



State Security

Department: State Security Agency

REPUBLIC OF SOUTH AFRICA

Proposal No.	SSA/10023243	
Proposal Description	SSA SEEKS TO INVITE A POOL OF COMPANIES WITH THE NECESSARY SAP SKILLS FOR AFFILIATION AT THE STATE SECURITY AGENCY	
The bidders will be required to undergo vetting.		
Contact Person:		
	Name:	Ms Nonhlanhla Vilakazi
	Email address:	Nonhlanhlal@ssa.gov.za
	Telephone No:	(012) 426 2331
Compulsory proposal briefing	Venue, Date and Time	30 May 2025; SSA Headquarters, Joe Nhlanhla Street, Musanda, at 10:00
	Condition	Proposals should be submitted in two envelopes, one for Technical Proposal and should be marked as such and Security requirements should be submitted in a separate envelop marked as such.
Closing time and date for proposal and venue	Time and Date:	11:00 on the 6 June 2025 at SSA Headquarters Reception, Joe Nhlanhla Street, Musanda Complex, R50 Delmas Road, Rietvlei, PRETORIA.
		Bidders must ensure that the proposals are delivered timeously to the correct address. The proposal box will be opened from: △ Monday to Friday – 08h00 to 16h00

PART A

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (STATE SECURITY AGENCY)					
RFP NUMBER:	SSA/10023243	CLOSING DATE:	6 June 2025	CLOSING TIME:	11:00
BRIEFING SESSION (COMPULSORY)		30 May 2025 at 10:00 am			
DESCRIPTION:	SSA SEEKS TO INVITE A POOL OF COMPANIES WITH THE NECESSARY SAP SKILLS FOR AFFILIATION AT THE STATE SECURITY AGENCY				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
Joe Nhlanhla Street					
SSA Headquarters Reception					
R50 Delmas Road					
Musanda					
Pretoria, 0001					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:					
CONTACT PERSON	Nonhlanhla Vilakazi				
TELEPHONE NUMBER	012 426 2331				
E-MAIL ADDRESS	Nonhlanhlal@ssa.gov.za				
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
CONTRACT PERSON					
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TOTAL BID PRICE Inc. VAT					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]			
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS			
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? NO			<input type="checkbox"/> YES <input type="checkbox"/>
DOES THE ENTITY HAVE A BRANCH IN THE RSA? NO			<input type="checkbox"/> YES <input type="checkbox"/>
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? NO			<input type="checkbox"/> YES <input type="checkbox"/>
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? NO			<input type="checkbox"/> YES <input type="checkbox"/>
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? NO			<input type="checkbox"/> YES <input type="checkbox"/>
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.			

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED--(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2021/22, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA .
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER:.....

NAME AND SURNAME OF THE BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:.....

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

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

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

Full Name	Identity Number	Name of State institution

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

2.2.1 If so, furnish particulars:

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person

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

having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

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

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: [Broad-Based Black Economic Empowerment \(B-BBEE\) Status Level of Contribution](#).

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

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) 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: B-BBEE Status Level of Contributor.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS: B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and SPECIFIC GOALS	100

1.5 In terms of the ACT (PPPFA), the specific goals may include— (i) contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender or disability; (ii) implementing the programmes of the Reconstruction and Development Programme as published in Government Gazette No. 16085 dated 23 November 1994; any specific goal for which a point maybe awarded, must be clearly specified in the invitation to submit a tender;

1.6 To further the above, the State Security Agency has determined its Specific Goals to be those advanced

by the Broad Based Black Economic Empowerment Act and its codes of good practice which are not contrary to the spirit and requirements of paragraph 1.5 above.

