

	<b>Invitation to Tender/ Request for Proposal</b>	<b>Document Identifier</b>	559-235050781	<b>Rev</b>	1	
		<b>Effective Date</b>	July 2024			
		<b>Review Date</b>	July 2027			

**NATIONAL TRANSMISSION COMPANY SOUTH AFRICA SOC LTD**

**INVITATION TO TENDER (ITT)**


**FOR**

**THE PROVISION OF CERTIFIED CYBERSECURITY AND ENTERPRISE  
ARCHITECTURE RELATED TRAINING SERVICES TO NATIONAL  
TRANSMISSION COMPANY SOUTH AFRICA (NTCSA) FOR A PERIOD OF  
THREE (3) YEARS.**

<b>Tender number</b>	<b>MWP2822NTCSA</b>
<b>Issue date</b>	<b>28 October 2024</b>
<b>Closing date and time</b>	<b>22 November 2024</b>
<b>Tender validity period</b>	<b>150 days from the closing date and time</b>
<b>Clarification meeting</b>	<b>Date: 12 November 2024</b> <b>Time: 11h00 am</b> <b>Venue: MS Teams</b> <b>MS Teams link attached on a word document in the tender advert.</b> Please note that the tender clarification meeting is not compulsory therefore the tenderers that will not be able to attend the clarification meeting may still tender.
<b>Tenders are to be delivered to the following address by the stipulated closing date and time</b>	<b>Eskom Holdings SOC Limited</b> <b>Eskom Megawatt Park Tender Office, Northside</b> <b>No. 01 Maxwell Drive</b> <b>Sunninghill, Gauteng</b>

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## Invitation to Tender

National Transmission Company South Africa SOC Ltd (hereinafter “NTCSA”) invites you to submit a *tender* for **the provision of certified Cybersecurity and Enterprise Architecture related training services to National Transmission Company South Africa (NTCSA) for a period of three (3) years.**

The enquiry documents are supplied to you on the following basis:

1. Free of charge

NTCSA has delegated the management of this enquiry to the NTCSA Representative whose name and contact details are set out in the Tender Data. The submission of a tender by you in response to this enquiry will be deemed as your acceptance of the Standard Conditions of Tender which may be accessed at [www.NTCSA.co.za](http://www.NTCSA.co.za). The documents can be downloaded from the following: <https://tenderbulletin.ntcsa.co.za/> [www.etenders.gov.za](http://www.etenders.gov.za)

All queries and clarifications relating to the enquiry documents must be addressed in writing to the NTCSA Representative. No query or clarification may be addressed to any NTCSA official other than the NTCSA Representative.

Yours faithfully




Procurement Manager

Jabu Nkgapele

Date: 2024-10-28

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## Contents

### Invitation to tender

- Standard Conditions of Tender (to be accessed via [www.NTCSA.co.za](http://www.NTCSA.co.za)).
- Tender Data.
- Commercial Tender returnables.

### Evaluation process and criteria

- Basic compliance and Mandatory Tender returnables.
- Functionality (Technical).
- Price and Preference scoring (80/20 preference point system will apply).
- Objective criteria.
- Contractual Requirements prior to Contract Award.

### Condition of contract

- Refer to the attached NEC3 Professional Service Contract (PSC3).

### Scope of work


- Refer to the attached NEC3 Professional Service Contract (PSC3) and NTCSA Information and Cybersecurity related training services scope of work document.
- NTCSA Information and Cybersecurity related training services - Tender Response Spreadsheet v1

### Pricing Schedule

- Refer to the Pricing schedule attached (Annexure K).

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## 1.1 Annexures to the Tender

The documents listed in this paragraph are attached to this enquiry.

Number	Description	Annexure	Attached (Y / N / N/A)	Required at Tender Closing
1.1.1	*Authorisation Form	Annexure A	Y	Y
1.1.2	*Acknowledgement form	Annexure B	Y	Y
1.1.3	*Tenderer's particulars	Annexure C	Y	Y
1.1.4	*Integrity Declaration Form (refer to <a href="http://www.NTCSA.co.za">www.NTCSA.co.za</a> for the Supplier Integrity Pact that suppliers are required to download and read)	Annexure D	Y	Y
1.1.5	*CPA Requirements for Local Goods/Services	Annexure E	Y	Y
1.1.6	*CPA(IG) for Foreign Goods/Services (if applicable)	Annexure F	Y	Y
1.1.7	SBD 6.2 Declaration Certificate for Local Production and Local Content <b>(only applicable if designated materials are included and then Tenderers will be required to complete and submit Annexures F1 to F4 as evidence of compliance with this requirement).</b>  Annexure C Local Content Declaration-Summary Schedule  Annexure D Imported Content Declaration – Supporting Schedule to Annexure C  Annexure E Local Content Declaration-Supporting Schedule to Annexure C	Annexure G1  Annexure G2  Annexure G3  Annexure G4	N/A  N/A  N/A	N/A
1.1.8	*SBD 1 Invitation to Bid must be filled out by all tenderers and submitted with the tender at tender submission deadline	Annexure H	Y	Y
1.1.9	*SBD 6.1 Preference Points Claim Form in terms of PPPFA 2022 regulations	Annexure I	Y	Y
1.1.10	*SBD 4 – Bidders Disclosure	Annexure J	Y	Y
1.1.11	Tax Evaluation questionnaire to determine whether a company, close corporation (CC)	Attached seperately in the	Y	Y

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	or Trust is a personal service provider for purposes of PAYE	tender advert website		
1.1.12	Reverse e-auction training acknowledgement form (if applicable)	N/A	N/A	N
1.1.13	Reverse e-auction process (if applicable)	N/A	N/A	N
1.1.14	CIDB Contract Skills Development Goals (CSDG) (if applicable)	N/A	N/A	N
1.1.15	Building/Civil: Contract Skills Development Goals (CSDG)	N/A	N/A	N
1.1.16	CIDB: Indirect Targeting for Enterprise Development Through Works.	N/A	N/A	N
1.1.17	Contract Participation Goals (CPG) (if applicable)	N/A	N/A	N
1.1.18	Scope of Work	Attached separately in the tender advert website	Y	Y
1.1.19	NEC3 Professional Service Contract (PSC)	Attached separately in the tender advert website	Y	Y
1.1.20	NTCSA Information and Cybersecurity related training services - Tender Response Spreadsheet v1	Attached separately in the tender advert website	Y	Y
1.1.21	Pricing Schedule/BOQ (Annexure K)	Attached separately in the tender advert website	Y	Y
1.1.22	Standard Terms and Conditions	Attached separately in the tender advert website	Y	Y
1.1.23	Supplier Non-Disclosure Agreement	Attached separately in the tender advert website	Y	Y
1.1.24	SD&L Undertaking	Refer to SDL&I under objective criteria	Y	Y

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1.1.25	Insurance Deductibles	Refer to NEC3 Professional Service Contract	Y	Y
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## 1.2. Tender Data

The Tender Data makes several references to the Standard Conditions of Tender and in those instances, the clause numbers are referenced hereunder. If the Standard Conditions of Tender are not attached to the enquiry, then tenderers are required to download this from [www.NTCSA.co.za](http://www.NTCSA.co.za). The “Tender Data” as detailed herein shall take precedence over the Standard Conditions of Tender in the event of any ambiguity or inconsistency between the two documents.

Clause Number from Standard Conditions of Tender	Tender Data
1.1 Parties	<p>The <i>Employer</i> is <b>NTCSA SOC Ltd</b></p> <p>The <i>NTCSA Representative</i> is:  Name: Refilwe Molapo  Tel: 017 615 2168  E-mail: MolapoRL@ntcsa.co.za</p>
1.3 Enquiry documents	<p>The Invitation to tender number is: <b>MWP2822NTCSA</b></p> <p>See the content list above for the enquiry documents.</p>
1.4 Type of enquiry	<p><b>1.</b> This enquiry is: An open invitation to tender</p>
1.6 NTCSA's rights to accept or reject any tender	<p>The tender shall be for the <i>part</i> of the contract.</p> <p>The outcome of this process will result in the appointment of multiple suppliers. The contract/ contracts will be for the part of the scope of work, that is the provision of certified Cybersecurity and Enterprise Architecture related training services to NTCSA for a period of three (3) years.</p>
2.1 Eligibility	<p>Tenderers (whether a single company or an incorporated or unincorporated joint venture or consortium) must meet the eligibility criteria stated in the Tender Data. The tenderer, or any of its principals, must not be under any restriction to do business with NTCSA or State-Owned Companies.</p> <p><b><u>Tenderers are ineligible to submit a tender if:</u></b></p> <p><b>1.</b> Tenderers have the nationality of a country on any international sanctions list. A tenderer shall be found to have the nationality of a country if the tenderer is a national or is constituted, incorporated, or registered and operates in conformity with the provisions of the laws of that country. This criterion shall also apply</p>

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	<p>to the determination of the nationality of proposed subcontractors or suppliers for any part of the Contract including related services.</p> <ol style="list-style-type: none"> <li>2. Tenderers submit more than one tender either individually or as a partner in a joint venture or consortium.</li> <li>3. Tenders submitted by a joint venture or consortium where the JV/consortium agreement does not explicitly state that the parties of the JV or consortium shall be jointly and severally liable for the execution of the Contract in accordance with the Contract terms.</li> <li>4. A Tenderer must not have a conflict of interest. All Tenderers found to have a conflict of interest shall be disqualified. Prima facie evidence that a tenderer has a conflict of interest with one or more parties in this [tendering/RFP] process is: <ol style="list-style-type: none"> <li>(a) they have a controlling partner or majority shareholder in common; or</li> <li>(b) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the tender of another tenderer, or to influence the decisions of the Employer regarding this bidding process;</li> </ol> </li> <li>5. Tenders signed by non- authorised persons.</li> <li>6. Any tenderer that is restricted by National Treasury.</li> <li>7. Any tenderer on the Tender Defaulters list.</li> <li>8. A tenderer that sub-contracts 100% of the Scope of Work.</li> <li>9. Flagged suppliers.</li> </ol> <p style="text-align: center;"><b>Ineligible of the flagged suppliers/tenderers will be due to the following reasons:</b></p> <ol style="list-style-type: none"> <li>a) Those suppliers implicated in serious misconduct by the Zondo Report or the SIU pending the finalisation of supplier disciplinary measures against these suppliers; and</li> <li>b) Other suppliers implicated in serious misconduct and a breach of the Eskom Supplier Integrity Pact by a forensic report or other source of credible information, such as the SAPS, the NPA, the SIU or other related source.</li> </ol> <p>The implications of this “flag” are as follows:</p> <ul style="list-style-type: none"> <li>o No new contracts or extension of existing contracts may be awarded to the supplier pending finalisation of supplier disciplinary processes against the supplier. Where As such, the supplier’s bid should be removed from any tender evaluation at the “eligibility” or “compliance” assessment stage of the evaluation.</li> </ul> <p><b>NTCSA will disqualify tenderers that are found not to have met the eligibility criteria.</b></p>
2.2 -2.5 Tender Closing	<p>The deadline for tender submission is: Date: <b>22 November 2024</b></p>

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	<p>Time <b>10:00 AM</b></p> <p><b>Late Tenders will not be accepted.</b> Tenders are to be submitted to the NTCSA <i>tender box</i> at the following physical address:</p> <p><b>THE TENDER OFFICE</b> <b>Eskom Holdings SOC Limited</b> <b>Eskom Megawatt Park Tender Office, Northside</b> <b>No. 01 Maxwell Drive</b> <b>Sunninghill, Gauteng</b></p>
2.9 Submitting a tender -Original tender and copy	<p>The tenderer must submit a complete original tender in paper form, plus one (1) complete copy of the original tender, also in paper form, at tender submission deadline. If an original tender is not submitted at all, or a copy of the original tender is not submitted at all, the tenderer will be disqualified.</p> <p>The tenderer must submit an additional copy of the original tender in the specified electronic form at tender submission deadline.</p> <ul style="list-style-type: none"> <li>• 1 x complete identical copy of the original tender in electronic format (Memory stick/flash disk) at tender submission deadline.</li> </ul>
2.12 Tender Validity Period	<p>The tender validity period is <b>150</b> days.</p> <p><b>NTCSA may extend the validity period for a specified additional period. Should extension of validity be required by NTCSA, tenderers agreeing to the request will not be required or permitted to modify a tender. If a tenderer modifies a tender, such a tender will be disqualified from the evaluation process.</b></p>
2.15 Clarification meeting	<p>A non-compulsory clarification meeting with representatives of NTCSA will take place as follows: Date: <b>12 November 2024</b> Time: <b>11:00 AM</b> Venue: <b>MS Teams</b></p> <p>Tenderers must confirm their intention to attend with the NTCSA Representative on email MolapoRL@ntcsa.co.za, stating the name, position and contact details of each proposed attendee.</p> <p>Please note that the tender clarification meeting is not compulsory therefore the tenderers that will not be able to attend the clarification meeting may still tender.</p>
2.16 Seeking clarification	<p>The tenderer will notify NTCSA of any clarifications required before the closing time for clarification queries, which is <b>5</b> working days before the deadline for tender submission.</p>
2.22 Alternative tenders	<p>Alternative tenders are <b>not allowed</b>.</p>

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2.32 Cataloguing	Not applicable
2.33 Provision of Security for Performance	Not applicable.
3.4 Tender Opening	Tenders will be opened at the same date and time as the tender deadline.
3.5 Prices to be read out or not	Prices will <b>not be read out</b> .
3.9 Basic Compliance	<p>Basic compliance with this enquiry requires a tenderer to meet all the following requirements:</p> <ol style="list-style-type: none"> <li>1. Meet the eligibility criteria;</li> <li>2. Submit a complete original tender with commercial, financial and technical information;</li> <li>3. Submit the original tender in paper form, plus a copy of the original, also in paper form; and</li> <li>4. Submit the mandatory commercial tender returnables at the stipulated deadlines.</li> </ol>
3.10 Mandatory tender returnables	A tenderer that does not submit mandatory documents or the complete information required in mandatory documents by the deadlines stipulated in the Tender Returnable section will be deemed non-responsive.
3.12 Functionality requirements	<p>Functionality requirements are applicable</p> <p>The following criteria will be applicable for this transaction under functionality criteria:</p> <p><b>NB:</b> The minimum qualifying score for functionality (threshold) is 70%. All tenders that fail to achieve the minimum qualifying score on functionality shall not be considered for further evaluation.</p> <p><b>1. Mandatory Requirements</b></p> <ul style="list-style-type: none"> <li>• The training provider will provide the latest version of the official certified course as stated by the accredited body. If a course is updated within the contract period, the latest version should be provided, and the training provider will inform NTCSA of the validity of the examination vouchers purchased.</li> <li>• It is required that the Tenderer complete the response spreadsheet (“NTCSA Information and Cybersecurity related training services – Tender Response Spreadsheet v1”) provided to for all the responses. The details below serve as a guideline for the technical evaluation criteria. Where there is insufficient space to provide a response, or if a tenderer wishes to provide a more detailed response which cannot be</li> </ul>

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fully included on the response spreadsheet, the tenderer must include a summarized response on the response spreadsheet and include a detailed response on a separate document, with a reference to this document in the response spreadsheet. Softcopies of documents containing detailed technical responses to be provided on the USB flash drive, together with a hard copy, as part of the tender submission.

