

RFI DHA01-2022

SBD 1

PART A INVITATION TO BID

| YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF HOME AFFAIRS | | | | | |
|---|---|---------------|---|--|---|
| BID NUMBER: | RFI DHA01-2022 | CLOSING DATE: | 04 MARCH 2022 | CLOSING TIME: | 11:00 |
| DESCRIPTION | REQUEST FOR INNOVATION ICT NEEDS AND CHALLENGES | | | | |
| BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS) | | | | | |
| Department of Home Affairs, | | | | | |
| 230 Johannes Ramokhoase Street, | | | | | |
| Cnr. Thabo Sehume and Johannes Ramokhoase Streets | | | | | |
| Hallmark Building, Pretoria | | | | | |
| BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO | | | TECHNICAL ENQUIRIES MAY BE DIRECTED TO: | | |
| CONTACT PERSON | Nico Masango/ Lunga Njwabule | | CONTACT PERSON | Simphiwe Hlophe | |
| TELEPHONE NUMBER | (012) 406 2789 / 012 406 4027 | | TELEPHONE NUMBER | (012) 406 7117 | |
| E-MAIL ADDRESS | Nico.masango@dha.gov.za / lunga.njwabule@dha.gov.za | | E-MAIL ADDRESS | Simphiwe.hlophe@dha.gov.za | |
| SUPPLIER INFORMATION | | | | | |
| NAME OF BIDDER | | | | | |
| POSTAL ADDRESS | | | | | |
| STREET ADDRESS | | | | | |
| TELEPHONE NUMBER | CODE | | NUMBER | | |
| CELLPHONE NUMBER | | | | | |
| FACSIMILE NUMBER | CODE | | NUMBER | | |
| E-MAIL ADDRESS | | | | | |
| VAT REGISTRATION NUMBER | | | | | |
| SUPPLIER COMPLIANCE STATUS | TAX COMPLIANCE SYSTEM PIN: | | OR | CENTRAL SUPPLIER DATABASE No: | MAAA |
| B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE | TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No | | B-BBEE STATUS LEVEL SWORN AFFIDAVIT | | [TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No |

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

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

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

1. BID SUBMISSION:

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

2. TAX COMPLIANCE REQUIREMENTS

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

NB: FAILURE TO PROVIDE / 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:

I INSTRUCTIONS TO BIDDERS

A THE TENDER DOCUMENTS

Rules for Bidding

- 1.1. The Department is not bound to accept any of the proposals submitted and reserves the right to call for presentations from short-listed bidders before final selection.
- 1.2. The Department reserves the right to terminate this appointment or temporarily defer the work, or any part thereof, at any stage of completion should the Department decide not to proceed with the tender.
- 1.3. The Department also reserves the right to appoint any other person to undertake any part of the tasks.
- 1.4. The service provider must be a single legal entity with all other necessary expertise secured via sub-contract, or under a joint venture arrangement. The Department will enter into a single contract with a single entity for the delivery of the work set out in these tender documents.
- 1.5. The bidding entity shall be the same entity that will execute the bid. Any bid found to be fronting for another entity or entities shall be disqualified immediately.
- 1.6. All South African firms submitting bids as part of a consortium or joint venture must submit a valid original tax clearance certificates.
- 1.7. Foreign firms providing proposals must become familiar with local conditions and laws and take them into account in preparing their proposals.
- 1.8. The service provider and its affiliates are disqualified from providing goods, works and services to any private party to this Agreement, or any eventual project that may result, directly or indirectly from these services.
- 1.9. Firms may ask for clarification on these tender documents or any part thereof up to close of business 1 week before the deadline for the submission of the bids.
- 1.10. The Department reserves the right to return late bid submission unopened.
- 1.11. Firms may not contact the Department on any matter pertaining to their bid from the time when the bids are submitted to the time the contract is awarded. Any effort by a bidder to influence bid evaluation, bid comparisons or bid award decisions in any manner, may result in rejection of the bid concerned.
- 1.12. Should the contract between the Department and the service provider be terminated by either party due to reasons not attributable to the service provider, the service provider will be remunerated for the appropriate portion of work completed up to a maximum amount of not more than the total fee bid by the service provider for the appropriate phase of the project during which the appointment was terminated.
- 1.13.

