



## *Request for Proposal*

**APPOINTMENT OF AN ACCREDITED SERVICE  
PROVIDER TO CONDUCT ISO 20000 AND ISO  
27000 STANDARDS AUDITS FOR THE COEGA  
DEVELOPMENT CORPORATION (CDC)**

**Contract No.  
CDC/327/21**

**August 2021**

**Name of Bidder:** \_\_\_\_\_

## DOCUMENT CONTROL SHEET

The purpose of this form is to ensure that documents are reviewed and approved prior to issue. The form is to be bound into the front of all documents released by the CDC.

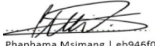

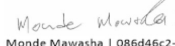
**PROJECT NAME** : APPOINTMENT OF AN ACCREDITED SERVICE PROVIDER TO CONDUCT  
ISO 20000 AND ISO 27000 STANDARDS AUDITS

**DOCUMENT TITLE** : APPOINTMENT OF AN ACCREDITED SERVICE PROVIDER TO CONDUCT  
ISO 20000 AND ISO 27000 STANDARDS AUDITS

**DOCUMENT No.** : CDC-IRS-REP-027-21

### **SIGNING OF THE ORIGINAL DOCUMENT**

We, the undersigned, accept this document as a stable work product to be placed under formal change control as described by the Change Control Procedure document.

ORIGINAL	Prepared by	Reviewed by	Approved by
Date:	Name: <b>Phaphama Msimang</b>	Name: <b>Indu Pramod</b>	Name: <b>Monde Mawasha</b>
<b>26 August 2021</b>	Signature:  <small>Phaphama Msimang   eb946f0c-a5ed-445a-a2ec-8362bd9c7166   2021/08/26 6:58:53</small>	Signature:  <small>Digitally Signed by: Indu Pramod Solutions Architect a1302850-3fb7-4ab9-acc0-fa3194d6d99c IP Address: 10.0.99.131 Date: 2021/08/27 8:28:51 AM</small>	Signature:  <small>Monde Mawasha   086d46c2-ae23-4949-8ab6-bb4c14fdac2f   2021/08/27 8:42:27 A</small>

<b>Distribution:</b>	<b><i>Bid Specification Committee</i></b>
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**CONTRACT NO. CDC/327/21**

**APPOINTMENT OF AN ACCREDITED SERVICE PROVIDER TO CONDUCT ISO 20000 AND ISO 27000 STANDARDS AUDITS FOR THE COEGA DEVELOPMENT CORPORATION (CDC)**

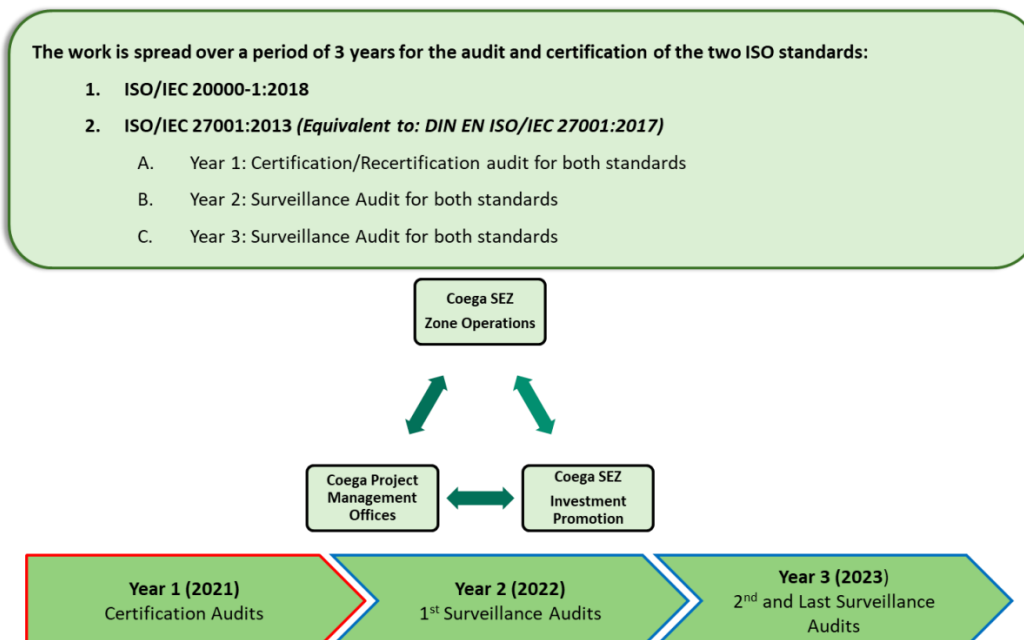
*The Coega project is a multi-billion-rand initiative consisting of a Special Economic Zone (SEZ) and a deepwater Port situated in Port Elizabeth. The initiative aims to position South Africa as a platform for global manufacturing and export through foreign and local investments. This process forms part of the Coega Development Corporation's (Pty) Ltd (CDC) overall development of infrastructure for the Coega SEZ.*