## 2. Technical Evaluation Criteria

2.1. The tenderer (training institute) needs to list all professional certification authorities they are Authorised or Accredited by for the courses offered (tendering for courses that are within the tenders' offerings), namely CompTIA, EC-Council, ISACA and ISC2, IIBA, Axelos, The Open Group and DAMA. It is not required that the tenderer be authorised/accredited by all, only list by who and will be scored based on responses as per evaluation criteria.

2.2. The course Facilitation:

- List all courses available by the Tenderer. Inhouse ability to facilitate the courses listed or
- Provision can be made for partner/affiliated training institute of the tenderer to provide courses; these need to be specifically stated when tendering under this option and details of the partner/affiliated institute provided.

2.3. The examination:

- have an accredited examination facility stated for each of the courses provided (provide details of certification centre and locations).
- Or be affiliated to one where examination vouchers can be issued to Eskom that allow students to write the accreditation examination as required (provide details of affiliated certification centre and locations).

2.4. If the tenderer (training institute) does not have a certified examination centre inhouse or an affiliated centre, Exam vouchers for a certification centre for the specified course can be Purchased by the tenderer and issued to NTCSA for the student to write at said certified centre. These vouchers (and cost) should be equivalent as if provided by the certified body or by the tenderer having their own centre (i.e., can be purchased either from the Certification body to write at a certified examination centre or from a South African certified

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examination centre directly). This option needs to be communicated and cost provided for each course this would apply for (please make note if this is not possible for any bundled course plus exam options).

2.5. The provided examination vouchers should be valid for at minimum 1 year from the date of being issued to the student.

2.6. Details for the courses that are facilitated should include:


- a) Provide course summary material for each of the courses identified. This should include course overview, objectives as well as pre-requisites (digital copies will be required once contract is established).
- b) Training to be provided by an accredited/certified instructor. Provide CV stating accreditation/certification for the courses each trainer can facilitate. (More than one instructor can be listed to cover as many courses provided).
- c) Method of training/delivery: Tenderers must provide instructor led training (in-person/classroom or online, with online preferably over Microsoft Teams) and if possible.
- d) State any limits (max or minimum) numbers for training per course.
- e) Duration of the facilitated (instructor led) training.
- f) What is provide; course material, training tools/Labs, on demand lectures, and state any additional resources.
- g) Additionally, state what self-learning platforms and learning material will be provided to allow continued learning and examination preparation after the formal training and duration of access (minimum access 6 months).
- h) Detail what form of lab/simulation environment is available as required by the course during the classroom training as well as after for self-paced learning and how long it will be accessible.

2.7. Support

- i) State any additional benefits and support provided to assist the student during the training, examination preparation and certification process as well as the duration for support.
- j) Brief overview of how a potential trainee (single and group) will be able to **book for training** on a specific course be it offered by the tenderer, or the tenders affiliated training provider.
- k) Brief overview of how a potential trainee (single and group) will be able to **book for the accreditation examination** for the

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	<p>specific course be it offered by the tenderer, affiliated examination centre or the exam voucher option.</p> <p>2.8. The tenderer will provide the cost of the course (Instructor led) as well as the cost for the certification examination and any costs for training material as an optional extra.</p>
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**Evaluation Criteria (Section 2 above)** – It is preferred if the Tenderer completes the Evaluation on the Spreadsheet provided with the below being for reference: Authorised or Accredited by the following professional certification authority (state and provide proof)

Technical Evaluation Requirement (Section 2.1)							
Professional certification authority	Certified by Professional certification Authority to facilitate courses (state):	Score (Total out of 2)	Certified Examination Centre	Score (Total out of 2)	Examination Centre Locations (list cities)	Weight	Total Score (100)
CompTIA	Certification Authority Authorised/ Affiliated training provider with Certification Authority/ Nil		Accredited or Certified Examination Centre/ Affiliated examination Centre/ Nil		No scoring - only info	35	Total score after all entries made
EC Council	Certification Authority Authorised/ Affiliated training provider with Certification Authority/ Nil		Accredited or Certified Examination Centre/ Affiliated examination Centre/ Nil		No scoring - only info	35	
ISACA	Certification Authority Authorised/ Affiliated training provider with Certification Authority/ Nil		Accredited or Certified Examination Centre/ Affiliated examination Centre/ Nil		No scoring - only info	5	
ISC <sup>2</sup>	Certification Authority Authorised/ Affiliated training provider with Certification Authority/ Nil		Accredited or Certified Examination Centre/ Affiliated examination Centre/ Nil		No scoring - only info	5	
IIBA	Certification Authority Authorised/ Affiliated training provider with Certification Authority/ Nil		Accredited or Certified Examination Centre/ Affiliated examination Centre/ Nil		No scoring - only info	5	
Axelos	Certification Authority Authorised/ Affiliated training provider with Certification Authority/ Nil		Accredited or Certified Examination Centre/ Affiliated examination Centre/ Nil		No scoring - only info	5	
The Open Group	Certification Authority Authorised/ Affiliated training provider with Certification Authority/ Nil		Accredited or Certified Examination Centre/ Affiliated examination Centre/ Nil		No scoring - only info	5	
DAMA	Certification Authority Authorised/ Affiliated training provider with Certification Authority/ Nil		Accredited or Certified Examination Centre/ Affiliated examination Centre/ Nil		No scoring - only info	5	

Score	Assessment	Description of assessment
0	Unacceptable	Nil or inadequate response. Fails to demonstrate an ability to provide requirement.
1	Acceptable	“Affiliated training provider with Certification Authority” or Affiliated examination Centre
2	Excellent	Certification Authority Authorised/ Accredited or Certified Examination Centre

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Technical Evaluation Requirement (Section 2.2 – 2.4)										
Requirement		Training Course	Facilitation of Course:	Score (Out of 2)	Provisioning of Examination: (	Score (Out of 2)	Course Version number available (ensure latest is provided)	Maximum Score (4)	Weight per course	Weight per Requirement
Primary	1	CompTIA Network+ (N10-008)	Provided by Tenderer (inhouse)/ Provided by affiliated Training institute/ Nil		Accredited examination Facility (Inhouse) or Affiliated with an accredited examination Facility/ Exam voucher option/ Nil		No scoring - only info		10	70%
	2	CompTIA Security+ (SYO-008)	Provided by Tenderer (inhouse)/ Provided by affiliated Training institute/ Nil		Accredited examination Facility (Inhouse) or Affiliated with an accredited examination Facility/ Exam voucher option/ Nil		No scoring - only info		20	
	3	EC-Council Certified SOC Analyst (CSA)	Provided by Tenderer (inhouse)/ Provided by affiliated Training institute/ Nil		Accredited examination Facility (Inhouse) or Affiliated with an accredited examination Facility/ Exam voucher option/ Nil		No scoring - only info		10	
	4	CompTIA Cybersecurity Analyst (CySA+) (CS0-003)	Provided by Tenderer (inhouse)/ Provided by affiliated Training institute/ Nil		Accredited examination Facility (Inhouse) or Affiliated with an accredited examination Facility/ Exam voucher option/ Nil		No scoring - only info		20	
	5	CompTIA Cloud+ (CV0-003)	Provided by Tenderer (inhouse)/ Provided by affiliated Training institute/ Nil		Accredited examination Facility (Inhouse) or Affiliated with an accredited examination Facility/ Exam voucher option/ Nil		No scoring - only info		5	
	6	CompTIA PenTest+ (PT0-002)	Provided by Tenderer (inhouse)/ Provided by affiliated Training institute/ Nil		Accredited examination Facility (Inhouse) or Affiliated with an accredited examination Facility/ Exam voucher option/ Nil		No scoring - only info		10	
	7	EC-Council Threat intelligence analyst (CTIA)	Provided by Tenderer (inhouse)/ Provided by affiliated Training institute/ Nil		Accredited examination Facility (Inhouse) or Affiliated with an accredited examination Facility/ Exam voucher option/ Nil		No scoring - only info		10	
	8	EC-Council Certified Ethical Hacking (CEH v12)	Provided by Tenderer (inhouse)/ Provided by affiliated Training institute/ Nil		Accredited examination Facility (Inhouse) or Affiliated with an accredited examination Facility/ Exam voucher option/ Nil		No scoring - only info		15	
Secondary	9	EC-Council Certified Incident Handle (ECIH)	Provided by Tenderer (inhouse)/ Provided by		Accredited examination Facility (Inhouse) or Affiliated with an accredited		No scoring - only info		10	20%

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		affiliated Training institute/ Nil		examination Facility/ Exam voucher option/ Nil						
10	EC-Council - Hacking Forensics Investigator (CHFI v10)	Provided by Tenderer (inhouse)/ Provided by affiliated Training institute/ Nil		Accredited examination Facility (Inhouse) or Affiliated with an accredited examination Facility/ Exam voucher option/ Nil			No scoring - only info		10	
11	ISACA – Certified in Risk and Information systems control (CRISC)	Provided by Tenderer (inhouse)/ Provided by affiliated Training institute/ Nil		Accredited examination Facility (Inhouse) or Affiliated with an accredited examination Facility/ Exam voucher option/ Nil			No scoring - only info		10	
12	IIBA Entry Certificate in Business Analysis (ECBA)	Provided by Tenderer (inhouse)/ Provided by affiliated Training institute/ Nil		Accredited examination Facility (Inhouse) or Affiliated with an accredited examination Facility/ Exam voucher option/ Nil			No scoring - only info		10	
13	TOGAF 10 ENTERPRISE ARCHITECTURE LEVEL 1 & 2	Provided by Tenderer (inhouse)/ Provided by affiliated Training institute/ Nil		Accredited examination Facility (Inhouse) or Affiliated with an accredited examination Facility/ Exam voucher option/ Nil			No scoring - only info		10	
14	CAPM® Exam Preparation: FULL-DAY Course	Provided by Tenderer (inhouse)/ Provided by affiliated Training institute/ Nil		Accredited examination Facility (Inhouse) or Affiliated with an accredited examination Facility/ Exam voucher option/ Nil			No scoring - only info		10	
15	PRINCE2® Foundation and Practitioner 7th Edition Training Course	Provided by Tenderer (inhouse)/ Provided by affiliated Training institute/ Nil		Accredited examination Facility (Inhouse) or Affiliated with an accredited examination Facility/ Exam voucher option/ Nil			No scoring - only info		10	
16	The CDMP® Associate Certification	Provided by Tenderer (inhouse)/ Provided by affiliated Training institute/ Nil		Accredited examination Facility (Inhouse) or Affiliated with an accredited examination Facility/ Exam voucher option/ Nil			No scoring - only info		10	
17	IIBA Certification of Competency in Business Analysis (CCBA)	Provided by Tenderer (inhouse)/ Provided by affiliated Training institute/ Nil		Accredited examination Facility (Inhouse) or Affiliated with an accredited examination Facility/ Exam voucher option/ Nil			No scoring - only info		10	
18	PMP® Exam Preparation: Full day Course	Provided by Tenderer (inhouse)/ Provided by affiliated Training institute/ Nil		Accredited examination Facility (Inhouse) or Affiliated with an accredited examination Facility/ Exam voucher option/ Nil			No scoring - only info		10	
Tertiary	19	CompTIA Advanced security practitioner (CASP+) (CAS-004)	Provided by Tenderer (inhouse)/ Provided by affiliated Training institute/ Nil	Accredited examination Facility (Inhouse) or Affiliated with an accredited examination Facility/ Exam voucher option/ Nil			No scoring - only info		25	10%