- 1.7 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.8 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.
- 1.9 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.
- 1.10 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).
- (f) **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (g) **"B-BBEE status level of contributor"** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (h) **"bid"** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (i) **"Broad-Based Black Economic Empowerment Act"** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (j) **"EME"** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (k) **"proof of B-BBEE status level of contributor"** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;

- (a) "QSE" means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

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

Where

- Ps = Points scored for price of tender under consideration
 Pt = Price of tender under consideration
 Pmin = Price of lowest acceptable tender

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

The specific goals allocated points in terms of this tender B-BBEE Status Level of Contributor	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	8	
6	6	
7	4	
8	2	
Non-compliant contributor	0	

5. BID DECLARATION

- 5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 5.1

- 6.1 B-BBEE Status Level of Contributor: . =(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 6.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. DECLARATION WITH REGARD TO COMPANY/FIRM

7.1. Name of company/firm.....

7.2. Company registration number:

7.3. 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]

7.4. 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 (BBBEE status level) 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 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:

PART 2

TERMS OF REFERENCE

1. SUPPORT DEFINITION

- 1.1 SSA is embarking on a journey to enhance operational efficiency and streamline the SSA business processes to serve South Africa better using the existing SAP system. To achieve this goal, SSA wishes to partner with external companies.

2. PROBLEM STATEMENT

- 2.1 SSA is facing challenges in promptly acquiring the necessary skills in the SAP area, where internal members lack the required skills.

3. OBJECTIVES AND OUTCOMES OF THE PROPOSAL

3.1 Scope of work

- 3.1.1 SSA extends an invitation to your esteemed organisation for support across various SAP areas within the SSA SAP system.

- 3.1.2 SSA is starting a journey to enhance operational efficiency and streamline the SSA business processes to serve South Africa better using the existing SAP system. To achieve this goal, SSA has identified several SAP key areas where external support would be greatly beneficial:

- **Document Management System (DMS):** SSA uses DMS to manage (create, approve, distribute and store) documents.
- **HR Administration:** SSA uses SAP to automate our HR administrative tasks for smoother operations.
- **HR Payroll:** SSA uses the SAP system to automate, ensure accurate and timely payroll processing for its employees.
- **HR Talent Management:** SSA uses the SAP system to automate the enhancement of its talent acquisition, development, and retention strategies.
- **HR Skills Development:** SSA uses the SAP system to automate the facilitation of employee skill development and training initiatives.
- **HR Organisational Management:** SSA uses the SAP system to automate, create and manage the organisational structure, alignment and reporting.
- **HR Time Management:** SSA uses the SAP system to automate and manage leave, employee work hours and attendance.
- **Portal Integration:** SSA uses the SAP portal for a unified portal, easy access to information and services in the SAP system.
- **Finance – Accounts Receivables:** SSA uses the SAP system to automate and streamline finance accounts receivable processes for improved cash flow management of customers.
- **Finance – Accounts Payable:** SSA uses the SAP system to automate and optimise finance accounts payable processes for better vendor management and payments.

- **Finance – Controlling:** SSA uses the SAP system to automate and enhance financial budgeting, controlling mechanisms and reporting.
- **Finance – Funds Management:** SSA uses the SAP system to automate and enhance financial budgeting, controlling mechanisms and reporting.
- **Finance – Assets Management:** SSA uses the SAP system to automate and streamline asset management processes for improved tracking and reporting.
- **Authorisation Management:** SSA uses the SAP authorisation controls to manage and control data security within its SAP system.
- **CProjects:** SSA uses the SAP system to manage and monitor project activities effectively.
- **Workflow/ABAP4/web Dynpro:** SSA uses the SAP workflows to automate approvals and enhancing user interface experiences.
- **HR Schema Programming:** SSA uses schema programming customisation in SAP HR schemas to align with organisational policies.
- **Fleet Management.** SSA uses fleet module to manage state vehicles
- **Real Estate.** SSA Uses this module to manage state buildings.
- **eRecruitment:** SSA uses eRecruitment to automate the hiring process

Table of all areas and the minimum number of consultants required in each area from different companies (**A company is allowed to respond to one or all the support areas**):

SAP area	Number of consultants
DMS	3
HR Administration	3
HR Payroll	3
HR Talent Management	3
HR skills development	3
HR Organizational Management	3
HR Time Management	3
Portal administration	3
Finance – Account receivables	3
Finance – Accounts payable	3
Finance – controlling	3
Finance – Assets	3
Authorizations	3
Cprojects	3
Workflow/ABAP4/Web Dynpro	3
HR schema programming	3
Real Estate	3
SRM	3
eRecruitment	3
Fleet Management	3
Basis	3
Personnel Cost Planning	3
HR Performance Management	3
SCM	3
SCM Performance Management	3
HR Enterprise Compensation Management	3

HR Learning solution	3
Finance Funds Management	3
Data Migration specialist	3
Travel Management	3
Project management	3

3.1.3 Your expertise and support in these areas would be valuable to SSA as it starts the journey of digitisation. SSA believes that by leveraging SAP support from various companies, the organisation can achieve greater operational efficiency, improve and streamline its SAP system.