Conditions of the Tender

- 1.14. The General Conditions of contract, as attached will apply.
- 1.15. The Department will become the owner of all information, documents, programmes, advice and reports collected and compiled by the service provider in the execution of this tender.
- 1.16. The copyright of all documents, programmes, and reports compiled by the service provider will vest in the Department and may not be reproduced or distributed or made available in any other way without the written consent of the Department.
- 1.17. All information, documents, programmes and reports must be regarded as confidential and may not be made available to any unauthorised person or institution without the written consent of the Department.
- 1.18. Bidders shall undertake to limit the number of copies of this document and destroy them in the event of their failure to secure the contract.
- 1.19. The service provider is entitled to general knowledge acquired in the execution of this agreement and may use it, provided that it shall not be to the detriment of the Department.

Cost of Bidding

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

Content of Tender Documents

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

Clarification of Tender Documents

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

- **RFI DHA01-2022**
- **Date and time:** Friday, 18 February 2022 at 10h00.

Interested bidders must submit an email requesting the link to the virtual meeting on or before Wednesday, 16 February 2022.

Amendment of Tender Documents

- 1.25. At any time prior to the deadline for submission of bids, the Department may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the tender document by amendment.
- 1.26. All prospective bidders who have received the tender document will be notified of the amendment in writing or by fax, and same will be binding on them.
- 1.27. In order to allow prospective bidders reasonable time in which to take the amendment into account in preparing their bids, the Department, at their discretion, may extend the deadline for the submission of bids.

B. PREPARATION OF BIDS

Language of Bid

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

Documents Constituting the Bid

- 1.2. The bid prepared by the Bidder shall comprise the following components:
 1. **Technical Bid, including:**
 - i. Invitation to Bid (SBD 1)
 - ii. Original Tax Clearance Certificate
 - iii. Declaration of Interests(SBD4)
 - iv. Preferential Points Claim Forms (SBD 6.1)
 - v. Declaration of past Supply Chain Management practices (SBD8)
 - vi. Certificate of independent bid determination (SBD9)
 - vii. General Conditions of contract
 - viii. Completed Technical Specification Document
 2. **Financial Bid, comprising:**
 - i. Price Schedule – Professional services (SBD 3.3)

Bid Prices

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

Period of Validity of Bids

- 1.8. Bids shall remain valid for 90 days after the closing date of bid prescribed by the Department. A bid valid for a shorter period shall be rejected by the Department as non-responsive.
- 1.9. In exceptional circumstances, the Department may solicit the Bidder's consent to an extension of the period of validity. The request and the response thereto shall be made in writing. A Bidder may refuse the request. A Bidder granting the request will not be required nor permitted to modify its bid.

Format and Signing of Bid

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

Sealing and Marking of Bids

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

Department of Home Affairs
29 Bester Street
Nelspruit
1200

- 1.14. The inner envelopes shall also indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared late.
- 1.15. If the outer envelope is not sealed and marked as required by the clause, the Department will assume no responsibility for the bid's misplacement or premature opening.
- 1.16. Emailed or faxed bids will not be accepted.**

Closing Date of Bids

- 1.17. Bids (Technical and Financial) must be received by the Department at the address specified under clause 1.13 above. In the event of the specified date for the submission of Bids being declared a holiday for the Department, the Bids will be received up to the appointed time on the next working day.
- 1.18. The Department may, at its discretion, extend this deadline for submission of bids by amending the bid documents in which case all rights and obligations of the Department and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

Late Bids

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

Modification and Withdrawal of Bids

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

C. EVALUATION OF BIDS

Clarification of Bids

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

Preliminary Examination

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

Evaluation and Comparison of Bids

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

Contacting the Department

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

D. AWARD OF CONTRACT

Post qualification

- 1.1. The Department will determine to its satisfaction whether the Bidder that is selected as having submitted the highest evaluated responsive bid meets the criteria specified in these documents, and is qualified to perform the contract satisfactorily.