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20	ISC2 Certified Information Systems Security Professional (CISSP)	Provided by Tenderer (inhouse)/ Provided by affiliated Training institute/ Nil		Accredited examination Facility (Inhouse) or Affiliated with an accredited examination Facility/ Exam voucher option/ Nil		No scoring - only info	25
21	ISC2 Certified Cloud Security Professional (CCSP)	Provided by Tenderer (inhouse)/ Provided by affiliated Training institute/ Nil		Accredited examination Facility (Inhouse) or Affiliated with an accredited examination Facility/ Exam voucher option/ Nil		No scoring - only info	15
22	ISACA – Certified information systems Auditor (CISA)	Provided by Tenderer (inhouse)/ Provided by affiliated Training institute/ Nil		Accredited examination Facility (Inhouse) or Affiliated with an accredited examination Facility/ Exam voucher option/ Nil		No scoring - only info	15
23	ISACA - Certified Information Security Manager (CISM)	Provided by Tenderer (inhouse)/ Provided by affiliated Training institute/ Nil		Accredited examination Facility (Inhouse) or Affiliated with an accredited examination Facility/ Exam voucher option/ Nil		No scoring - only info	20

Score	Assessment	Options for Selection
0	Unacceptable	<b>Not Provided</b> - Nil or inadequate response. Fails to demonstrate an ability to provide requirement. <b>No Examination Option</b> - Nil or inadequate response. Fails to demonstrate an ability to provide requirement.
1	Acceptable	<b>Facilitation of Course:</b> Provided by affiliated Training institute. <b>Provisioning of Examination:</b> Exam voucher to Accredited exam centre
2	Excellent	<b>Facilitation of Course:</b> Provided by Tenderer (inhouse) <b>Provisioning of Examination:</b> Accredited examination Facility (Inhouse) or Affiliated with an accredited examination Facility

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Technical Evaluation Requirement (Section 2.6 – 2.7)											
Requirement		Training Course	(a) Course summary material (indicate if available)	(b) Certified Training Instructor (indicate and provide proof)	Score	(c) Instructor Led training method (indicate what is available)				(d) State any limits (max & min) of trainees per instructor led sessions	(e) Duration of the instructor led training (days)
						Classroom (state facility locations)	Score	Online (preferred)	Score		
Primary	1	CompTIA Network+ (N10-008)	No scoring - only info	Yes/No		Yes/No		Yes/No		No scoring - only info	No scoring - only info
	2	CompTIA Security+ (SYO-008)	No scoring - only info	Yes/No		Yes/No		Yes/No		No scoring - only info	No scoring - only info
	3	EC-Council Certified SOC Analyst (CSA)	No scoring - only info	Yes/No		Yes/No		Yes/No		No scoring - only info	No scoring - only info
	4	CompTIA Cybersecurity Analyst (CySA+) (CS0-003)	No scoring - only info	Yes/No		Yes/No		Yes/No		No scoring - only info	No scoring - only info
	5	CompTIA Cloud+ (CV0-003)	No scoring - only info	Yes/No		Yes/No		Yes/No		No scoring - only info	No scoring - only info
	6	CompTIA PenTest+ (PT0-002)	No scoring - only info	Yes/No		Yes/No		Yes/No		No scoring - only info	No scoring - only info
	7	EC-Council Threat intelligence analyst (CTIA)	No scoring - only info	Yes/No		Yes/No		Yes/No		No scoring - only info	No scoring - only info
	8	EC-Council Certified Ethical Hacking (CEH v12)	No scoring - only info	Yes/No		Yes/No		Yes/No		No scoring - only info	No scoring - only info
Secondary	9	EC-Council Certified Incident Handle (ECIH)	No scoring - only info	Yes/No		Yes/No		Yes/No		No scoring - only info	No scoring - only info
	10	EC-Council - Hacking Forensics Investigator (CHFI v10)	No scoring - only info	Yes/No		Yes/No		Yes/No		No scoring - only info	No scoring - only info
	11	ISACA – Certified in Risk and Information systems control (CRISC)	No scoring - only info	Yes/No		Yes/No		Yes/No		No scoring - only info	No scoring - only info
	12	IIBA Entry Certificate in Business Analysis (ECBA)	No scoring - only info	Yes/No		Yes/No		Yes/No		No scoring - only info	No scoring - only info

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	13	TOGAF 10 ENTERPRISE ARCHITECTURE LEVEL 1 & 2	No scoring - only info	Yes/No		Yes/No	Yes/No		No scoring - only info	No scoring - only info
	14	CAPM® Exam Preparation: FULL-DAY Course	No scoring - only info	Yes/No		Yes/No	Yes/No		No scoring - only info	No scoring - only info
	15	PRINCE2® Foundation and Practitioner 7th Edition Training Course	No scoring - only info	Yes/No		Yes/No	Yes/No		No scoring - only info	No scoring - only info
	16	The CDMP® Associate Certification	No scoring - only info	Yes/No		Yes/No	Yes/No		No scoring - only info	No scoring - only info
	17	IIBA Certification of Competency in Business Analysis (CCBA)	No scoring - only info	Yes/No		Yes/No	Yes/No		No scoring - only info	No scoring - only info
	18	PMP® Exam Preparation: Full day Course	No scoring - only info	Yes/No		Yes/No	Yes/No		No scoring - only info	No scoring - only info
<b>Tertiary</b>	19	CompTIA Advanced security practitioner (CASP+) (CAS-004)	No scoring - only info	Yes/No		Yes/No	Yes/No		No scoring - only info	No scoring - only info
	20	ISC2 Certified Information Systems Security Professional (CISSP)	No scoring - only info	Yes/No		Yes/No	Yes/No		No scoring - only info	No scoring - only info
	21	ISC2 Certified Cloud Security Professional (CCSP)	No scoring - only info	Yes/No		Yes/No	Yes/No		No scoring - only info	No scoring - only info
	22	ISACA – Certified information systems Auditor (CISA)	No scoring - only info	Yes/No		Yes/No	Yes/No		No scoring - only info	No scoring - only info
	23	ISACA - Certified Information Security Manager (CISM)	No scoring - only info	Yes/No		Yes/No	Yes/No		No scoring - only info	No scoring - only info

Requirement	Training Course	(f) What is provided	(g) Self learning Platform and resources
-------------	-----------------	----------------------	--

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			Course material (Notes, books, slides, etc.) Indicate what is provided	Training tools/ Labs (provide details)	Score	On demand lectures	Score	State any additional resources?	State what is available	Duration of access Post Instructor led course (min 6 months)	Score
<b>Primary</b>	1	CompTIA Network+ (N10-008)	No scoring - only info	Yes/No		Yes/No		No scoring - only info	No scoring - only info	Yes/No	
	2	CompTIA Security+ (SYO-008)	No scoring - only info	Yes/No		Yes/No		No scoring - only info	No scoring - only info	Yes/No	
	3	EC-Council Certified SOC Analyst (CSA)	No scoring - only info	Yes/No		Yes/No		No scoring - only info	No scoring - only info	Yes/No	
	4	CompTIA Cybersecurity Analyst (CySA+) (CS0-003)	No scoring - only info	Yes/No		Yes/No		No scoring - only info	No scoring - only info	Yes/No	
	5	CompTIA Cloud+ (CV0-003)	No scoring - only info	Yes/No		Yes/No		No scoring - only info	No scoring - only info	Yes/No	
	6	CompTIA PenTest+ (PT0-002)	No scoring - only info	Yes/No		Yes/No		No scoring - only info	No scoring - only info	Yes/No	
	7	EC-Council Threat intelligence analyst (CTIA)	No scoring - only info	Yes/No		Yes/No		No scoring - only info	No scoring - only info	Yes/No	
	8	EC-Council Certified Ethical Hacking (CEH v12)	No scoring - only info	Yes/No		Yes/No		No scoring - only info	No scoring - only info	Yes/No	
<b>Secondary</b>	9	EC-Council Certified Incident Handle (ECIH)	No scoring - only info	Yes/No		Yes/No		No scoring - only info	No scoring - only info	Yes/No	
	10	EC-Council - Hacking Forensics Investigator (CHFI v10)	No scoring - only info	Yes/No		Yes/No		No scoring - only info	No scoring - only info	Yes/No	
	11	ISACA – Certified in Risk and Information systems control (CRISC)	No scoring - only info	Yes/No		Yes/No		No scoring - only info	No scoring - only info	Yes/No	
	12	IIBA Entry Certificate in Business Analysis (ECBA)	No scoring - only info	Yes/No		Yes/No		No scoring - only info	No scoring - only info	Yes/No	
	13	TOGAF 10 ENTERPRISE ARCHITECTURE LEVEL 1 & 2	No scoring - only info	Yes/No		Yes/No		No scoring - only info	No scoring - only info	Yes/No	
	14	CAPM® Exam Preparation: FULL-DAY Course	No scoring - only info	Yes/No		Yes/No		No scoring - only info	No scoring - only info	Yes/No	

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	15	PRINCE2® Foundation and Practitioner 7th Edition Training Course	No scoring - only info	Yes/No		Yes/No		No scoring - only info	No scoring - only info	Yes/No	
	16	The CDMP® Associate Certification	No scoring - only info	Yes/No		Yes/No		No scoring - only info	No scoring - only info	Yes/No	
	17	IIBA Certification of Competency in Business Analysis (CCBA)	No scoring - only info	Yes/No		Yes/No		No scoring - only info	No scoring - only info	Yes/No	
	18	PMP® Exam Preparation: Full day Course	No scoring - only info	Yes/No		Yes/No		No scoring - only info	No scoring - only info	Yes/No	
<b>Tertiary</b>	19	CompTIA Advanced security practitioner (CASP+) (CAS-004)	No scoring - only info	Yes/No		Yes/No		No scoring - only info	No scoring - only info	Yes/No	
	20	ISC2 Certified Information Systems Security Professional (CISSP)	No scoring - only info	Yes/No		Yes/No		No scoring - only info	No scoring - only info	Yes/No	
	21	ISC2 Certified Cloud Security Professional (CCSP)	No scoring - only info	Yes/No		Yes/No		No scoring - only info	No scoring - only info	Yes/No	
	22	ISACA – Certified information systems Auditor (CISA)	No scoring - only info	Yes/No		Yes/No		No scoring - only info	No scoring - only info	Yes/No	
	23	ISACA - Certified Information Security Manager (CISM)	No scoring - only info	Yes/No		Yes/No		No scoring - only info	No scoring - only info	Yes/No	

Requirement		Training Course	(h) Lab/Simulation environment		2.7 Support			Score:		
			State what is available	Duration for access	(i) State any additional benefits and support:	(j) Provide overview and support for <b>course booking</b> process (inhouse or affiliated facility)	(k) Provide overview and support for <b>examination booking</b> process	Total Score per Course	Weight per course	Weight per Requirement
<b>Primary</b>	1	CompTIA Network+ (N10-008)	No scoring - only info	No scoring - only info	No scoring - only info	No scoring - only info	No scoring - only info		10	70%
	2	CompTIA Security+ (SYO-008)	No scoring - only info	No scoring - only info	No scoring - only info	No scoring - only info	No scoring - only info		20	
	3	EC-Council Certified SOC Analyst (CSA)	No scoring - only info	No scoring - only info	No scoring - only info	No scoring - only info	No scoring - only info		10	
	4	CompTIA Cybersecurity Analyst (CySA+) (CS0-003)	No scoring - only info	No scoring - only info	No scoring - only info	No scoring - only info	No scoring - only info		20	

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	5	CompTIA Cloud+ (CV0-003)	No scoring - only info	No scoring - only info	No scoring - only info	No scoring - only info	No scoring - only info		5	
	6	CompTIA PenTest+ (PT0-002)	No scoring - only info	No scoring - only info	No scoring - only info	No scoring - only info	No scoring - only info		10	
	7	EC-Council Threat intelligence analyst (CTIA)	No scoring - only info	No scoring - only info	No scoring - only info	No scoring - only info	No scoring - only info		10	
	8	EC-Council Certified Ethical Hacking (CEH v12)	No scoring - only info	No scoring - only info	No scoring - only info	No scoring - only info	No scoring - only info		15	
Secondary	9	EC-Council Certified Incident Handle (ECIH)	No scoring - only info	No scoring - only info	No scoring - only info	No scoring - only info	No scoring - only info		10	20%
	10	EC-Council - Hacking Forensics Investigator (CHFI v10)	No scoring - only info	No scoring - only info	No scoring - only info	No scoring - only info	No scoring - only info		10	
	11	ISACA – Certified in Risk and Information systems control (CRISC)	No scoring - only info	No scoring - only info	No scoring - only info	No scoring - only info	No scoring - only info		10	
	12	IIBA Entry Certificate in Business Analysis (ECBA)	No scoring - only info	No scoring - only info	No scoring - only info	No scoring - only info	No scoring - only info		10	
	13	TOGAF 10 ENTERPRISE ARCHITECTURE LEVEL 1 & 2	No scoring - only info	No scoring - only info	No scoring - only info	No scoring - only info	No scoring - only info		10	
	14	CAPM® Exam Preparation: FULL-DAY Course	No scoring - only info	No scoring - only info	No scoring - only info	No scoring - only info	No scoring - only info		10	
	15	PRINCE2® Foundation and Practitioner 7th Edition Training Course	No scoring - only info	No scoring - only info	No scoring - only info	No scoring - only info	No scoring - only info		10	
	16	The CDMP® Associate Certification	No scoring - only info	No scoring - only info	No scoring - only info	No scoring - only info	No scoring - only info		10	
	17	IIBA Certification of Competency in Business Analysis (CCBA)	No scoring - only info	No scoring - only info	No scoring - only info	No scoring - only info	No scoring - only info		10	
	18	PMP® Exam Preparation: Full day Course	No scoring - only info	No scoring - only info	No scoring - only info	No scoring - only info	No scoring - only info		10	
Tertiary	19	CompTIA Advanced security practitioner (CASP+) (CAS-004)	No scoring - only info	No scoring - only info	No scoring - only info	No scoring - only info	No scoring - only info		25	10%