3.1.4 SSA would be honored to have your company to join in this endeavor. Your support will not only contribute to the success of the SSA but also foster a mutually beneficial partnership between SSA and its partners.

4. COMPETENCIES, SKILL, KNOWLEDGE

4.1 SSA would prefer minimum of three (3) K5 level skills on all areas mentioned above to be vetted and available when needed.

4.2 CV's and certificates are required to be submitted

5. CODE OF ETHICS

5.1 The external consultants of the support or Task Team are expected to apply and uphold the following guiding principles;

5.2 **Accountability:** The obligation and willingness of consultants to accept responsibility for one's actions. Understanding and accepting the consequences of their actions for the areas in which they assume responsibility.

5.3 **Professionalism and diligence:** consultants shall at all time, demonstrate a commitment to professionalism and diligence in the performance of his/her duties.

5.4 **Legal & ethical:** Consultants shall not engage in any illegal or unethical conduct, or any activities, which would constitute a conflict of interest, and including disclosing of activities, documents, information to unauthorised parties.

5.5 **Integrity:** Consultants shall at all times, exhibit the highest level of integrity in the performance of all professional assignments and will accept only assignments for which there is reasonable expectation that the assignment will be completed with professional competence.

6. SERVICE PROVIDER OBLIGATIONS

6.1 Service provider has no executive or managerial powers, functions or duties except those relating to the support.

6.2 The service provider should be involved in the day-to-day operations of the task when awarded the opportunity

7. DELIVERABLES

- 7.1 The following are deliverables that the service provider is expected to meet and may be remunerated against unless proposed otherwise:
- 7.2 Your expertise and support in these areas would be valuable to SSA as it starts the journey of digitisation. SSA believes that by leveraging SAP support from various companies, the organisation can achieve greater operational efficiency, improve and streamline its SAP system.
- 7.3 **Proposed areas and remuneration for professional fees** (*A company is allowed to respond to one or all the support areas*):
- 7.4 Partner or equivalent: Partners will compete through a quote to deliver a specific milestone at a specific timeframe for a specific cost which will have a 5% penalty deduction for each week after the deadline has been missed by a partner.

Item	Area	Rate	Amounts incl. VAT Per Hour
1.	DMS		
2.	HR Administration		
3.	HR Payroll		
4.	HR Talent Management		
5.	HR skills development		
6.	HR Organizational Management		
7.	HR Time Management		
8.	Portal administration		
9.	Finance – Account receivables		
10.	Finance – Accounts payable		
11.	Finance – controlling		
12.	Finance – Assets		
13.	Authorizations		
15.	Cprojects		
16.	Workflow/ABAP4/Web Dynpro		
17.	HR schema programming		
18.	Real Estate		
19.	SRM		
20.	eRecruitment		
21.	Fleet Management		
22.	Basis		
23.	Personnel Cost Planning		
24.	HR Performance Management		
25.	SCM		
26.	SCM Performance Management		

27	HR Enterprise Compensation Management		
28	HR Learning solution		
29	Finance Funds Management		
30	Data Migration specialist		
31	Travel Management		
32	Project management		

- 7.5 A service provider is allowed to respond to one or all the support areas.
- 7.6 The number of assignments and summary details, length may be communicated to the service provider when needed.
- 7.7 The service provider is required to include and propose in their proposal, a project methodology to be followed to ensure on-time delivery of deliverables as per the above or as suggested by the service provider.
- 7.8 The service provider shall be remunerated against deliverables and not time spent.
- 7.9 The service provider is expected to provide unit/rate consultancy fees in accordance with the industry fees.
- 7.10 The pricing tariffs per assignment quoted shall be firm/fixed for the duration of the assignment or contract or project (including any inflation adjustment).
- 7.11 The Department shall not pay for any unproductive or duplicated time spent by the service provider on the assignment/s as a result of miscalculations.
- 7.12 It should be noted that SSA has limited resources (cost containment measures) and the SSA reserves the right to negotiate hourly charge-out rates including the rates already submitted by the service provider.
- 7.13 A certificate of completed work must be signed off by SSA and the service provider.
- 7.14 Service provider will be required to ensure that the submitted and vetted consultants are available when needed.