- 1.2. The determination will take into account the Bidder's financial, technical and production capabilities. It will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the bidder, as well as such other information as the Department deems necessary and appropriate.
- 1.3. An affirmative determination will be a prerequisite for award of the Contract to the Bidder. A negative determination will result in rejection of the Bidder's bid, in which event the Department will proceed to the next highest evaluated bid to make a similar determination of that Bidder's capabilities to perform the contract satisfactorily.

Department's right to vary Quantities at Time of Award

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

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

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

Notification of Award

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

Signing of Contract

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

Termination of Service

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

Unsatisfactory Performance

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

Assignment

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



home affairs

Department:
Home Affairs
REPUBLIC OF SOUTH AFRICA

TERMS OF REFERENCE

RFI DHA01-2022

REQUEST FOR INNOVATION ICT NEEDS AND CHALLENGES

CLOSING DATE AND TIME OF BID:

04 March 2022 at 11h00

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

Date and time: Friday, 18 February 2022 at 10h00.

Interested bidders must submit an email requesting the link to the virtual meeting on or before Wednesday, 16 February 2022.

BID VALIDITY PERIOD: 90 DAYS

**Department of Home Affairs
Supply Chain Management**

TERMS OF REFERENCE

OBJECTIVE

1. The purpose of the request for information (RFI) is to invite Information & Communications Technology (ICT) Solution Providers/Integrators, Original Equipment Manufacturers (OEMs), and Valued-Added Resellers (VARs) to give input on information in accordance with various ICT challenges and aspirations the Department of Home Affairs may have within specified focus areas.
2. Respondents are expected to submit a separate response for each focus area post their attendance of a briefing.

BACKGROUND

3. The Department of Home Affairs (DHA) is largely dependent on computerised information systems to carry out its business operations, service delivery and to process, maintain, and secure essential information.
4. In 2007 cabinet approved the Free and Open Source Software (FOSS) Policy and Strategy for government. The cabinet issued a statement that all new software developed for or by the government will be based on open standards and government will itself migrate current software to open source software.
5. The Department views the use of FOSS not only as cost-saving imperative, but a necessary mitigation against vendor lock-in whilst ensuring support certainty and an increased contribution to tax revenue collection efforts.

BUSINESS OBJECTIVES

6. This RFI seeks achieve the following primary objectives:
 - a. Reduce the cost of ICT;
 - b. Progressively migrate towards modern but proven technologies; and
 - c. Optimise ICT investments through optimal selection of ICT goods and services.

FOCUS AREAS

7. In order to assist the Department to timeously review the responses, respondents are kindly request to submit separate responses for each focus area.

The responses should cover the following focus areas:

- Network Connectivity Platforms
- Network Monitoring, Alerting, and Reporting Tools
- Self-Contained Secured Wireless Local Area Networks for Internet Access
- Network Configuration Management
- Data Centre, Server and Application Hosting Consolidation
- Application Performance Management

- Application Virtualisation
- Container-based Virtualisation Technologies
- Office Productivity (Traditional and OCR)
- Enterprise Project and Portfolio Management
- Enterprise Performance Management
- Database Management Systems
- Business Intelligence (BI)
- System Integration Platforms / Middleware
- Enterprise Content Management
- Automated Secure Code Reviews
- Software Development Toolsets
- Infrastructure-aware Application Development
- Secure DevOps Programme
- Robotic Process Automation
- Mobile Application Development
- Virtual Meeting Platforms
- ICAO Standard Compliant Photographs
- Artificial Intelligence
- Citizen Empowerment and Inclusion
- Human Capital Development
- Centralised System and Audit Logging
- Digital Asset Protection
- Multi-factor Authentication and Transaction Non-Repudiation
- User Activity Monitoring
- Intrusion Detection and Prevention

NETWORK CONNECTIVITY PLATFORMS

8. The Department is currently using the following network connectivity modes:

- a. Fibre for Front Offices and Bank Branches;
- b. Microwave for Front Offices;
- c. VSAT for Ports of Entry, Front Offices, and Mobile Trucks;
- d. Mobile LTE for Ports of Entry, Mobile Trucks, Health Facilities;
- e. DIGINET for Front Offices and Bank Branches– These connections should have been migrated to fibre but the local telecommunications infrastructure does not allow this.

