Affidavit detailing the B-BBEE status (South African Bidders only). In bids where Consortia/ Joint Ventures are involved Bidders must submit a consolidated B-BBEE Certificate.

NB! This document will not be requested if not submitted together with the Bid Proposal. Non-submission of B-BBEE will not lead to disqualification but will lead to forfeiture of points in Phase 4: Pricing.

The points scored in respect of B-BBEE contribution (i.e. HDI status) will be added to the points scored for price.

The following formula will be used to calculate the points for **Price**:



$$P_s = 90 \{1 - (P_t - P_{\min})\}$$

P_{\min}

Where

P_s = Points scored for comparative price of bid or offer under consideration.

P_t = Comparative price of bid or offer under consideration.

P_{\min} = Comparative price of lowest acceptable bid or offer

Points must be awarded to a Bidder for attaining the BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of contributor	Number of points 90/10 system
1	10
2	9
3	6
4	5
5	4
6	3
7	2
8	1
Non-compliant contributor	0

Bidders must submit original and valid B-BBEE status level verification certificate or certified copies thereof, issued by accredited Verification Agencies by SANAS or a sworn affidavit as prescribed by the B-BBEE Codes of Good Practice together with their bids to substantiate



their B-BBEE claims. The Exempted Micro Enterprise must submit a letter from Accounting Officer when is appointed in terms of Companies Act.

THE TOTAL COST WILL BE USED TO CALCULATE POINTS FOR PRICE CLARIFICATION

1.1 The DLCA may request clarity of further information regarding any aspect of the bid. The Bidder should supply the requested information within forty-eight (48) hours after the request has been made.

1.2 The DLCA reserves the right to conduct a security background check or screening of the Bidder.

1.3 The DLCA reserves the right to conduct mandatory site inspection to the offices of the Bidder.



Section 7: Annexures

Annexure A: Hardware Compliance Checklist

Does the proposed solution comply with the requirements indicated in section 4.1.1 of this document?

Item	Compliant (Y/N)	Comments
1. Backdrop		
2. Barcode scanner		
3. Camera		
4. Eye-test unit		
5. Fingerprint scanner		
6. Mini-desktop		
7. Monitor		
8. Networked scanner		
9. Printer		
10. Signature pad		
11. UPS		



Annexure B: Pricing Schedule

General

- Prices should escalate at an annual basis based on inflation at the time.
- All prices quoted must be VAT inclusive.

Item	Unit Price
1. Mini-desktop	
2. Monitor	
3. Fingerprint scanner	
4. Eye-test unit	
5. Printer	
6. Barcode scanner	
7. Camera	
8. Networked scanner	
9. UPS	
10. Backdrop	
11. Maintenance and Support per annum	
12. Training cost per technician	
13. Ergonomic design	
14. Other (specify)	
15. Other (specify)	
Total Bid Price	

***NB: THIS PRICING SCHEDULE MUST BE SUBMITTED
SEPARATELY WITH THE PRICING PROPOSAL***



Annexure C: Current Table

Dimensions – (The normal variation) 1600cmx800cmx750cm and with 690cmx545cm space underneath the table, must be space for printer and UPS (other variations will be added)

Table images (Standard size)