8 MANAGEMENT OF SERVICE PROVIDER

- 8.1 A Project Officer within the Task Team (SSA) will be appointed to take full responsibility for managing the service provider's work and for ensuring delivery on the project.
- 8.2 The SSA Project Officer will establish a Project Management (Task Team), to regularly engage with the service provider's team for efficiently completing the various delivery items.
- 8.3 The representatives will further regularly engage for monitoring and evaluation of the various delivery items and contract. The service provider will report progress in the weekly meetings.
- 8.4 The Project Officer will confirm that the service provider has satisfactorily completed each deliverable by the service provider before invoices can be submitted to the department for payment in the form of issuing billing certificate(s).
- 8.5 It is essential that the service provider nominate a contact person (Accounts/Contact Manager/Contract Manager/Consultant) in their proposal whom SSA could directly contact to settle problems arising from the contract or Service Level Agreement.

9 TIME FRAME AND FORMAL CONTRACT

- 9.1 The service provider will be required to enter into a formal support contract with SSA for the duration of five (5) years.

10 PROPOSAL SUBMISSION REQUIREMENTS

10.1 This part must contain at least the following:

(i) Covering letter signed by the Service Provider, *inter alia*:

- Accepting the Rules, Evaluation, and Evaluation Criteria set out in the Terms of Reference.
- The service provider needs to indicate to us that the company is responding as a Prime contractor, joint venture, consortium or partnership and list the parties concerned.
- Attach a National Treasury Central Supplier Database registration details including the Number.
- Provide full contact details for the Service Provider and whether it is a member of an association of, if so, name of association and area where headquarters is situated.
- The name and telephone number of the Accounts Executive or Project Coordinator who will be in direct contact with SSA regarding the accounts.
- Acceptance of TOP SECRET security clearance.
- The following statement must be included in the letter:
 - *[We hereby certify that all statements made with regard to this proposal are made by [enter name of applicant here] are accurate and factual, and that we are aware that SSA reserves the right to verify any information provided in this regard and that untrue statements may result in the proposal being declared non-compliant].*

(ii) Information on and motivation for the Service Provider, attaching his/her curriculum vitae, and setting out his/her personal, and his/her firm's:

- Suitability for this assignment.
- Relevant skills and experience. For each relevant experience cited, outline the precise role the lead Provider played, the role of the firm, contract duration, contract outcomes, and contract value.
- Availability to perform the work. This must be substantiated by listing the lead Provider's other known professional commitments for the forthcoming year, substantiate this in view of ability/capacity to carry out SSA's account.
- Availability to perform the work. Listing the Service Provider's other known professional commitments for the forthcoming 2 years must substantiate this in view of ability/capacity to carry out SSA's account.
- It is the company's responsibility to ensure that it always provides and commits sufficient resources to undertake this task
- The proposed team members/individuals will be vetted Top Secret and may not be substituted without the consent and approval by SSA.
- The professional and leading role that each person will play in the assignment. This must be cross-referenced to each SAP area set out in this Terms of Reference or proposal.
- The suitability of each person for the proposed roles in terms of their relevant skills and experience.
- Their availability to perform the work.
- Résumés (CV's) of each person highlighting responsibilities held for experience relevant to this assignment.
- Skills transfer plan to SSA and within the service provider

11 EVALUATION PROCESS AND CRITERIA

11.1 Companies must complete all the SBD Forms and submit all compliant certificates

PRE-EVALUATION CHECKLIST
Proposal Document (All pages Completed, Initialed and signed by BIDDER)
(SBD 1) - Invitation to proposal (Completed and signed)
Valid Tax Pin
(SBD 4) – Bidder’s Declaration of Interest
(SBD 6.1) - Preference Points Claim Forms
Qualifications and Experience
JV or Consortium Agreement where applicable
Security Requirements /Vetting (for TOP SECRET CLEARANCE)
Proof of CSD Registration
BEE Certificate or Sworn Affidavit

Service providers must be a South African company owned by South African directors. If not, proposals will be disqualified. This is a mandatory requirement.