9. The Department operates both within well serviced and underserved areas (rural and urban) in terms of telecommunications infrastructure. Fibre would be the preferred mode of connectivity for immobile points of presence such as front offices, bank branches, health facilities, and ports of entry. Unfortunately, fibre infrastructure is not available at all DHA offices.
10. The current Live Capture system runs optimally on Fibre, Microwave and DIGINET, poorly on LTE and VSAT (Geostationary High Orbiting and Low Earth Orbiting satellites). Whilst Live Capture optimally runs on network links with less than 60ms latency, the VSAT links have an average latency of 500 +ms.

NETWORK MONITORING, ALERTING, AND REPORTING TOOLS

11. The Department is using ManageEngine on a limited basis to monitor, alert, and report on Data Centre infrastructure. Tools such as IBM Netcool were previously licensed but not used. An appraisal of available intelligent tools that would allow proactive monitoring, alerting, reporting, and capacity planning of data centre and network infrastructure is requested.

NETWORK CONFIGURATION MANAGEMENT

12. This is currently not used within the Department. An appraisal on available multi-vendor network change, configuration and compliance management (NCCM) solutions for switches, routers, firewalls and other network devices is hereby requested.

SELF-CONTAINED SECURED WIRELESS LOCAL AREA NETWORKS FOR INTERNET ACCESS

13. The Department has office spaces which it uses to interact with business, civic society, diplomats, and organised labour. In such spaces there is usually a need for wireless internet access. For systems security reasons, such wireless access should not be connected to the DHA internal network.
14. Possible areas of deployment may include the Corporate Office, Ministry, and Provincial Management Offices. Such deployment solution should also have the ability to enrol users and keep records of each user's activity for a minimum period of five (5) years. An infrastructure-as-a-service option would be preferred.

DATA CENTRE, SERVER AND APPLICATION SYSTEM HOSTING CONSOLIDATION

15. The Department hosts its systems across various data centres and computing platforms. We would like to not just reduce the number of data centres to at least two or three, but to also consolidate applications in a manner that ensure ICT Service Continuity by deploying application systems in a high availability configuration across data centres.

APPLICATION PERFORMANCE MANAGEMENT

16. This is currently not used within the Department, but the Department would like to appraise itself on the related technologies including their practical application. The Department would like to be able to gain code-level visibility and being able to detect and resolve application performance issues.

APPLICATION VIRTUALISATION

17. This is currently not used within the Department, but the Department would like to appraise itself on the related technologies including their practical application.

CONTAINER-BASED VIRTUALISATION TECHNOLOGIES

18. This is currently not used within the Department, but the Department would like to appraise itself on the related technologies including their application.

OFFICE PRODUCTIVITY (TRADITIONAL AND OCR)

19. The Department is currently on the Microsoft Enterprise Agreement which allows it to access Microsoft Office products such as Excel, Word, PowerPoint, Visio, Project Desktop, and Publisher.

From time to time there is need to:

- Convert scanned documents (image and PDF) into text documents;
- Edit and redact PDF documents (on premise cost-effective web based solution would be preferred); and
- Convert/export documents into small size PDF documents (both desktop and web based on premise solution would be preferred).

ENTERPRISE PROJECT AND PORTFOLIO MANAGEMENT

20. Through the Microsoft Enterprise Agreement, the Department is entitled to the use of Microsoft Project Server. However, the software is currently unused.
21. In addition to planning, budgeting, and forecasting projects, the Department would like to be able to develop the capability and capacity to strengthen general project management and scheduling processes by aggregating data and composing helpful reports.

ENTERPRISE PERFORMANCE MANAGEMENT (EPM)

22. A need for an automated and seamless way of monitoring performance, in terms of the Departmental Strategic Plan, Annual Performance Plans, and Annual Operational Plans, across the Department exists. An ideal EPM solution should comprise of three elements, namely Planning, Budgeting, and Forecasting.