**INVITATION AND SCOPE OF WORK**

The Coega Development Corporation (CDC) is inviting capable and competent service providers to submit tenders for conducting ISO 20000 and ISO 27000 Standards audits. The ISO 20000 and ISO 27000 standards were implemented as part of building stakeholder and customer trust on the handling and processing of information. The underlying ISO Information Security and Service Management Systems, amongst other factors, are driven by the criticality to maintain confidentiality, integrity and accessibility of the CDC, its customers', and other interested parties' information.

The skills and expertise required include the competency and ability to conduct ISO audits for both the ISO 20000 and ISO 27000 standards and having an internationally recognised ISO accreditation.

The scope of both ISO audits is depicted below:



## CONDITIONS

- (a) Preference will be given to respondents who comply with the CDC's Procurement Policy & Procedures;
- (b) Public Finance Management Act (PFMA) shall apply. Preferential Procurement Policy Framework Act (PPPFA) 2000: Preferential Procurement Regulations, 2017 will apply.

The following scores will be determined as follows:

- (i) Price - 80
- (ii) BBBEE Score - 20
- (c) Bidders must be VAT registered and bids must be submitted VAT inclusive. Non-VAT vendors who submit bids for contracts that would, if successful, take their annual turnover above the threshold of R 1 million are obliged to include VAT in the prices quoted and must therefore immediately upon award of the contract register with the South African Revenue Services (SARS) as VAT vendors. The award of contract would be conditional pending the successful bidder submitting proof of registration as a VAT vendor with SARS.
- (d) Bidders must be registered with CIPC (formerly CIPRO) as CDC will not award any tender to any business that is not registered with CIPC.
- (e) Bidders with less than 51% black shareholding (QSEs & Generics) are to submit a valid SANAS Accredited B-BBEE Verification Certificate (with the full applicable B-BBEE elements) Bidders with more than 51% black shareholding (EMEs & QSEs) are to submit a sworn affidavit stamped and signed

by the Commissioner of Oaths as per the DTI B-BBEE template. In case of a JV, a consolidated B-BBEE certificate must be submitted as well as individual B-BBEE Certificates/affidavit of their entities to confirm the type of enterprise.

- (f) The empowerment and development objectives (33% SMME Involvement) will be controlled by implementing the procedure listed in (g) below, where the bidder in terms of the Amended BBEE Codes is a Generic Entity (Turnover of over R50mil).
- (g) The appointed service provider must sub-contract entities from previously disadvantaged groups (black, female and/or with disability) and/or local (within NMBM) black-owned companies (with a turnover of less than R50mil), where scope and credentials permit.
- (h) Proof of registration with Treasury's Centralized Supplier Database (CSD) or provide a Treasury CSD registration number e.g. MAAA.
- (i) CDC will only award the tender to a bidder who is tax compliant. The tax compliance status of the bidders will be verified through CSD and SARS website, therefore prospective bidders must ensure that they are Tax Compliant throughout the validity period of the bid in review.
- (j) Bidders will be evaluated based on functionality and are required to meet the minimum of 60% threshold in order to pass and be evaluated further. The evaluation criteria for measuring functionality and weight of each criteria are provided in the document.
- (k) Public Servants are prohibited from conducting any form of business with organs of state, whether in their own capacity as individuals or through companies in which they are directors. Verification will be done and bidders will be disqualified should they be found to be in contravention with the regulations. A letter of confirmation must be provided with this bid document should a bidder have been granted permission by National Treasury to conduct business with an organ of state.
- (l) The successful bidder will be required to comply with the Occupational Health and Safety Act and Regulations, Act (85 of 1993) and Compensation for Occupational Injuries and Disease Act, Act (130 of 1993) and, all relevant and applicable legislations. Upon appointment of the successful bidder, the service provider will be required to develop Occupational Health, Safety and Environmental Management Systems to comply with the SANS Norms and Standards. CDC SHEQ Unit will monitor compliance and implementation of the Occupation Health and Safety, Environmental and Quality requirements for the duration of the contract.
- (m) The tender validity for this project is twelve (12) weeks from closing date.