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20	ISC2 Certified Information Systems Security Professional (CISSP)	No scoring - only info	No scoring - only info	No scoring - only info	No scoring - only info	No scoring - only info		25	
21	ISC2 Certified Cloud Security Professional (CCSP)	No scoring - only info	No scoring - only info	No scoring - only info	No scoring - only info	No scoring - only info		15	
22	ISACA – Certified information systems Auditor (CISA)	No scoring - only info	No scoring - only info	No scoring - only info	No scoring - only info	No scoring - only info		15	
23	ISACA - Certified Information Security Manager (CISM)	No scoring - only info	No scoring - only info	No scoring - only info	No scoring - only info	No scoring - only info		20	

Score	Assessment	Options for Selection
0	Unacceptable	No
1	Acceptable	Yes

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3.14 Evaluation of Price	<p>Prices will be evaluated as follows:</p> <ol style="list-style-type: none"> <li>1. Inclusive of VAT;</li> <li>2. Corrected for arithmetical errors;</li> <li>3. Excluding contingencies in any bill of quantities or activity schedule'</li> <li>4. Adjusted for any other acceptable variations, deviations, or alternative tenders submitted; and</li> <li>5. Making a comparison of the Net Present Value of each adjusted tender based on the tendered programme (if provided) and prices, on the estimated effect of Price Adjustment Factors and rate of exchange fluctuations (if applicable) and on other evaluation parameters relating to uncertainty and risk, where applicable.</li> <li>6. Unconditional discounts will be taken into account for evaluation purposes.</li> <li>7. Conditional discounts will not be taken into account for evaluation purposes but will be implemented when payment is effected.</li> </ol> <p>Prices will be scored out of <b>80</b> points</p>
3.16 Evaluation of Specific Goals	<p>Specific goals will be scored out of <b>20</b> points in accordance with the PPPFA.</p> <p>If a tenderer fails to submit evidence of its points claim for a Specific Goal, it will not be disqualified. However, it will be awarded 0 points for that Specific Goal.</p>
3.17 Ranking of tenders	<p>Tenderers will be ranked by applying the preferential point scoring for the <b>80/20</b> system. NTCSA will add the score from Pricing and Specific Goals together and rank the suppliers from the highest to the lowest.</p>
3.18 Objective Criteria (if applicable)	<p>Objective criteria are applicable.  <b>Please note that NTCSA may award the contract to a tenderer other than the highest scoring if objective criteria justify the award.</b></p> <p>The following objective criteria apply to the enquiry:</p> <p><b>Section 1: Objective Criteria:</b></p> <p><b>NB: The following documents are required to claim preference points,</b></p> <ul style="list-style-type: none"> <li>• Valid B-BBEE certificate issued by a SANAS accredited verification agency / sworn affidavit / CIPC affidavit.</li> </ul> <p><b>Section 2: Objective Criteria:</b></p>

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	<p><u>Designated sector</u></p> <p>Not applicable.</p> <p><u>CIDB Skills development</u></p> <p>Not applicable.</p> <p><u>Mandatory Subcontracting as condition of award</u></p> <p>Not applicable.</p> <p><b>Section 3: SDL&amp;I Objectives in line with Reconstruction and Development Programme (RDP) Goals</b></p> <p><u>Transformation – BBBEE Improvement or Retention Plan</u></p> <p>Transformation remains an area of focus, where NTCSA continuously strives to align itself with national transformation imperatives to unlock growth, drive industrialization, create employment and contribute to skills development.</p> <p>NTCSA encourages its suppliers to constantly strive to improve their B-BBEE rating. Whereas Tenderer/s will be allocated points in terms of a preference point system based on specific goals, NTCSA also requests that tenderer/s submits their B-BBEE improvement or retention plan within 30 days of signing the contract.</p> <p>Tenderer/s are therefore requested to indicate the extent to which they will maintain (only if the respondent is a Level 1) or may improve/maintain their B-BBEE status over the contract period if their B-BBEE status is level 2 or 3. Tenderer/s with a B-BBEE status level 4 at the time of contract award, shall migrate and achieve as a non-negotiable a milestone of B-BBEE Level 3 by the end of the first year of the contract and thereafter improve their B-BBEE status level or migrate by one level higher.</p> <p>Tenderer/s with a B-BBEE recognition status of Level 5 to Level 8 or non-compliant at the time of contract award, shall migrate and achieve as a non-negotiable a milestone of Level 4 by the end of the first year of the contract and thereafter improve at least one B-BBEE Level higher of each year from the second year of the contract.</p>
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	<p>Tenderer/s are requested to submit their B-BBEE Improvement Plan as an essential document within 30 days of signing the contract.</p> <p><b>NB:</b> A valid B-BBEE certificate or Sworn Affidavit is a condition for contract award, if your company's annual Total Revenue is R10 Million or less you qualify as an Exempted Micro Enterprise therefore you can submit Sworn Affidavit. If your annual Total Revenue is R50 Million or less, you qualify as Qualifying Small Enterprise and must comply with all of the elements of QSE score card relevant to your sector unless an entity is at least 51% Black owned you are required to obtain a Sworn affidavit. If your Annual Total Revenue is above R50m you need to submit a Valid B-BBEE certificate</p> <p><u>Local Procurement Content</u></p> <p>Not applicable.</p> <p><u>Procurement spend on entities with a minimum 51% black ownership</u></p> <p>Not applicable.</p> <p><u>Skills development</u></p> <p>Tenderers are required to submit proposals in a table below for developing the skills of unemployed candidates in the country. Skills development is intended to address NTCSA's core, scarce and critical skills and the scarce and critical skills. These skills are also included in a 2020 list of occupations in high demand as stipulated in the Government Gazette 43937. Candidates shall be from all provinces in the country, and their composition shall be representative of the population demographics of South Africa.</p>
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	Skill type / Occupation	Eskom's target	Proposed Number
	Certification training on the following primary requirement courses (foundational)		
	- security+	2	
	- network +	2	
	- Cloud +	2	
	<p><b>Supplier to offer Certification training to graduates and matriculants as per the table above.</b></p> <p><b>For every 2M spend, skills will be developed.</b></p> <p><u>Section 4: SDL&amp;I Penalty and Performance Security</u></p> <p>NTCSA will apply a penalty of 2.5% of the Contract Value for failure to meet SDL&amp;I obligations.</p> <p>For the duration of the contract, NTCSA will retain 2.5% of every invoice (excluding VAT) as security for the fulfilment of all SDL&amp;I Obligations. The retained amounts shall only be released to the Contractor upon:</p> <ul style="list-style-type: none"> <li>• NTCSA receives the SDL&amp;I progress report/s from the contractor.</li> <li>• Fulfilment of all SDL&amp;I obligations by the contractor.</li> <li>• Submission of an approved compliance report by SDL&amp;I Department.</li> </ul>		
3.19 Reverse e-auction (if applicable)	Reverse e-auction is <i>not applicable</i> .		
Contractual Requirements	<p><u>Mandatory Contractual Requirements</u></p> <ul style="list-style-type: none"> <li>• Proof of Central Supplier Database (CSD) registration (MAA.....).</li> </ul> <p><u>Additional Contractual Requirements that may be included if applicable:</u></p> <p><b>SAFETY/ OHS REQUIREMENTS</b></p>		

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Not applicable, the successful supplier will sign the 37.2 Agreement at contract award and should maintain a valid letter of good standing for the duration of the contract.

**QUALITY REQUIREMENTS**

DOCUMENT No.	DESCRIPTION	APPLICATION
1 240-12248652	List of Tender Returnables / Quality Requirement Document	Tenderer to submit returnables for per list ( <b>Category 4</b> )
2 240-68099512	<b>FORM A:</b> Tender & Contract Quality Requirements For QM 58 and Quality Requirements For ISO 9001 Standard	Tenderer to complete and sign it.
3 240-105658000 (QM 58)	Supplier Quality Management: Specification	Specifying Eskom requirements. The selected respondent must submit <b>Category 4. [Final submission]</b>
4 240-126469599	Method Statement template	Tenderer to complete statement based on template

**ENVIRONMENTAL REQUIREMENTS**

SECTION A: Environmental Management System Requirements

- A.1 EMS Manual or a document that defines and describes the EMS and its scope;
- A.2 Environmental Policy Signed and Authorized by Company Owner/CEO/MD;
- A.3 Project environmental objectives and planning to achieve them;
- A.4 Project Roles, Responsibilities and Authorities (Environmental Rep/Environmental officer/SHEQ Rep, Environmental management organogram within the Company);
- A.5 Organisation Interested Parties - Needs and expectations;

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	<ul style="list-style-type: none"> <li>• A.6 Environmental Communication;</li> <li>• A.7 Nonconformity and Corrective action;</li> <li>• A.8 Environmental Emergency Preparedness and Response;</li> <li>• A.9 Performance Evaluation (monitoring, measurement, analysis and evaluation);</li> <li>• A.10 Internal Audit and Internal Audit Programme; and</li> <li>• A.11 Management Review.</li> </ul> <p>SECTION B: Environmental Management Programme and Environmental Authorisation</p> <ul style="list-style-type: none"> <li>• B.5 Access Control and Routes; and</li> <li>• B.15 Environmental Compliance Obligations</li> </ul> <p>SECTION E: Employer defined additional requirements &amp; miscellaneous.</p> <ul style="list-style-type: none"> <li>• E.2a Environmental Requirements Proforma: 240-110600836 completed and signed (by the Contractor).</li> </ul> <p><b>Note:</b> Contractual Requirements are not evaluation criteria. They will be assessed after the evaluation and ranking of the tenders. Proof that the tenderer recommended for award has met the stipulated contractual requirements must be submitted prior to contract award.</p> <p><b>Failure to meet stipulated Contractual Requirements by the stipulated deadlines may result in the tenderer being regarded as non-responsive and ineligible for contract award.</b></p>
3.22 Sign form of Agreement/ Contractual Conditions	The conditions of contract will be the <i>NEC3 Professional Service Contract</i> .
2.28 CIDB Requirements (where applicable for Engineering and Construction Works Contracts)	CIDB Requirements are not applicable.

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**Please note:**

Tenderers are requested to bear in mind NTCSA's standard payment terms as stipulated hereunder when submitting tenders and concluding contracts with NTCSA:

For contracts valued below R50 000 000 (Fifty Million Rand) including VAT, NTCSA is committed to paying Suppliers within 30 days of receipt of undisputed invoices.

For contracts valued above R50 000 000 (Fifty Million Rand) including VAT, NTCSA is committed to paying suppliers within 60 days of receipt of undisputed invoices.

NTCSA reserves the right to negotiate with preferred bidders after a competitive bidding process or price quotations should the tendered prices not be market-related.

Main contractors/ suppliers are discouraged from subcontracting with their subsidiary companies as this may be interpreted as subcontracting with themselves and / or using their subsidiaries for fronting. Where a main contractor subcontracts with a subsidiary, this must be declared in its tender documents.

A report containing a list of potential sub-contractors may be drawn by accessing the following link: [www.csd.gov.za](http://www.csd.gov.za)

“proof of B-BBEE status level of contributor” means-

- (a) the B-BBEE status level certificate issued by an authorised body or person; or
- (b) a sworn affidavit as prescribed by the B-BBEE Codes of Good Practice; or
- (c) any other requirement prescribed in terms of the Broad-Based Black Economic Empowerment Act

**1.2 TENDER RETURNABLES**

The tenderer must submit the returnable set out hereunder as part of its tender at the stipulated deadline.

**NOTE THE FOLLOWING: -**

**\* Returnables required at Tender closing (disqualifiable): -**


These returnables are required to be fully completed, signed (if required on the returnable) and submitted with the tender at Tender closing date and time. If not fully completed, signed (if required on the returnable) and/or submitted by tender closing, the tenderer will be disqualified.

**\*\* Returnable required at Tender closing (non-disqualifiable): -**

These returnables are required to be fully completed, signed (if required on the returnable) and submitted with Tender at Tender closing date and time; however, if not submitted by Tender closing, or submitted with incomplete information or without a required signature, the Procurement Practitioner will, in writing, request the tenderer to submit the returnable within 5

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working days. If the returnable is not fully completed, signed if required and/or received by the Procurement Practitioner within 5 working days of the request, the tenderer will be disqualified.

The 5 working days period does not apply to CIDB proof of grading. Refer to the returnable table the prescribed period for CIDB proof of grading.


**# Returnables required at Tender Closing date and time for evaluation: -**

These returnables are required to be submitted at tender closing date and time. These returnables will not be requested by the Procurement Practitioner. A tenderer that does not submit the required returnable at stipulated deadline or submits an incomplete returnable; will not be disqualified but will score zero.