DATABASE MANAGEMENT SYSTEMS (RELATIONAL AND NOSQL)

23. The following database management systems are in the DHA environment:

- IBM DB2
- Oracle Database
- Microsoft SQL Server
- MySQL/Maria DB

24. The Department would like to consolidate its database platforms onto a reliable, enterprise-grade open-source database platform in order to reduce vendor lock-in and software licensing costs. In addition, the Department would also like implement an open-source document-oriented database platform for its ECM systems.

BUSINESS INTELLIGENCE (BI)

25. The following BI products are found within the DHA environment:

- a. Reporting Services for Microsoft SQL Server;
- b. Apache Spark (R&D environment); and
- c. Apache Hadoop (R&D environment).

26. The Department would like BI solutions that enables the timely detection of fraud and irregular transactions, coupled with automated realtime alerts and scheduled periodic reports.

SYSTEM INTEGRATION PLATFORMS / MIDDLEWARE

27. The Department uses Enterprise Bus and Message Queuing systems for integrating data across disparate systems and for fulfilling third party queries on the DHA databases. The following system integration platforms are in the DHA environment:

- IBM Integration Bus and Message Queue
- Oracle Tuxedo
- Talend ESB (R&D environment only)
- Apache MQ (R&D environment only)
- RabbitMQ (R&D environment only)
- ZeroMQ (R&D environment only)

28. The Department would like to explore the possibility of using data streaming and event streaming technologies for processing of hundreds of thousands, if not millions of data queries and transactions, that it is positioning itself to get from third party organisations and individuals both within and outside of government.

ENTERPRISE CONTENT MANAGEMENT (ECM)

29. The following ECM products are found within the DHA environment:
- a. Documentum - limited to core business processes only at Civics and Immigration front offices, including eHome Affairs and eVisa.
 - b. SharePoint – recently deployed as part of a Microsoft pilot, but yet to be utilised even for basic personal data management and group collaboration; and
 - c. Alfresco – currently used for the storage and retrieval of the recently digitised birth records.
30. The Department would like to not just consolidate its ECM product portfolio, whilst reducing the cost of ownership, but also incorporate document-oriented NoSQL databases. There are numerous non-core business processes that are still paper form based that could be automated thus reducing process inefficiencies, data loss, and fraud, whilst providing agility for remote working.

AUTOMATED SECURE CODE REVIEWS

31. This is currently not used within the Department, but the Department would like to appraise itself on the related technologies including their practical application.

SOFTWARE DEVELOPMENT TOOLSETS

32. The following software development toolsets / programming languages are in use by DHA or its software development partners:
- a. Microsoft Visual Studio;
 - b. Python (for data processing);
 - c. Angular (for websites);
 - d. C++ (UNIX and Linux platforms only); and
 - e. Java.

INFRASTRUCTURE-AWARE APPLICATION DEVELOPMENT

33. Current systems such as Live Capture are network bandwidth intensive and network latency intensive (not more than 45ms). The Department would like to ensure that it develops systems that can operate within low network bandwidth and high network latency environments.

SECURE DEVOPS IMPLEMENTATION

34. The Department seeks to implement secure DevOps (Development Operations) programme in terms of processes, tools, and capacity building. The central concept of Secure DevOps is the enhanced integration of development, IT operations, and security. By adding security into the original mix, the velocity for security changes increases as well.
35. Through this implementation, the Department hopes to:

- a. Increase the speed of executing change requests;
- b. Maximise staff productivity;
- c. Reduce the likelihood of vulnerabilities being introduced and quickly mitigate those risks that remain;
- d. Improve the quality of application development and deployment services; and
- e. Improve team collaboration and work atmosphere.

ROBOTIC PROCESS AUTOMATION

36. This is currently not used within the Department, but the Department would like to appraise itself on the related technologies including their practical application. Possible areas of application may include, inter alia:

- a. Contact Centre;
- b. Virtual Switchboard;
- c. Ministry;
- d. Offices of the DG and Deputy Directors-General; and
- e. DHA Senior and Middle Management.

MOBILE APPLICATION DEVELOPMENT

37. This is a new terrain for the Department but nevertheless, in an endeavour to expand its service channels, the Department will be releasing a mobile application that will provide the same functionality as the current eHomeAffairs website.

VIRTUAL MEETING PLATFORMS

38. The Department is currently using the following virtual meeting platforms:

- a. Microsoft Teams; and
- b. Huawei T-Mobile Desktop.