RFP documents will be available for download from the CDC website: [www.coega.co.za](http://www.coega.co.za) from Friday, 10 September 2021.

**A non-mandatory virtual briefing meeting will be held on the Monday, 20 September 2021 at 10h00 via Microsoft Teams. The link to join the non-mandatory briefing meeting is at follows: T**

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_YWE1MzcwNjA1ZTgxY00NDZkLWl2NiQtMDI1OWVjZGRkYjY0%40thread.v2/0?context=%7b%22Tid%22%3a%22b4333a30-8174-45c8-8963-f080d0621754%22%2c%22Oid%22%3a%227e5ab222-6174-4ddf-9ca4-dc6ceea122bc%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_YWE1MzcwNjA1ZTgxY00NDZkLWl2NiQtMDI1OWVjZGRkYjY0%40thread.v2/0?context=%7b%22Tid%22%3a%22b4333a30-8174-45c8-8963-f080d0621754%22%2c%22Oid%22%3a%227e5ab222-6174-4ddf-9ca4-dc6ceea122bc%22%7d)

The Tender Briefing Meeting Minutes will be shared with all bidders who have downloaded the RFP Document.

Bidders will be requested to send electronic mails via [tenders@coega.co.za](mailto:tenders@coega.co.za), for any enquires related to the bid, between the periods of 10 - 28 September 2021. CDC will compile a schedule of questions & answers and send to all the bidders that have downloaded the documents. No new queries received after 28 September 2021 will be entertained;

One original of the completed RFP document shall be placed in a sealed envelope clearly marked: **“CDC/327/21 – Appointment of a service provider to conduct ISO 20000 and ISO 27000 Standards Audits for the Coega Development Corporation.”** The closing date and time for the receipt of bids is **on Wednesday, 06 October 2021 at 12h00** at the reception desk of the CDC main office Coega Business Centre, Cnr Alcyon Road and Zibuko Street, Zone 1, Coega SEZ, Port Elizabeth. Late proposals will not be considered.

Failure to submit mandatory information required in the RFP will result in the submissions being deemed null and void and shall be considered non-responsive.

Telegraphic, telexed, tippexed, facsimiled or e-mail submissions will not be accepted.

**No telephonic or any other form of communication with any other CDC member of staff, other than the named individual below, relating to this request for bid will be permitted. All enquiries regarding this bid must be in writing only, and must be directed to:**

Zine Mtanda: Unit Head: Supply Chain Management e-mail: [tenders@coega.co.za](mailto:tenders@coega.co.za)

*The CDC reserves the right not to accept the lowest proposal in part or in whole or any proposal.*

**SBD1**

## PART A

### INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE COEGA DEVELOPMENT CORPORATION					
BID NUMBER:	CDC/327/21	CLOSING DATE:	06 October 2021	CLOSING TIME:	12H00
DESCRIPTION	APPOINTMENT OF AN ACCREDITED SERVICE PROVIDER TO CONDUCT ISO 20000 AND ISO 27000 STANDARDS AUDITS FOR COEGA DEVELOPMENT CORPORATION				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
Reception desk of the CDC Main Office Coega Business Centre,					
Cnr Alcyon Road and Zibuko Street, Zone 1,					
Coega SEZ, Port Elizabeth					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON		CONTACT PERSON			
TELEPHONE NUMBER		TELEPHONE NUMBER			
FACSIMILE NUMBER		FACSIMILE NUMBER			
E-MAIL ADDRESS		E-MAIL ADDRESS			
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA

B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No
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**[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]**

1.1.1.1 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]	1.1.1.2 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 ]
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**QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐

YES ☐ NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐ YES

☐ NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?

☐ YES ☐ NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?

☐ YES ☐ NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? ☐

YES ☐ NO

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

## PART B

### TERMS AND CONDITIONS FOR BIDDING

#### 1. BID SUBMISSION:

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

#### 2. TAX COMPLIANCE REQUIREMENTS

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

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

SIGNATURE OF BIDDER: .....

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

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

DATE: .....

## 1. INTRODUCTION

The Coega Development Corporation, herein after referred to as “the CDC” is a Government owned Services Group with its head office located in Port Elizabeth, Eastern Cape. As a public entity, the CDC is regulated through the PFMA. Annually, it receives allocations from the Public Fiscus, and also generates its own income.