Reference	Returnable From Suppliers	Returnable required at Tender closing (disqualifiable)*	Returnable required at Tender closing. (Non-disqualifiable) **	Returnable required prior to Contract Award.
<b>Basic Compliance</b>	Original tender plus one copy, both in paper form and also refer to point 3.9 above for full compliant	√		
<b>Annexure A</b>	Authorisation Form		√	
<b>Annexure B</b>	Acknowledgement Form		√	
<b>Annexure C</b>	Tenderers Particulars		√	
<b>Annexure D</b>	Integrity Pact Declaration form		√	
<b>Annexure E</b>	CPA for local goods/services (if applicable)		√	
<b>Annexure F</b>	CPA(IG) for imported goods/services (if applicable)		√	
<b>Annexure G1-G4</b>	SBD 6.2 -Declaration certificate for local production and content and Annexures G2, G3, G4.	Not Applicable		
<b>Annexure H</b> (applicable for all suppliers including Foreign suppliers)	SBD 1- to be completed and submitted by all tenderers.  Foreign suppliers will be subjected to SARS verification and confirmation of whether the respective supplier is liable to be registered for tax in South Africa		√	
<b># Annexure I</b>	SBD 6.1- Preference Points Claim Form in terms of PPPFA 2022 regulations		√	
<b>Annexure J</b>	SBD 4 – Bidders Disclosure		√	

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Reverse e-auction training acknowledgement form		Not Applicable			
<b>Additional Documents required in event of JV:-</b>	Letter of intent to form a JV/consortium or Valid joint venture agreement confirming the rights and obligations of each of the joint venture partners and their profit-sharing ratios.		√		
	Separate written confirmation that the joint venture will operate as a single business entity (incorporated) for the duration of the contract or this may be included as an obligation within the JV agreement.		√		
	Details and confirmation of a single designated bank account in the name of the JV and independent of the individual JV partners, as set out in the joint venture agreement.				√
<b># Specific Goals</b>	A tenderer's failure to submit proof that it meets the specific goals will not result in its disqualification. The tenderer will, however, be scored zero for Specific Goals for purposes of PPPFA scoring and ranking.		√		
<b>Tax Clearance Certificates</b>	A certified copy of a tax clearance certificate is required from foreign tenderers (with a footprint in South Africa but that are not registered on CSD and have not provided a SARS pin number) and local tenderers (that have not provided their SARS e-filing PIN number for verification by NTCSA and/or their CSD profile / CSD number). Foreign suppliers with no footprint in South Africa must complete the SBD1 document; however, no proof of tax compliance is required.				√
<b>Tax Evaluation Questionnaire (if services contract and was included as annexure)</b>	Evaluation questionnaire to determine whether a company, close corporation (CC) or Trust is a personal service provider for purposes of PAYE				√
<b>Compliance with Employment Equity Act</b>	To the extent that the tenderer falls within the definition of a "designated Employer" as contemplated in the Employment Equity Act 55 of 1998, the tenderer is required to furnish the Employer with proof of compliance with the Employment Equity Act, including proof of submission of the Employment Equity report to the Department of Labour. (South African tenderers only)				√
<b>CIDB (where applicable)</b>	Valid proof of the required CIDB grading designation for the main contractor; JV and/or sub-contractor as may be required in the tender data at tender closing deadline or within 21 working days from the closing date of submission of tenders if this is agreed with the Employer	Not applicable			

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<b>NEC or other Contract</b>	NEC completed in full.				√	
<b>Pricing schedule</b>	Completed pricing schedule (Annexure K). <b>[Failure to complete all pricing schedules as per above will result in a tender being disqualified]</b>			√		
<b>MANDATORY CONTRACTUAL REQUIREMENTS SUPPORTING EVIDENCE</b>						
<b>Mandatory Contractual Requirement</b>	Proof of valid and current CSD Registration (CSD number/CSD Report)  <i>[applicable to all tenderers of local origin and foreign tenderers with local footprint]</i>					√
<b>ADDITIONAL CONTRACTUAL REQUIREMENTS SUPPORTING EVIDENCE</b>						
<b>Safety</b>	<ul style="list-style-type: none"> <li>The successful supplier will sign the 37.2 Agreement at contract award and should maintain a valid letter of good standing for the duration of the contract.</li> </ul>					√
<b>Quality</b>	<b>DOCUMENT No.</b>		<b>DESCRIPTION</b>	<b>APPLICATION AND RESPONSIBILITY</b>		√
	1	240-12248652	List of Tender Returnables / Quality Requirement Document	Tenderer to submit all tender returnables for section A, B and E, as per list <b>(Category 4)</b>		
	2	240-68099512	<b>FORM A:</b> Tender & Contract Quality Requirements For QM 58 and Quality Requirements For ISO 9001 Standard	Tenderer to complete (section A and E) and sign it.		
	3	240-105658000 (QM 58)	Supplier Quality Management: Specification	Specifying Eskom supplier quality requirements. Tenderer to comply with the selected		

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			requirements as per <b>Category 4. [FYI - Not for submission]</b>			
	4	240-126469599	Method Statement template	Tenderer to compile and submit method statement based on the scope of work		
<b>Environmental</b>	<b>SECTION A: Environmental Management System Requirements</b> <ul style="list-style-type: none"> <li>• A.1 EMS Manual or a document that defines and describes the EMS and its scope;</li> <li>• A.2 Environmental Policy Signed and Authorized by Company Owner/CEO/MD;</li> <li>• A.3 Project environmental objectives and planning to achieve them;</li> <li>• A.4 Project Roles, Responsibilities and Authorities (Environmental Rep/Environmental officer/SHEQ Rep, Environmental management organogram within the Company);</li> <li>• A.5 Organisation Interested Parties - Needs and expectations;</li> <li>• A.6 Environmental Communication;</li> <li>• A.7 Nonconformity and Corrective action;</li> <li>• A.8 Environmental Emergency Preparedness and Response;</li> <li>• A.9 Performance Evaluation (monitoring, measurement, analysis and evaluation);</li> <li>• A.10 Internal Audit and Internal Audit Programme; and</li> <li>• A.11 Management Review.</li> </ul>					v
	<b>SECTION B: Environmental Management Programme and Environmental Authorisation</b> <ul style="list-style-type: none"> <li>• B.5 Access Control and Routes; and</li> </ul>					

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	<ul style="list-style-type: none"> <li>B.15 Environmental Compliance Obligations</li> </ul> <p>SECTION E: Employer defined additional requirements &amp; miscellaneous.</p> <ul style="list-style-type: none"> <li>E.2a Environmental Requirements Proforma: 240-110600836 completed and signed (by the Contractor).</li> </ul>			
<b>Due Diligence/financial analysis</b>	<p>Audited Financial Statements of the tenderer for the previous 18 months, or to the extent that such statements are not available, for the last year.</p> <p>In the case of a joint venture or special purpose vehicle (SPV) specially formed for this tender, audited financial statements for each participant in the JV / SPV must be submitted.</p> <p>Start-up enterprises formed within the last 12 months are not required to submit audited financial statements, but if successful in this enquiry; will be required to furnish statements for the first year once available.</p>	Not Applicable		
<b>DOCUMENTS REQUIRED UNDER FUNCTIONALITY/TECHINICAL CRITERIA</b>				
Functionality/Technical [required for evaluation /scoring]	<ul style="list-style-type: none"> <li>Refer to technical evaluation criteria as stipulated on item 3.12 above, technical evaluation criteria also attached seperately, refer to NTCSA Information and Cybersecurity related training services scope of work document;</li> <li>Also refer to NTCSA Information and Cybersecurity related training services - Tender Response Spreadsheet v1.</li> </ul>	v		

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**ANNEXURE A**

**AUTHORISATION FORM**

Indicate the status of the *tenderer* by ticking the appropriate box below.

A COMPANY	B CLOSE CORPORATION	C PARTNERSHIP	D JOINT VENTURE	E SOLE PROPRIETOR

The *tenderer* must complete the appropriate certificate set out below for its category of organisation. If the *tenderer* is a company, close corporation or joint venture, the *tenderer* must attach a certified copy the document that is proof of the contents of the certificate (resolution of the board of directors of a company, members’ resolution of a close corporation, or power of attorney in the case of a joint venture).

Note further that the authorised representative of the *tenderer* will in addition be required to sign the form at the end in addition to the relevant certificate for category of organisation.


**A. Certificate for company**

I, \_\_\_\_\_, in my capacity as \_\_\_\_\_ of the board of directors of \_\_\_\_\_, hereby confirm that by resolution of the board taken on \_\_\_\_\_ (date), Mr/Ms \_\_\_\_\_, acting in his/her capacity of \_\_\_\_\_, is authorised to submit this tender on behalf of the company, and to sign all documents in connection with this tender and any contract that may result from it on behalf of the company. The resolution of the board is annexed to this Form.

<b>Signed:</b>	<b>Date:</b>
<b>Name:</b>	<b>Position:</b>

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**B. Certificate for close corporation**

I, \_\_\_\_\_, in my capacity as member of \_\_\_\_\_, hereby confirm that by majority vote of the members taken on \_\_\_\_\_ (date), Mr/Ms \_\_\_\_\_, acting in his/her capacity of \_\_\_\_\_, is authorised to submit this tender on behalf of the close corporation, and to sign all documents in connection with this tender and any contract that may result from it on behalf of the close corporation. The members' resolution is annexed to this Form.

<b>Signed:</b>	<b>Date:</b>
<b>Name:</b>	<b>Position:</b> <b>(Member)</b>

**C. Certificate for partnership**


We, the undersigned, being the **key partners** in the business trading as \_\_\_\_\_ hereby authorise Mr/Ms \_\_\_\_\_, acting in his/her capacity of \_\_\_\_\_, to submit this tender on our behalf, and to sign all documents in connection with the tender and any contract that may result from it on our behalf.

Name	Address	Signature	Date

**NOTE: This certificate is required to be completed and signed by the full number of Partners necessary to commit the Partnership. Attach additional pages if more space is required.**

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**D. Certificate for Joint Venture**

We, the undersigned, are submitting this tender offer in Joint Venture and hereby authorise Mr/Ms \_\_\_\_\_, an authorised signatory of the company \_\_\_\_\_, being the lead member in the Joint Venture, to sign all documents in connection with the tender and any contract that may result from it on behalf of all the members in the Joint Venture.

This authorisation is evidenced by the attached power of attorney signed by the legally authorised signatories of all the members in the Joint Venture.

Furthermore we attach to this Form a copy of the Joint Venture Agreement which incorporates a statement that all members in the Joint Venture are liable jointly and severally for the execution of the contract, a term that indicates the member that will be the lead member, and terms that indicate the ratios according to which work and payment will be divided amongst the members.

<b>Name of JV member</b>	<b>Address</b>	<b>Authorised signature, name and capacity</b>
Lead partner		


**E. Certificate for sole proprietor**

I, \_\_\_\_\_, hereby confirm that I am the sole proprietor of the business trading as \_\_\_\_\_

<b>Signed:</b>	<b>Date:</b>
<b>Name:</b>	<b>Position:</b> <b>(Sole Proprietor)</b>

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**NOTE:** The table hereunder to also be fully completed by all *tenderers* irrespective of the category of organisation selected and completed above.

<b>Name of tenderer:</b>	
<b>Full names of authorised signatory:</b>	
<b>Designation and capacity:</b>	
<b>Signature of authorised signatory</b>	
<b>Date of signature:</b>	

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**ANNEXURE B**

**ACKNOWLEDGEMENT FORM**

We are in receipt of the Invitation to Tender/Proposal from NTCSA SOC Ltd and the following addenda issued by NTCSA:


We confirm that the documentation received by us is: **(Indicate by ticking the box)**

Correct as stated in the Invitation to Tender / RFP Content List, and that each document is complete.

Or: Incorrect or incomplete for the following reasons:

---



---



---

**Cataloguing Acknowledgement:**

**Please select the relevant statement by ticking the appropriate box below:**

1. We agree to provide the cataloguing information as described in the enquiry
2. We have already supplied NTCSA with the cataloguing information pertaining to this enquiry in a previous contract/order [**insert previous contract/order number**]
3. We do not intend to provide the required cataloguing information for the reasons stated hereunder:

---



---




---

4. We are a Distributor/Importer/Agent and our Principal, being the Original Equipment Manufacturer (OEM), is or is not [**delete whichever is not applicable**] in the position to supply cataloguing information for items. We attach the letter from the OEM confirming its position.

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Invitation to Tender No: \_\_\_\_\_

Name of Tenderer: \_\_\_\_\_

Country of registration: \_\_\_\_\_

Full names of contact person: \_\_\_\_\_


Contact details:

Tel (landline):
Cell phone:
e-mail address:

<b>Name of tenderer:</b>	
<b>Full names of authorised signatory:</b>	
<b>Signature:</b>	
<b>Designation and capacity:</b>	
<b>Date:</b>	

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## **ANNEXURE C**

### **TENDERER'S PARTICULARS**

The tenderer must furnish the following particulars where applicable:

Indicate the type of tendering structure by marking with an 'X' (where applicable provide registration number):	
Individual tenderer	
Unincorporated Joint venture (registration number for each member of the JV)	
Incorporated JV	
Other	

Please complete the following:


Name of lead partner/member in case of JV	
CIPC Registration Number or CIPC disclosure certificate (for individual companies and each JV member)	
VAT registration number (for individual companies and each JV member)	
CIDB registration number (for individual companies and each JV member), contractor grading designation (for individual companies and each JV member) and combined cidb contractor grading designation (for JVs)	
Contact person	
Telephone number	
E-mail address	
Postal address (also of each member in the case of a JV)	
Physical address (also of each member in the case of a JV)	

If subcontractors are to be used, indicate the following for the main sub-contractor(s). Add to the list of applicable.

Name of contractor	
CIPC Registration number or CIPC disclosure certificate	
VAT registration number	
CIDB Registration number (if applicable) and CIDB grade specified for the sub-contractor as may be stipulated in the Tender Data	

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Proposed Scope of work to be done by sub-contractor	
Contact person	
Telephone number	
Fax number	
E-mail address	
Postal address	
Physical address	

1. If you are currently registered as a vendor with NTCSA, please provide your Vendor registration number with NTCSA. \_\_\_\_\_
2. If you are currently registered as a vendor on the National Treasury's Central Supplier Database (CSD), please provide your supplier registration number with Treasury \_\_\_\_\_
3. Please note that it is not mandatory for you to be registered on National Treasury's CSD at the time of responding to this tender. It is, however, a mandatory requirement that you be registered on CSD prior to award.
4. You may register online at National Treasury website on [www.treasury.gov.za](http://www.treasury.gov.za)
5. If you are registered on SARS E-filing system, please provide your PIN number in order to verify your tax compliance status \_\_\_\_\_
6. If you are required to be tax compliant as per SBD 1 but are not registered on CSD (foreign suppliers) or have not provided your SARS E-filing PIN, please confirm that you have attached or will furnish a copy of a current valid tax compliance certificate as a tender returnable by contract award stage.