39. An on premise secure virtual meeting and collaboration solution suite would be preferred. However, a private cloud-based solution, provided it is hosted within a South African organ of state, would be acceptable.

ICAO STANDARD COMPLIANT PHOTOGRAPHS

40. The International Civil Aviation Organisation (ICAO) has a specific standard for passport photographs. In order to comply with this standard, the Department is currently using a photo booth in its offices and mobile trucks. Photo booths occupy a significant amount of space, and the Department would like to see innovative space-saving solutions that are ICAO-compliant.

ARTIFICIAL INTELLIGENCE

41. This is currently not used within the Department, but the Department would like to appraise itself on the related technologies including their practical application. Some of the possible areas for application may include, inter alia:

- a. Fraud detection and prevention;
- b. Data trend analysis;
- c. User behaviour analysis;
- d. Contact Centre through the use of virtual assistants;
- e. Image analysis;
- f. Speech and facial recognition;
- g. Intrusion detection and prevention;

CITIZEN EMPOWERMENT AND INCLUSION

42. Changing citizen demand and outlook towards government services are shaping digital transformation in government. To date, the Department has released the eHomeAffairs website, and will soon be releasing a mobile application and appointment booking system in an endeavour to reduce queues to DHA offices.
43. A self-service kiosk for the renewal of asylum seeker permits is currently deployed at Refugee Reception Reception Centres. In the not-so-distant future, the Department plans to extend self-service kiosks for collections, reprints of Birth, Marriage and Death Certificates, and re-issue applications for Smart ID Cards and Passports.

HUMAN CAPITAL DEVELOPMENT

44. The development, deployment and support of DHA systems is largely performed by service providers with minimal supervision by DHA officials. Whilst the remuneration packages offered by the private sector to seasoned ICT specialists may sometimes be an obstacle in attracting and retaining ICT specialists, the cost of training and developing ICT specialist internally is also prohibitive. The Department is also considering using MOOC (Massive Open Online Courses) as one of the interventions.

CENTRALISED SYSTEM & AUDIT LOGGING, ALERTING AND REPORTING

45. The Department would like to have the ability to centrally store system and audit logs from application systems (Database Management Systems, ECM Systems, Web Servers, etc.), infrastructure systems (e.g. DHCP, Directory Services, Operating Systems, etc.) for a minimum period of five (5) years up to fifteen (15) years. This will be useful when running forensic investigations, especially on systems that are used for creating enabling documents such as passports, smart ID cards, birth certificates, death certificates, immigration permits, and marriage certificates.

DIGITAL ASSET PROTECTION

46. By implementing Digital Rights Management (DRM) systems or processes, the Department may be able to prevent users from accessing or using certain assets, allowing the Department to avoid legal issues that arise from unauthorised use. Through the implementation of DRM, the Department wants to be able to:
- a. Restrict or prevent users from editing or saving DHA content.
 - b. Restrict or prevent users from sharing or forwarding DHA content.

- c. Restrict or prevent users from printing your content.
- d. Disallow users from creating screenshots or screen grabs of DHA content.
- e. Set an expiry date on your document or media, after which the user will no longer be able to access it. This could also be done by limiting the number of uses that a user has.
- f. Lock access only to certain IP addresses, locations, or devices.

47. In addition, the Department would also like deploy Data Loss Protection technologies with the view of detecting and preventing unauthorised data extractions on DHA's information systems.

MULTI-FACTOR AUTHENTICATION AND NON-REPUDIATION

48. For selected line-of-business applications the Department has a proprietary Biometric Access Control Management (BACM) solution requiring authentication by username/password combination, smart card, and fingerprint. The same BACM solution also strengthen the non-repudiation transactions, for systems where it is deployed, by maintaining an electronic vault of all defined user transactions.

USER ACTIVITY MONITORING

49. With the risks associated with providing super user access to systems administrators and also allowing remote access to users, whether they are officials or contractors, or developers.
50. Depending on the user category, user activity monitoring may be implemented in one or a combination of the following methods:
- a. Video recordings of sessions.
 - b. Log collection and analysis.
 - c. Network packet inspection.
 - d. Keystroke logging.
 - e. Kernel monitoring.
 - f. File/screenshot capturing.