12 Functionality Evaluation Criteria

Evaluation will be based on a point system. The following are the maximum number of points that can be awarded for each category, and the threshold score for each category:

Proposals should be accompanied by the following:

- Attach a CV of each consultant who is going to be part of the support.
- Attach proof of SAP certification.
- Attach a testimonial of the past SAP project involvement.
- Each BIDDER must obtain a minimum of points per consultant for requirements in order to qualify.

The Technical Proposals received in a clearly marked envelope will be evaluated and the Functional/Technical threshold Score will be **1020 points** and only those proposals that subsequently achieve **260 points** or more threshold will be short listed. Any proposal scoring less than the minimum score of 260 will be disqualified.

Functionality Criteria

No	Evaluation Criteria (per consultant)	Minimum Score	Score
1	<p>Consultant(s) SAP certification (Minimum 20)</p> <ol style="list-style-type: none"> 1. DMS = 20 2. HR Administration = 20 3. HR Payroll = 20 4. HR Talent Management = 20 5. HR skills development 6. HR Organizational Management = 20 7. HR Time Management = 20 8. Portal administration = 20 9. Finance – Account receivables = 20 10. Finance – Accounts payable = 20 11. Finance – controlling = 20 	20	620

	12. Finance – Assets = 20 13. Authorizations = 20 14. Cprojects = 20 15. Workflow/ABAP4/Web Dynpro = 20 16. HR schema programming = 20 17. Real Estate = 20 18. SRM = 20 19. eRecruitment = 20 20. Fleet Management = 20 21. Basis = 20 22. Personnel Cost Planning = 20 23. HR Performance Management = 20 24. SCM = 20 25. SCM Performance Management = 20 26. HR Enterprise Compensation Management = 20 27. HR Learning solution = 20 28. Finance Funds Management = 20 29. Data Migration specialist = 20 30. Travel Management = 20 31. Project Management = 20		
2	Consultant/s SAP K level K5 = 50 K6 = 80 K7 = 100	50	100
3	Consultant/s no of project involvement 1 Project = 10 2 Project = 20 3 Project = 30 4 Project = 40 5 Project = 50 6 Project = 60 7 Project = 70 8 Project = 80 9 Project = 90 10 Project = 100	70	100
4	Consultant/s testimonials from previous and current clients 1 testimonial = 10 2 testimonial = 20 3 testimonial = 30 4 testimonial = 40 5 testimonial = 50 6 testimonial = 60 7 testimonial = 70 8 testimonial = 80 9 testimonial = 90 10 testimonial = 100	50	100
5	Consultant/s relevant SAP experience in years 1 year = 10 2 year = 20 3 year = 30 4 year = 40 5 year = 50 6 year = 60 7 year = 70 8 year = 80	70	100

	9 year = 90 10 year = 100		
Total points		260	1020

13 SECURITY DOCUMENT REQUIREMENTS FOR SERVICE PROVIDERS AS WELL AS CONTRACTORS FOR VETTING PURPOSES. (To be submitted in a separate envelope)

- Comprehensive Company Profile
- SARS Tax Certificate
- Audited Financial Statements (to include the Income Statement, Balance sheet & Cash Flow Statement for a period of two years)
- Letter from the Bank indicating the Bank Credit Rating (Bank Code)
- Contract guarantees (if applicable)
- Company Registration Certificate
- All relevant industry registration information and compliance certificates (if applicable) SAP
- Name Change certificate/amended founding statement (if applicable)
- Proof of Directorship/Shareholding (and changes if applicable)
- Identity documents of Directors/Members/Shareholders/Sole Proprietor (to be involved in the project)
- Identity Documents & List of Employees/contractors who require access to the premises
- All Company Bank Account/s Details and three months bank statements
- Proof BEE Compliance / (Scorecard)
- Name & Contact details of Auditing/Accounting Firm
- List of major creditors, contact names & contact details
- Letters declaring members or directors involved in associated businesses