YES		NO	

7. **If sub-contracting is prescribed in the enquiry, tenderers must complete 7.1 to 7.9.**

7.1 Confirm if you intend sub-contracting

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

7.2 What percentage will you be sub-contracting? \_\_\_\_\_%

7.3 To whom do you intend sub-contracting? \_\_\_\_\_

7.4 Is the said sub-contractor registered on CSD?

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

7.5 If yes to 8.4, please provide CSD number. \_\_\_\_\_

7.6 Please confirm B-BBEE level of said sub-contractor \_\_\_\_\_

7.7 Which designated group does the sub-contractor belong to:-

- a) An EME or QSE;
- b) An EME or QSE which is at least 51% owned by black people;
- c) An EME or QSE which is at least 51% owned by black people who are youth;
- d) An EME or QSE which is at least 51% owned by black people who are women;
- e) An EME or QSE which is at least 51% owned by black people with disabilities;
- f) An EME or QSE which is 51% owned by black people living in rural or underdeveloped areas or townships;
- g) A cooperative which is at least 51% owned by black people;
- h) An EME or QSE which is at least 51% owned by black people who are military veterans; or
- i) More than one of the categories referred to in paragraphs (a) to (h).

7.8 Please confirm that you have attached your signed intention to sub-contract document.


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

7.9 Have you attached proof of sub-contractor's belonging to designated group?

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

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<b>Name of tenderer:</b>	
<b>Full names of authorised signatory:</b>	
<b>Signature:</b>	
<b>Designation and capacity:</b>	
<b>Date:</b>	

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## ANNEXURE D

### INTEGRITY DECLARATION FORM

**Note: This returnable is required to be fully completed, signed and submitted by tenderers at the stipulated deadlines.**

#### **1 DECLARATION OF INTEREST**

I/We understand that an employee of the State as defined in the Public Service Act of 1994 is prohibited from conducting business with any organ of state and from being a director of a public or private company that conducts business with an organ of state.

I/We understand that any natural/legal person, including any natural legal person related to an NTCSA employee/director as per the definition of "related" set out hereunder, may submit a tender to NTCSA. However, in order to establish whether a conflict of interest exists tenderers are required to declare such interest/relationships where:-


1. the *tenderer/s* employees/directors are also employees/contractors/consultants/ directors of NTCSA.
2. the *tenderer/s* employees/directors are also employees/contractors/consultants or directors in another entity together with NTCSA employees/consultants/contractors/ directors.
3. the *legal entity including its employees/contractors/ directors / shareholders /members /partners / owners* on whose behalf the tender documents are signed, is/are in some other way related to an NTCSA employee/contractor/consultant/director involved in the tender specification/ tender evaluation/tender adjudication/negotiation.
4. the tenderer/s and one or more other tenderers in this tendering/RFP process have a controlling partner in common, or have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence over the tender/proposal of another tenderer, or influence over the decisions of NTCSA regarding the bidding process;

#### **Related:**

- (1) When used in respect of two persons, means persons who are connected to one another in any manner contemplated below:
- (a) an individual is related to another individual if they-
    - (i) are married, or live together in a relationship similar to a marriage; or
    - (ii) are separated by no more than two degrees of natural or adopted consanguinity or affinity;

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- (b) an individual is related to a juristic person if the individual directly or indirectly controls the juristic person, as determined in accordance with the definition of control as set out in subsection (2) below; and
- (c) a juristic person is related to another juristic person if-
- (i) either of them directly or indirectly controls the other, or the business of the other, as determined in accordance with subsection (2) below;
  - (ii) either is a subsidiary of the other; or
  - (iii) a person directly or indirectly controls each of them, or the business of each of them, as determined in accordance with subsection (2) below.


“related person”, when used in reference to a directors/shareholders/members/partners/owners, has the meaning set out in 3.3.16, but also includes a second company of which the directors/shareholders/members/partners/owners or a related person is also a director directors/shareholders/members/partners/owners, or a close corporation of which the director or a related person is a member.

**Control:**

- (2) For the purpose of subsection (1) above, a person controls a juristic person, or its business, if-
- (a) in the case of a juristic person that is a company-
    - (i) that juristic person is a subsidiary of that first person, as determined in accordance with the Companies Act<sup>1</sup>; or
    - (ii) that first person together with any related or inter-related person, is-
      - (aa) directly or indirectly able to exercise or control the exercise of a majority of the voting rights associated with securities of that company, whether pursuant to a shareholder agreement or otherwise; or
      - (bb) has the right to appoint or elect, or control the appointment or election of, directors of that company who control a majority of the votes at a meeting of the board;
  - (b) in the case of a juristic person that is a close corporation, that first person owns the majority of the members’ interest, or controls directly, or has the right to control, the majority of members’ votes in the close corporation;

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- (c) in the case of a juristic person that is a trust, that first person has the ability to control the majority of the votes of the trustees or to appoint the majority of the trustees, or to appoint or change the majority of the beneficiaries of the trust; or
- (d) that first person has the ability to materially influence the policy of the juristic person in a manner comparable to a person who, in ordinary commercial practice, would be able to exercise an element of control referred to in paragraph (a), (b) or (c) of subsection (2).

“To give effect to the provisions above, please complete the table hereunder with all required information.

Full Name & Capacity/ Position within tenderer (e.g. employee/Director/member/ owner/shareholder)	Identity Number	Confirm and provide details (including employee number) if you are an employee/consultant/ contractor and/or director of a State/State owned entity.	Full Names & Capacity/Position of NTCSA employee/ consultant/contractor and/or director details of the relationship or interest (marital/ familial/personal/ financial etc.)	To your knowledge is this person involved in the specification/ evaluation/ adjudication/ negotiation of tenders?

If any employee/director/member/shareholder/owner of the tenderer/s is also currently employed by NTCSA, state whether this has been declared and whether there is authorisation to undertake remunerative work outside public sector employment and attach proof to this declaration. \_\_\_\_\_  
[Yes/No]

Do the tenderer/s and any other tenderer/s in this tendering/RFP process share a controlling partner or have any relationship with each other, directly or through common third parties? \_\_\_\_\_(  
[Yes/No]

If Yes, attach proof.

## 2 DECLARATION OF FAIR TENDERING PRACTICES

The tenderer declares that it has taken all reasonable steps to address and prevent the exploitation of the procurement process and the use of any unfair tendering practices.

A tender/proposal will be disqualified if the tenderer/s, or any of its directors have:

1. abused NTCSA’s procurement process (e.g. bid rigging/collusion); or
2. committed fraud or any other improper conduct in relation to such procurement process.

Please complete the declaration with an ‘X’ under YES or NO

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Item	Question	Yes	No
1.1	Is the tenderer/s or any of its shareholders/directors/members/partners/owners listed on National Treasury’s Database of Restricted Suppliers as companies/persons prohibited from doing business with the public sector.  The Database of Restricted Suppliers can be accessed on the National Treasury’s website ( <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> ).		
1.2	Is the tenderer/s or any of its shareholders/directors/members/partners/owners listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combatting of Corrupt Activities Act (No 12 of 2004)  The Register for Tender Defaulters can be accessed on the National Treasury’s website ( <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> ).		
1.3	Was the tenderer/s or any of its shareholders/directors/members/partners/owners convicted by a court of law (including a court outside South Africa) of fraud and/or corruption in respect of any procurement/tendering processes/procedures during the past five years?		
1.3.1	If “Yes”, provide details including a case number and a copy of the judgement.		
1.4	Was the tenderer/s or any of its shareholders/directors/members/partners/owners prohibited from doing business with any International Financial/Lending Institution or Development/Funding Agency?		
1.5	Is there any history/record of the tenderer/s or any of its shareholders/directors/members/partners/owners failing to meet their contractual obligation with the State or any State owned entity?		
1.5.1	If “Yes”, provide details		


**3. DECLARATION OF SHAREHOLDING INFORMATION**

I, the undersigned \_\_\_\_\_ [*Full names and Position*] \_\_\_\_\_  
hereby declare that I am the duly authorised representative of \_\_\_\_\_ [*Name of Tenderer*].

I further declare that the following individuals and/or entities listed hereunder are Shareholders in \_\_\_\_\_ [*Name of Tenderer*]:

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**Note that the information in the table below must be completed in full for each tenderer including incorporated JVs. If the tenderer is an unincorporated JV, the tables must be completed for each JV member. Please add additional rows if required.**

**Individuals:**

Full Name	Identity Number	Shareholding Percentage

**Other Entities\*:**

Full Legal / Trading Name	Entity Registration Number/Trust Number	Shareholding Percentage	Full name and surname of the /shareholders/ directors/ trustees/ beneficiaries of the shareholding entity	Identification Numbers of the shareholders/directors/ trustees/beneficiaries of the shareholding entity


**I declare that I have read and understood the provisions of the Supplier Integrity Pact, that all information furnished herein is true and correct, that it is understood that the tenderer's tender/proposal may be rejected, and that NTCSA will act against the tenderer should any aspect of this declaration prove to be false, and**

**I give my consent for this information to be used for the purpose as described in this Integrity Declaration Form and/or in relation to the Supplier Integrity Pact, and**

**I further consent that information provided in terms of this Integrity Declaration Form may be processed for verification of conflicts of interest and other ancillary purposes by NTCSA. Such processing may include the sharing of the information with third parties.**

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<b>Name of Tenderer:</b>	
<b>Full names of authorised signatory:</b>	
<b>Signature:</b>	
<b>Designation and capacity:</b>	
<b>Date:</b>	

**Joint Ventures**

I declare that I have read and understood the provisions of the Supplier Integrity Pact, that all information furnished herein is true and correct that it is understood that the JV's tender/proposal may be rejected, and that NTCSA will act against the JV should any aspect of this declaration prove to be false; and


I give my consent for this information to be used for the purposes described in this Integrity Declaration Form and/or in relation to the Supplier Integrity Pact, and

I further consent that information provided in terms of this Integrity Declaration Form may be processed for verification of conflicts of interest and other ancillary purposes by NTCSA. Such processing may include the sharing of the information with third parties.

<b>Name of Tenderer:</b>	
<b>Full names of authorised signatory:</b>	
<b>Signature:</b>	
<b>Designation and capacity:</b>	
<b>Date:</b>	

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## **ANNEXURE E**

### **CONTRACT PRICE ADJUSTMENT (CPA) REQUIREMENTS FOR LOCAL GOODS AND SERVICES.**

#### **The application of contract price adjustment (CPA) to tender submissions**

**Note:** This Section will not be applicable to Professional services contracts (See relevant section hereunder for guidelines on this).

#### **1. Application of CPA**

- CPA conditions may apply if the contractual duration is to be longer than 12 months.
- If the contractual duration will be less than or equal to 12 months, a fixed priced offer must be submitted.
- For contracts with a duration more than twelve (12) months, CPA will not be applicable for the first year. CPA will then only be applied from year two (2) onwards.
- Failure to propose contract price adjustment, or submit a CPA formula with the tender submission, will result in the pricing being considered fixed.
- NTCSA will not accept Rate of Exchange adjustment to be included in any CPA formula.
- Local indices may not be used for CPA purposes for any imported component.
- There must be separate CPA formulae for local and foreign CPA. Local and foreign escalation may not be combined into one formula.

#### **2. Tender Submissions**


##### **NTCSA Proposed CPA breakdown for Local Goods and Service**

Formula A						
<i>Index Reference</i>	<i>Proposed portions/Weightings of each index</i>	<i>Description of Index</i>	<i>Full Title of Index as published</i>	<i>Source Publisher of Index</i>	<i>Base Month</i>	<i>Base Price/Base Index Figure</i>
A1						
A2						
A3						
	15%	<i>Fixed portion not subject to CPA</i>				
<b>Total</b>	<b>100%</b>					

**Note:** Tenderers to take note that, if the NTCSA proposed CPA breakdown is not populated, they are required to refer to the Pricing Schedule in the NEC or other Contract or standalone Pricing Schedule for NTCSA's proposed CPA breakdown.

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### **NTCSA CPA Conditions/Requirements**

- Tenderers are required to submit CPA that is aligned to NTCSA’s proposed CPA breakdown in this Tender; or Tenderers may submit an alternative CPA proposal from NTCSA’s CPA proposal, and this will be considered if deemed acceptable to NTCSA;
- Note that for contracts exceeding a duration of 12 months if there is no CPA catered for by the tenderer; then prices will be deemed to be fixed and firm.
- A minimum of 15% of the total agreement value is to be fixed when a CPA formula is applied,
- Each CPA formula must add up to a final total of 100.
- Only official published CPA indices that are in the public domain must be used.
- No in-house indices may be used for CPA.
- There may be more than 1 CPA formula (Formula A, B, C etc) or a combination of all the cost components into 1 Formula (depending on how the pricing is to be submitted).
- If there are specific line items for Labour and Transport, individual Formulae might be used.

**Note: NTCSA reserves the right to negotiate CPA terms and conditions during negotiations held with tenderers.**

### **3. BASE DATE AND BASE PRICE**


- In instances of indices or other references published monthly, the Base Date is to be the month before the month in which the Enquiry closes.
- In instances where the reference figures, e.g. market prices, are published daily or at intervals more than once a month; then the average for the month before the month in which the Enquiry closes should be used as the Base Price.

### **4. CPA FOR PROFESSIONAL SERVICES**

- The preferred index to be used for adjusting these agreements is the country specific CPI Headline index.
- The price adjustment factor will be effective from each contractual anniversary of the contract date. This must be the average of the country specific CPI Headline index figures published for the last twelve-month period (cycle) ending before the contract anniversary date.