INTRUSION DETECTION AND PREVENTION

51. An appraisal of available solutions within this focus area would be highly appreciated.

VALUE PROPOSITION

52. The RFI responses will assist the Department in compiling portfolios of technology platforms per focus area, and initiate procurement processes within each focus area based on Departmental needs and the market's capability and capacity. The envisaged future procurement processes may take the form of Request for Proposal and/or Request for Tender/Bid.

POST-RESPONSE ACTIONS

53. A Bid Specification Committee will review focus area responses and make recommendations to DHA Senior Management. Where piloting of the proposed solutions has been put forward, the Department may consider piloting some of the solutions for a period not exceeding six (6) months.

NOTE: the service provider has the responsibility to determine and comply with the most recent release of the above listed codes and documents.

Notes to the bidders:

- You must ensure that you are registered on the CSD and that all your company details have been updated on the CSD.
- The following will apply for this RFI:
 - CLOSING OF RFI Responses

ADMINISTRATIVE PRE-QUALIFICATION REQUIREMENTS

Submission of RFI response: The Respondent must submit a RFI response documentation pack–

- (i) delivered at the correct physical or postal address and within the stipulated date and time as specified in the “Invitation to Innovate” cover page, and;
- (ii) in the correct format as one original document, two copies and a copy on memory stick.

The published RFI document is packaged as follows:

Bidders must submit their RFI response as follows and must tick in the box to confirm if the RFI response is submitted as such:

| | |
|----------------------|--|
| Manner of submission | Respondent to tick ✓ to indicate that the RFI response has been submitted in this sequence |
|----------------------|--|

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER: BID NO: RFI DHA01-2022

CLOSING TIME 11:00

CLOSING DATE: 04 March 2022

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

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

- The accompanying information must be used for the formulation of proposals.
- Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project.
R.....
- PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)
- | PERSON AND POSITION | HOURLY RATE | DAILY RATE |
|---------------------|-------------|------------|
| | R..... | R..... |
| | R..... | R..... |
| | R..... | R..... |
| | R..... | R..... |
- | PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT | | |
|--|--------|------------|
| | R..... | ----- days |
| | R..... | ----- days |
| | R..... | ----- days |
| | R..... | ----- days |

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

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

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

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

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

TOTAL: R.....

6. Period required for commencement with project after acceptance of bid
7. Estimated man-days for completion of project
8. Are the rates quoted firm for the full period of contract? *YES/NO
9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.

***[DELETE IF NOT APPLICABLE]**

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 presently employed by the state? **YES / NO**

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 the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 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.

2.7.2.2 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 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? **YES / NO**

2.9.1 If so, furnish particulars.
.....
.....
.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between **YES/NO**

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
of the company have any interest in any other related companies
whether or not they are bidding for this contract?

YES/NO

2.11.1 If so, furnish particulars:

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

2. Full details of Directors / Trustees / Members / Shareholders.

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

3. 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 preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:

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

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

| | POINTS |
|--|------------|
| PRICE | |
| B-BBEE STATUS LEVEL OF CONTRIBUTOR | |
| 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:

or

80/20

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

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

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. SUB-CONTRACTING

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

(Tick applicable box)

| | | | |
|-----|--------------------------|----|--------------------------|
| YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
|-----|--------------------------|----|--------------------------|

- 7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

| | | | |
|-----|--------------------------|----|--------------------------|
| YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
|-----|--------------------------|----|--------------------------|

- 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:
ADDRESS
.....
.....

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

| Item | Item | Item | Item |
|-------|--|---------------------------------|--------------------------------|
| 4.1 | Is the bidder or any of its directors listed on the National Treasury's database as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied). | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4.1.1 | If so, furnish particulars: | | |
| 4.2 | Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4.2.1 | If so, furnish particulars: | | |
| 4.3 | Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4.3.1 | If so, furnish particulars: | | |

| | |
|--|--|
| | |
|--|--|

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.

8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- ³ **Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.**
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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Signature

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Date

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Position

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Name of Bidder