In terms of its core areas of focus, it has the following product lines namely:

- The Coega Special Economic Zone (SEZ) is located within the Nelson Mandela Metropolitan Municipality, covering 11 000 hectares that includes the new deepwater Port of Ngqura. This initiative aims to position South Africa as a platform for global export manufacturing through foreign and local investments.
- The CDC has developed a service offering to service investors and the requirements for human capital development, that seeks to engage in all aspects of training and development of staff that will be required in the SEZ and the region.
- Further, management consulting work which focuses on strategy development and implementation of project. This initiative is designed to assist the government departments and other State-Owned Enterprises to ensure that they are ideally structured to pursue the mandate effectively and efficiently.

The SEZ programme in South Africa was established to meet four primary objectives:

- Promote competitiveness of South African enterprises through the export of value-added manufactured products with linkages to South Africa’s economy and natural resources;
- Attract foreign direct investment (FDI);
- Select and attract targeted advanced foreign production and technology methods in order to gain experience in global manufacturing and production networks;
- Develop linkages between domestic and zone-based industries to optimize infrastructure, technology / skills transfers; and
- Create employment and other economic and social benefits in the region in which it is located.

The primary objective of the Coega Development Corporation (CDC) is to be able to attract local as well as international investors into the Coega SEZ. Thus, the Coega SEZ is being developed as a

world-class investment destination. The SEZ should reflect South Africa as a high-calibre world-class competitive investment destination.

As part of building investor and customer trust, the CDC implemented both the ISO 20000-1:2011 and ISO 27001:2013 Management Systems and successfully completed certifications for both ISO Standards.

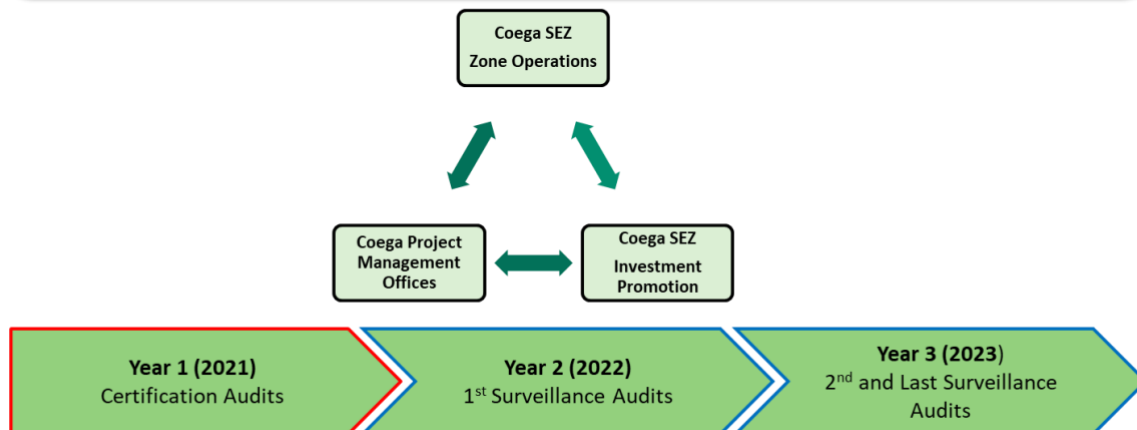
The implementation of the Information Security and Service Management Systems is, amongst other factors, driven by the criticality to maintain confidentiality, integrity and accessibility of the CDC customers' and other interested parties' information.

## 2. SCOPE OF SERVICES

The scope of work is as follows:

The work is spread over a period of 3 years for the audit and certification of the two ISO standards:

1. ISO/IEC 20000-1:2018
2. ISO/IEC 27001:2013 (*Equivalent to: DIN EN ISO/IEC 27001:2017*)
  - A. Year 1: Certification/Recertification audit for both standards
  - B. Year 2: Surveillance Audit for both standards
  - C. Year 3: Surveillance Audit for both standards



## 2.1 Expertise Required

The expertise required are as follows:

- A. Ability to conduct certification audits for both the ISO20000 and ISO27000 standards;
- B. Internationally recognised ISO accreditation; and
- C. Auditing certifications for both ISO20000 and ISO27000 standards.

## 2.2 Critical Success Factors

Below are factors that will determine whether a service provider has successfully executed and delivered the desired outcome.