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<b>Closing date of tender:</b>	
<b>Name of tenderer:</b>	
<b>Full names of authorised signatory:</b>	
<b>Signature:</b>	
<b>Date of signature:</b>	

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## **ANNEXURE F**

### **CPA (IG) REQUIREMENTS FOR FOREIGN GOODS AND SERVICES**

#### **The application of contract price adjustment (CPA) to tender submissions**

**Note:** This Section will not be applicable to Professional services contracts (See relevant section hereunder for guidelines on this).

#### **1. Application of CPA**

- CPA conditions may apply if the contractual duration is to be longer than 12 months.
- If the contractual duration will be less than or equal to 12 months, a fixed priced offer must be submitted.
- For contracts with a duration more than twelve (12) months, CPA will not be applicable for the first year. CPA will then only be applied from year two (2) onwards.
- Failure to propose contract price adjustment, or submit a CPA formula with the tender submission, will result in the pricing being considered fixed.
- NTCSA will not accept Rate of Exchange adjustment to be included in any CPA formula.
- Local indices may not be used for CPA purposes for any imported component.
- There must be separate CPA formulae for local and foreign CPA. Local and foreign escalation may not be combined into one formula.

#### **2. Tender Submissions**


#### **NTCSA Proposed CPA breakdown for Local Goods and Service**

<b>Formula A</b>						
<b>Index Reference</b>	<b>Proposed portions/Weightings of each index</b>	<b>Description of Index</b>	<b>Full Title of Index published</b>	<b>Source Publisher of Index</b>	<b>Base Month</b>	<b>Base Price/Base Index Figure</b>
A1						
A2						
A3						
	15%	<b>Fixed portion not subject to CPA</b>				
<b>Total</b>	<b>100%</b>					

**Note:** Tenderers to take note that, if the NTCSA proposed CPA breakdown is not populated, they are required to refer to the Pricing Schedule in the NEC or other Contract or standalone Pricing Schedule for NTCSA's proposed CPA breakdown.

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### **NTCSA CPA Conditions/Requirements**

- Tenderers are required to submit CPA that is aligned to NTCSA’s proposed CPA breakdown in this Tender; or Tenderers may submit an alternative CPA proposal from NTCSA’s CPA proposal and this will be considered if deemed acceptable to NTCSA;
- Note that for contracts exceeding a duration of 12 months if there is no CPA catered for by the tenderer; then prices will be deemed to be fixed and firm.
- A minimum of 15% of the total agreement value is to be fixed when a CPA formula is applied,
- Each CPA formula must add up to a final total of 100.
- Only official published CPA indices that are in the public domain must be used.
- No in-house indices may be used for CPA.
- There may be more than 1 CPA formula (Formula A, B, C etc) or a combination of all the cost components into 1 Formula (depending on how the pricing is to be submitted.
- If there are specific line items for Labour and Transport, individual Formulae might be used.

**Note: NTCSA reserves the right to negotiate CPA terms and conditions during negotiations held with tenderers.**

### **3. BASE DATE AND BASE PRICE**

- In instances of indices or other references published monthly, the Base Date is to be the month before the month in which the Enquiry closes
- In instances where the reference figures, e.g. market prices, are published daily or at intervals more than once a month; then the average for the month before the month in which the Enquiry closes should be used as the Base Price.

### **4. CPA FOR PROFESSIONAL SERVICES**

- The preferred index to be used for adjusting these agreements is the country specific CPI Headline index.
- The price adjustment factor will be effective from each contractual anniversary of the contract date. This must be the average of the country specific CPI Headline index figures published for the last twelve-month period (cycle) ending before the contract anniversary date.

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## **PAYMENT OF FOREIGN COMMITMENTS**

### **PART 1: The application of importation payment requirements to tender submissions.**

Where foreign exchange is involved, NTCSA will take measures to mitigate any exposure to foreign currency exposure or exchange rate risk.

#### **Tenderers:-**

- Who wish to submit tenders with pricing in foreign currency for imported goods/services must establish **prior** to tender close (via the Procurement Practitioner), that the foreign currency that is being priced in the submission, is an acceptable foreign currency to NTCSA.
- Who are pricing for imported goods/services in a foreign currency or linking their pricing of goods to a foreign currency exchange rate, **must be the direct importers** of the goods/services. For payment purposes, NTCSA will require proof of importation.
- Who import goods into stock, for delivery to various customers, including NTCSA, the price quoted must be in South African Rand. In such cases, NTCSA will not undertake any foreign exchange commitment or arrange forward cover.
- Who have submissions where pricing for imported goods/services in a foreign currency or linked to a foreign currency exchange rate, must ensure that their pricing indicates the foreign currency and the foreign currency values.

Tenderers should note that all domestic value-added process, i.e., costs incurred in the Republic of South Africa, for example, transport costs will only be paid in Rands.

Tenderers who have submitted tenders, which have goods/services priced, are linked to a foreign currency or exchange rate, are required to select one of the payment methods indicated below for the payment relating to those imported goods/services:

**Payment of NTCSA's foreign commitment in foreign currency will be made either:**

#### **Payment Method 1A:**

To a nominated bank account in a foreign country in a foreign currency  
(Payment will be made to the party and account nominated by the supplier  
In the contract, and not to any other party).


**Please note that the contracting party OR NTCSA SOC Limited must be the direct importer of the goods**

#### **Documentation to be submitted with payment:**

- Commercial invoice (from the foreign supplier)

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### **Import payments**

- SAD 500
- Bill of Entry as evidence that goods have been cleared by the Department of Customs and Excise
- Customs release notification
- Transport documents from the freight company
- Marine/ ocean bill of lading

### **Any one of the following documents as per the mode of transportation:-**

- Airway bill / air transport document
- Road or rail consignment note.
- Postal receipt “goods despatched”.
- Certificate of posting
- Courier dispatch note or air waybill.

### **NB: Evidencing transport of the relative goods to the Republic of South Africa**

### **Service- related payments**

#### **Documents to submit with payment:**

- Commercial invoice (invoice from the overseas supplier)

### **Delete which is not applicable (Yes/No )]**

**OR**

### **Payment Method 1B:**


To a valid SARB approved CFC account in South Africa, in a foreign currency (payment will be made to the contracting party)

#### **Please note:**

- The contracting party must be the direct importer.
- For payment purposes, NTCSA will require both the foreign (commercial) invoice and the local tax invoice.
- The foreign currency values on both the commercial and local invoice must match. NTCSA will not pay any profit in foreign currency. (Please note that the commercial invoice used in the clearance of the imported goods must be from the country of origin)
- If Payment Method 1B is the option selected for the payment for any imported goods/services, then the following documentation is to be submitted with your submission:
  - Copy of tenderers bankers’ initial application to the Reserve Bank requesting approval to invoice a local entity or NTCSA, and for NTCSA to pay the invoiced currency into the contracting party’s CFC account.
  - Copy of the response from the Reserve Bank regarding the initial application, on the Reserve Bank’s letterhead

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- Copy of the latest application to the Reserve Bank to renew the approval.
- Copy of the response from the Reserve Bank to the application to renew the approval to invoice NTCSA in foreign currency.

**Documents to submit with payment:**

- Commercial invoice (from the foreign supplier, country of origin and used to clear the goods)
- Local invoice or Tax invoice
- Both the commercial invoice and local invoices must match

**Import payments**

- SAD 500
- Bill of Entry as evidence that goods have been cleared by the Department of Customs and Excise
- Customs release notification
- Transport documents from the freight company

**Any of the following documents as per the mode of transportation:-**

- Marine/ ocean bill of lading
- Airway bill / air transport document
- Road or rail consignment note.
- Postal receipt
- Certificate of posting
- Courier dispatch note or air waybill.

**NB: Evidencing transport of the relative goods to the Republic of South Africa**

**All documents submitted to NTCSA should not have any alterations.**

**The information on the documents should be as originally issued from the authorities, freight companies and overseas suppliers.**


**Service-related payments**

- Should a supplier select this option, they are required to provide proof that the South African Reserve Bank has given them approval to invoice NTCSA in foreign currency for services related payments and to receive foreign currency proceeds into that CFC account. The proof would consist of:-
  - A copy of a letter from the supplier’s bankers to the Reserve Bank requesting authority to receive services related payments to be made into a CFC account.
  - A copy of the official response from the Reserve Bank authorising payments to be made into the supplier’s CFC account. The supplier’s documents to the Reserve Bank must make specific reference to NTCSA.
- This approval is only valid for a period of 1 year or as per SARB approval period.

**Documents to submit with payment:**

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- Commercial invoice (invoice from the overseas supplier to proof that we have foreign currency exposure)
- Local Tax invoice (from the local supplier)
- Both the commercial invoice and local invoices must match

**NB: If a supplier is unable to produce or provide NTCSA with a commercial invoice, the contract will be concluded in rands. The contract cannot be linked to any Exchange Rate.**

**[Delete which is not applicable (Yes/No )]**

OR

**Payment Method 2:**

In South African Rand at the selling spot rate of exchange obtained by NTCSA's Treasury on the date that the forward cover is cancelled. NTCSA will notify the supplier of the date that the forward cover is cancelled as well As the intended payment date, which will be as per the agreed payment terms. Any exchange rate adjustment after NTCSA has notified the supplier of the date and the rate which the forward cover is cancelled, will be for the account of the supplier.

**Please note:**

- The contracting party must be the direct importer of the goods.
- This payment option is not applicable for the payment of services
- Tenderers are required to indicate and request approval from NTCSA to use Payment Method 2 **prior to tender close**. Where a tenderer has failed to obtain the required approval prior to tender close, the tenderer will have to select one of the other Payment Methods indicated in this document.
- Together with their submission, Tenderers will be required to provide NTCSA with a written indemnity confirming that they will not buy and forward cover.,

**Documents to submit with payment:**


- Commercial invoice (from the foreign supplier)
- SAD 500
- Bill of Entry as evidence that goods have been cleared by the Department of Customs and Excise
- Customs release notification
- Transport documents from the freight company

**Any of the following documents as per the mode of transportation:-**

- Marine/ ocean bill of lading
- Airway bill / air transport document
- Road or rail consignment note
- Postal receipt

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- Certificate of posting
- Courier dispatch note or air waybill

**NB: Evidencing transport of the relative goods to the Republic**

- Local invoice or Tax invoice

**NB: If a supplier is unable to produce or provide NTCSA with a commercial invoice, the contract will be concluded in rands. The contract cannot be linked to any Exchange Rate.**

**[Delete which is not applicable (Yes/No )]**

**OR**

**Fixed ZAR Option (Payment Method 3)**

This option is available to those tenderers who are the direct importers of the goods/services for which they have tendered, but do not find Payment Methods 1A, 1B or 2 and allows tenderers to be responsible for the foreign currency and exchange rate risk. If a tenderer selects this payment method, the process is as follows:

- NTCSA and the successful tender will engage, on a simultaneous basis, with their respective bankers and compare the exchange rate/s obtained. This is done to ensure that any exchange rate/s used is/are market related.
- Tenderers will be required to match or better the exchange rate/s obtained by NTCSA. If the tenderer's exchange rate/s is/are more expensive than the exchange rate/s indicated by NTCSA, the exchange rate/s to convert the foreign values into ZAR will be the NTCSA exchange rate/s.
- Once the exchange rate/s has/have been agreed by both parties, NTCSA will not be liable for any further exchange rate adjustments.

**From a Commercial perspective, please take note of the following:**


- The foreign currency and foreign currency amount/s that NTCSA is/are at risk to, need/s to be indicated in the pricing schedule submitted as part of the tender. If the pricing schedule does not allow for it, the foreign currency and foreign currency amount/s must be indicated in a covering letter.
- The exchange rate to be used in the tender submission is the exchange rate sourced from the South African Reserve Bank on the date the tender is advertised/published.
- Due to the payments being made in ZAR, but based on an agreed exchange rate, the tenderer will be required to submit proof of importation at time of payment.

**[Delete which is not applicable (Yes/No )]**

**Documents to submit with payment:**

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- Commercial invoice (from the foreign supplier)
- Local invoice or Tax invoice

**Import payments**

- SAD 500
- Bill of Entry as evidence that goods have been cleared by the Department of Customs and Excise
- Customs release notification
- Transport documents from the freight company

**Any of the following documents as per the mode of transportation:-**

- Marine/ ocean bill of lading
- Airway bill / air transport document
- Road or rail consignment note.
- Postal receipt
- Certificate of posting
- Courier dispatch note or air waybill.

**NB: Evidencing transport of the goods to the Republic of South Africa**

**Documents to submit with payment:**

- Commercial invoice (invoice from the overseas supplier to proof that we have foreign currency exposure)
- Local Tax invoice (from the local supplier)

**NB: If a supplier is unable to produce or provide NTCSA with a commercial invoice, the contract will be concluded in RAND's Not in Currency**

**[Delete which is not applicable (Yes/No )]**

**Please note: NTCSA will require substantiating proof of importation at the time of invoicing.**

Where the supplier, previously imported goods into stock for delivery to various customers, including NTCSA, the price quoted must be in South African Rand. In such cases, NTCSA will not undertake any foreign exchange commitment or arrange forward cover.


**Take note of the following:**

**Service-related payment:**

When specialist skills are required in South Africa, the local supplier will source the appropriate talent from their network of specialist companies overseas. The specialist is then brought into the country (South Africa) on one of two possible methodologies.