Success Factor	Definition
Methodology	<ul style="list-style-type: none"><li>• Best practice ISO audit methodology</li><li>• Outline of how each stage of the audit is executed</li></ul>
Quality	<ul style="list-style-type: none"><li>• High quality audit documentation and reporting</li><li>• Audit plan/system adequately covering relevant key areas</li><li>• Adherence to agreed audit timeframes</li><li>• Effective and concise feedback/communication</li></ul>
Competency	<ul style="list-style-type: none"><li>• Audit industry knowledge</li><li>• Technical knowledge of the IT industry</li></ul>

## **2.3 Key Performance Indicators**

- A. Actual audit costs versus planned budget;
- B. Audit stages and deliverables completed on time;
- C. Quality of audit deliverables; and
- D. Performance evaluation survey results on lead and/ support auditors.

## **3. METHODOLOGY**

- 3.1 The external service providers should follow Best Practice ISO audits methodology for the execution of the audits;
- 3.2 Appointed service providers will be required to enter into a service level agreement (SLA) with the CDC setting out the terms and conditions of their appointment. The SLA will serve as a tool to measure, monitor and assess the service provider's performance and ensure effective delivery of service, quality and value-add to CDC's business. Service delivery levels and quality of the work will be a measure of retention in the panel.

## **4. BID EVALUATION CRITERIA**

### **4.1 RESPONSIVENESS ASSESSMENT**

Bidders are required to comply with all the mandatory requirements and failure to comply and complete any of the mandatory information will result in submissions being deemed null and void and shall be considered "non – responsive" and therefore they will not be considered.

The following criteria will be used in assessing the responsiveness of tenders:

**Table 1: MANDATORY REQUIREMENTS**

ITEM NO.	DESCRIPTION
(1)	Completed and signed Invitation to Bid Form ( <b>SBD 1</b> ). In case of a Joint Venture/Consortium, a separate SBD 1 form in respect of each party to the JV must be completed and submitted).
(2)	Signed letter of intent to enter into Joint Venture/Consortium. To be signed by all parties. (Where applicable).
(3)	Authority of Lead Partner to sign JV/Consortium documents. To be signed by all parties in the JV. (Where applicable).
(4)	Bidders must submit fully completed, priced and signed financial proposal / Pricing Schedule clearly legible with permanent ink.
(5)	Bidders must submit a handwritten Form of offer, fully completed and clearly legible with permanent ink and signed.
(6)	Completed and signed Declaration of Interest ( <b>SBD 4</b> ). In case of a Joint Venture/Consortium, a separate declaration of interest form in respect of each party to the JV must be completed and submitted).
(7)	Completed and Signed Declaration of Bidder's Past Supply Chain Management Practices ( <b>SBD 8</b> ). In case of a Joint Venture/Consortium, a separate ( <b>SBD 8</b> ) in respect of each party to the JV must be completed and submitted.
(8)	Completed and signed Certificate of Independent Bid Determination ( <b>SBD 9</b> ). In case of a Joint Venture/Consortium, <b>ONE</b> Certificate of Independent Bid Determination in respect of the JV must be completed and submitted.
(9)	Bidders are required to submit proof of valid accreditation by an ISO 20000 and ISO 27000 certification body. Bidders must maintain accreditation for the duration of the contract.
	Completed and signed Protection of Personal Information Consent Form, Annexure H. In the case of a Joint Venture/Consortium, a separate Annexure H in respect of each party to the JV/ Consortium must be completed and submitted.

## 4.2 PROJECT SPECIFIC REQUIREMENTS/ ADDITIONAL INFORMATION.

The following additional information will be required as part of the tender submissions:

**Table 2: Additional Information**

ITEM NO.	DESCRIPTION
(1)	Bidders with less than 51% black shareholding (QSEs & Generics) are to submit a valid SANAS Accredited B-BBEE Verification Certificate (with the full applicable B-BBEE elements). Bidders with more than 51% black shareholding (EMEs & QSEs) are to submit a sworn affidavit stamped and signed by the Commissioner of Oaths as per the DTI B-BBEE template. In case of a JV, a consolidated B-BBEE certificate must be submitted as well as individual B-BBEE Certificates/affidavit of their entities to confirm the type of enterprise.
(2)	Bidders must submit completed and signed Preference Points Claim Form in terms of the Preferential Procurement Regulations 2017 ( <b>SBD 6.1</b> )
(3)	Comprehensive Company Profile
(4)	Proposed methodology covering and demonstrating coherence of the: <ul style="list-style-type: none"> <li>i. Work organisation programme with clear timelines,</li> <li>ii. Resource plan including project organogram clearly identify the team members and roles and responsibilities,</li> <li>iii. Methodology for executing the work.</li> </ul>
(5)	Corporate IT Programme proposed methodology covering: <ul style="list-style-type: none"> <li>(i) ITIL based Framework, and</li> <li>(ii) Resource planning,</li> </ul>

## 4.3 FUNCTIONALITY ASSESSMENT

Functionality criteria will be applied as follows: -

Bidders that pass responsiveness assessment will be evaluated further on functionality. Bidders are required to obtain a minimum threshold of 60% in order to pass functionality. Please refer to table A1 & A2 for details of functionality assessment.