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1) **Secondment**

In this approach, the foreign specialist retains their employment contract with their home unit (Employer overseas) but are seconded to the local company that has a contract with NTCSA to work under the direction and control of the local management. Their salaries are paid to the foreign specialist by their home country and that foreign entity then invoices the local supplier (South Africa) in foreign currency for the cost relating to such employees. The invoices would typically be in Euro or GBP, this methodology is usually for short to medium term engagements.

**Documents to be attached for payment:**

- Commercial invoice from the specialist company
- Local invoice (South African company making use of the specialist services)
- Passport of the specialist and valid work permit
- Activity schedule signed by the contract manager.

2) **Payroll Transfer**

In this approach, the employee’s contract with the overseas employer will be suspended and the specialist takes up a local contract with the local company. The remuneration is then **ZAR** based, the overseas employer is unable to provide the foreign invoice because the employment with the specialist is suspended this methodology is usually favoured for long term engagement. There is no foreign commitment, and the contract will be in ZAR.

**PART 2: EXCHANGE RATES**


The tenderer shall use the exchange rate as at 12H00 on the date of the advertisement of the tender. The source of the exchange rates shall be the South African Reserve Bank ([www.resbank.co.za](http://www.resbank.co.za))

Please note that the tenderer is required to submit proof of the SARB rate/s used.

<b>Date of advertisement of tender:</b>	
<b>Closing date of tender:</b>	
<b>Name of tenderer:</b>	
<b>Full names of authorised signatory:</b>	
<b>Signature:</b>	
<b>Date of signature:</b>	

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**ANNEXURE H**

**SBD 1**

**PART A  
INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:	MWP2822NTCSA	CLOSING DATE:	22 NOVEMBER 2024	CLOSING TIME:	10:00 AM
DESCRIPTION	THE PROVISION OF CERTIFIED CYBERSECURITY AND ENTERPRISE ARCHITECTURE RELATED TRAINING SERVICES TO NTCSA FOR A PERIOD OF THREE (3) YEARS.				
<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>					


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


<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
	TCS PIN:		<b>OR</b>	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes	
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?	<input type="checkbox"/> No			<input type="checkbox"/> No	
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			

**[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]**

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<b>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	<b>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ANSWER PART B:3 BELOW ]
<b>SIGNATURE OF BIDDER</b>	.....	<b>DATE</b>	
<b>CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)</b>			
<b>TOTAL NUMBER OF ITEMS OFFERED</b>		<b>TOTAL BID PRICE (ALL INCLUSIVE)</b>	
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>		<b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>	
DEPARTMENT/ PUBLIC ENTITY	NTCSA	CONTACT PERSON	REFILWE MOLAPO
CONTACT PERSON	REFILWE MOLAPO	TELEPHONE NUMBER	017 615 2168
TELEPHONE NUMBER	017 615 2168	FACSIMILE NUMBER	
FACSIMILE NUMBER		E-MAIL ADDRESS	MolapoRL@ntcsa.co.za
E-MAIL ADDRESS	MolapoRL@ntcsa.co.za		

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## PART B TERMS AND CONDITIONS FOR BIDDING

<b>1.</b>	<b>BID SUBMISSION:</b>
1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
2.	<b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR ONLINE</b>
3.	<b>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.</b>
4.	<b>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.</b>
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.
<b>2.</b>	<b>TAX COMPLIANCE REQUIREMENTS</b>
1.	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
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.
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.
4.	BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
5.	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.
6.	WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
<b>7.</b>	<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>
1.	IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <span style="float: right;"><input type="checkbox"/></span> YES <input type="checkbox"/> NO
2.	DOES THE BIDDER HAVE A BRANCH IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>
3.	DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>
4.	DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? <span style="float: right;"><input type="checkbox"/></span> YES <input type="checkbox"/> NO
<b>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.</b>	

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

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**ANNEXURE I**

**SBD 6.1**

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

**1. GENERAL CONDITIONS**

- 1.1 The following preference point systems are applicable to invitations to tender:
- 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 To be completed by the organ of state**

- a) The applicable preference point system for this tender is the **80/20** preference point system.
- b) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

- 1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.


**1.4 To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	<b>POINTS</b>
<b>PRICE</b>	<b>80</b>
<b>SPECIFIC GOALS</b>	<b>20</b>
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

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- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

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


Where

- $P_s$  = Points scored for price of tender under consideration  
 $P_t$  = Price of tender under consideration  
 $P_{min}$  = Price of lowest acceptable tender

### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

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### 3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

- P<sub>s</sub> = Points scored for price of tender under consideration
- P<sub>t</sub> = Price of tender under consideration
- P<sub>max</sub> = Price of highest acceptable tender

## 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.


**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

***(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.***

***Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)***

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The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
1	20	
2	18	
3	14	
4	12	
5	10	
6	8	
7	6	
7	4	
8	2	
Non-compliant contributor		

**DECLARATION WITH REGARD TO COMPANY/FIRM**

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company


[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as

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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 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering 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 tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted 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, if deemed necessary.

.....

**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

.....

.....

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**ANNEXURE J**

**SBD 4**

**TENDERER'S DISCLOSURE**

**1. PURPOSE OF THE FORM**

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

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

**2. TENDERER'S DECLARATION**

2.1 Is the tenderer or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise, employed by the state?


**[YES/NO]**

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

<b>Full Name</b>	<b>Identity Number</b>	<b>Name of State Institution</b>

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2.2 Do you, or any person connected with the tenderer, have a relationship with any person who is employed by the procuring institution?

**[YES/NO]**

If so, furnish particulars:

.....  
 .....

2.3 Does the tenderer or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

**[YES/NO]**

If so, furnish particulars:

.....  
 .....


**3. DECLARATION**

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying tender will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The tenderer has arrived at the accompanying tender independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium will not be construed as collusive bidding.
- 3.4 There have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the tender, tendering with the intention not to win

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the tender and conditions or delivery particulars of the products or services to which this tender invitation relates.

- 3.5 The terms of the accompanying tender have not been, and will not be, disclosed by the tenderer, directly or indirectly, to any competitor, prior to the date and time of the official tender opening or of the awarding of the contract.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the tenderer with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the tender submitted where so required by the institution, and the tenderer was not involved in the drafting of the specifications or terms of reference for this tender.
- 3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, tenders 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 the tenderer maybe restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.


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

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

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

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**Supplier Development Localisation and Industrialisation (SDL&I):**

**Supplier Section 1: Objective Criteria**

The inclusion of objective criteria in an enquiry is not mandatory but a condition for contract award, and if included, this must align with the requirements of the PPPFA [clause 2(1)(f)] and be clearly stated in the enquiry together with the consequence of such objective criteria (i.e., if the tenderer does not meet objective criteria; it may lead to the second-ranked tenderer being recommended for award).

**NB: The following documents are required to claim preference points,**

- Valid B-BBEE certificate issued by a SANAS accredited verification agency / sworn affidavit / CIPC affidavit

**Section 2: Objective criteria**

**2.1 Designated Sectors**

When applicable the following stipulated minimum threshold for Local Production and Content must be achieved in full by the tenderer

	<b>YES</b>	<b>NO</b>
a) Is this Commodity or part of it a Designated Sector?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**2.2 CIDB Skills Development**

**Continuation of Mandatory Requirements**

	<b>YES</b>	<b>NO</b>
a) Is there CIDB compulsory training?	<input type="checkbox"/>	<input checked="" type="checkbox"/>


**2.3 Mandatory Subcontracting as condition of award**

**Continuation of Mandatory Requirements**

	<b>YES</b>	<b>NO</b>
a) Is subcontracting applicable?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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### Section 3: SDL&I Objectives in line with Reconstruction and Development Programme (RDP) Goals

Tenderers who complete and submit the objectives as required, but who do not meet NTCSA’s targets, will not be disqualified. SDL&I objectives do not form part of scoring, but commitments will form part of contractual obligations

#### 1. Transformation – BBEE Improvement or Retention Plan

Transformation remains an area of focus, where NTCSA continuously strives to align itself with national transformation imperatives to unlock growth, drive industrialization, create employment and contribute to skills development.

NTCSA encourages its suppliers to constantly strive to improve their B-BBEE rating. Whereas Tenderer/s will be allocated points in terms of a preference point system based on specific goals, NTCSA also requests that tenderer/s submits their B-BBEE improvement or retention plan within 30 days of signing the contract.

Tenderer/s are therefore requested to indicate the extent to which they will maintain (only if the respondent is a Level 1) or may improve/maintain their B-BBEE status over the contract period if their B-BBEE status is level 2 or 3. Tenderer/s with a B-BBEE status level 4 at the time of contract award, shall migrate and achieve as a non-negotiable a milestone of B-BBEE Level 3 by the end of the first year of the contract and thereafter improve their B-BBEE status level or migrate by one level higher.

Tenderer/s with a B-BBEE recognition status of Level 5 to Level 8 or non-compliant at the time of contract award, shall migrate and achieve as a non-negotiable a milestone of Level 4 by the end of the first year of the contract and thereafter improve at least one B-BBEE Level higher of each year from the second year of the contract.

Tenderer/s are requested to submit their B-BBEE Improvement Plan as an essential document within 30 days of signing the contract.


**NB:** A valid B-BBEE certificate or Sworn Affidavit is a condition for contract award, if your company’s annual Total Revenue is R10 Million or less you qualify as an Exempted Micro Enterprise therefore you can submit Sworn Affidavit. If your annual Total Revenue is R50 Million or less, you qualify as Qualifying Small Enterprise and must comply with all of the elements of QSE score card relevant to your sector unless an entity is at least 51% Black owned you are required to obtain a Sworn affidavit. If your Annual Total Revenue is above R50m you need to submit a Valid B-BBEE certificate

#### 2. Local Procurement Content

“Local Procurement Content” refers to value added in South Africa by South African resources. Where a single contract involves a combination of local and imported goods and/or services, the tender

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response must be separated into its components as per the Price Schedule included with the tender documents. Local procurement content is total spending minus the imported component.

Tenderers are required to submit their proposals in the table below.

Local Procurement Content	NTCSA target	Tenderer Proposal
	N/A	N/A

### 3. Procurement spend on entities with a minimum 51% black ownership

Not applicable for this project

### 4. Skills development


Tenderers are required to submit proposals in a table below for developing the skills of unemployed candidates in the country. Skills development is intended to address NTCSA's core, scarce and critical skills and the scarce and critical skills. These skills are also included in a 2020 list of occupations in high demand as stipulated in the Government Gazette 43937. Candidates shall be from all provinces in the country, and their composition shall be representative of the population demographics of South Africa

Skill type / Occupation	NTCSA's target	Proposed Number
Certification training on the following primary requirement courses (foundational)		
- security+	2	
- network +	2	
- Cloud +	2	

**Supplier to offer Certification training to graduates and matriculants as per the table above. For every 2M spend, skills will be developed.**

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#### Section 4: SDL&I Penalty and Performance Security

NTCSA will apply a penalty of 2.5% of the invoice amount for failure to meet SDL&I obligations.

NTCSA will apply a penalty of 2.5% of the Contract Value for failure to meet SDL&I obligations.

For the duration of the contract, NTCSA will retain 2.5% of every invoice (excluding VAT) as security for the fulfilment of all SDL&I Obligations. The retained amounts shall only be released to the Contractor upon:


- NTCSA receives the SDL&I progress report/s from the contractor.
- Fulfilment of all SDL&I obligations by the contractor.
- Submission of an approved compliance report by SDL&I Department.

#### Section 5: Reporting and Monitoring

- The suppliers shall on a quarterly basis submit a report to NTCSA in accordance with Data Collection Template on their compliance with the SDL&I obligations described above.
- NTCSA shall review the SDL&I reports submitted by the suppliers within 30 (thirty) days of receipt of the reports and notify the suppliers in writing if their SDL&I obligations have not been met.
- Upon notification by NTCSA that the suppliers have not met their SDL&I obligations, the suppliers shall be required to implement corrective measures to meet those SDL&I obligations before the commencement of the following report, failing which Retention clauses shall be invoked.
- Every contract shall be accompanied by the SDL&I Implementation Schedule, which must be completed by the suppliers and returned to SDL&I representative for acceptance 28 days after contract award. This will be used as a reference document for monitoring, measuring and reporting on the supplier's progress in delivering on their stated SDL&I commitments

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## Section 6: Market Research

## Section 7: General Information on Validity of Sworn Affidavits

**The following must be considered when it comes to validity of Affidavits;**

**Tenderers submitting B-BBEE Sworn Affidavits must ensure that the affidavits meet the following key pointers to ensure their validity:**

- Name/s of deponent as they appear in the identity document and the identity number.
- Designation of the deponent as the **director, owner** or **member** must be indicated in order to know that person is duly authorised to depose of an affidavit. **(Mark the applicable option)**.
- Name of enterprise as per enterprise registration documents issued by the CIPC, where applicable, and enterprise business address.
- Percentage of black ownership, black female ownership and designated group. In the case of specialised enterprises as per Statement 004, the percentage of black beneficiaries must be reflected. **(No blank spaces to be left)**.
- Indicate total revenue for the year under review and whether it is based on **audited financial statements** or **management account**. **(Mark the applicable option)**.
- Financial year end as per the **enterprise's registration documents**, which was used to determine the total revenue. **(Financial year end to be stipulated by day/month/year)**.
- B-BBEE Status level. An enterprise can only have one status level. **(Tick applicable level)**
- Empowering supplier status must be indicated. For QSEs, the deponent must select the basis for the empowering supplier status.
- Date deponent signed and date of Commissioner of Oath must be the same. **(The sworn affidavit must be signed in the presence of the Commissioner of Oath. Furthermore the Commissioner must also sign and stamp)**
- Commissioner of Oath cannot be an employee or ex officio of the enterprise because, a person cannot by law, commission a sworn affidavit in which they have an interest.

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