**(a) TABLE A1: FUNCTIONAL CRITERIA SCORE**

	Functional Criteria	Weight (%)	Requirements from Bidders
1.	<b>Methodology</b>	40	<ul style="list-style-type: none"><li>• Outline the best practice audit methodology</li><li>• Demonstrate a clear execution path and how each audit stage will be executed</li></ul>
2.	<b>Competency</b>	30	<ul style="list-style-type: none"><li>• Provide auditor/s certification/s and accreditation by ISO certification body</li></ul>
3.	<b>Experience</b>	30	<ul style="list-style-type: none"><li>• Provide reference letters of completed ISO 20000 and 27000 audits within the past 5 years</li></ul>

Minimum combined weighted point threshold must equal 60% for further consideration of the tender.

If the combined weighed score is less than 60% then the tender is disqualified from further evaluation.

(a) **Table A2: Indicators for the Scoring of Functionality Criteria**

#	Functionality criteria	No response (score 0%)	Evaluation Indicators			
			Poor (25%)	Satisfactory (50%)	Good (75%)	Very Good (100%)
1.0	Methodology	Failed to provide information	<ul style="list-style-type: none"> <li>Methodology does not align with latest industry best practice.</li> </ul>	<ul style="list-style-type: none"> <li>Methodology aligns with latest industry best practice, however does not demonstrate a clear execution path.</li> </ul>	<ul style="list-style-type: none"> <li>Methodology aligns with latest industry best practice and demonstrates a clear execution path.</li> </ul>	<ul style="list-style-type: none"> <li>Methodology aligns with latest industry best practice and demonstrates a clear execution path, including integration paths with other ISO management systems.</li> </ul>
2.0	Competency	Failed to provide information	<ul style="list-style-type: none"> <li>Certifications of ISO 20000 and ISO 27000 standards for at least 1 (one) auditor.</li> </ul>	<ul style="list-style-type: none"> <li>Certifications of ISO 20000 and ISO 27000 standards for 2 (two) auditors.</li> </ul>	<ul style="list-style-type: none"> <li>Certifications of ISO 20000 and ISO 27000 standards for 3 (three) auditors.</li> </ul>	<ul style="list-style-type: none"> <li>Certifications of ISO 20000 and ISO 27000 standards for 4 (four) or more auditors.</li> </ul>
3.0	Experience	Failed to provide information	Reference of 1 (one) completed audit for either one of the 2 (two) standards within the past 5 years.	Reference of 1 (one) completed audit for each of the 2 (two) standards within the past 5 years.	Reference of 2 (two) completed audits for each of the 2 (two) standards within the past 5 years.	Reference of 3 (three) completed audits for each of the 2 (two) standards within the past 5 years.

Only tenderers that score a minimum of 60% out of a possible 100% shall be considered further and evaluated in terms of the Price and B-BBEE scoring components of the project. Functionality criteria and score indicators are indicated below

## 4.4 QUANTITATIVE ASSESSMENT

Bids that meet all the mandatory requirements will be deemed responsive and further evaluated according to the Preferential Procurement Policy Framework Act, 2000: Preferential Procurement Regulations, 2017. 80/20 preferential point system will be applied.

**Table 3: Allocation of Points for Price and B-BBEE**

Area of Adjudication	Maximum Points
Tendered Price ( $S_P$ )	80.00
Preference Points ( $S_E$ )	20.00
<b>Total Points (S)</b>	<b>100.00</b>

### PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price using the formula below:

$$P_s = 80 \left[ 1 - \frac{P_t - P_{min}}{P_{min}} \right]$$

Where:

$P_s$  = Points scored for comparative price of tender or offer under consideration;

$P_t$  = Comparative price of tender or offer under consideration; and

$P_{min}$  = Comparative price of lowest acceptable tender or offer.

## 4.5 QUALITATIVE ASSESSMENT

A Qualitative Assessment will be conducted on the top three (3) highest scoring bidders to determine the acceptable lowest tender price and to ascertain other possible risks about the bidder's capacity, past performance and risks i.e. financial etc. The prices will be scrutinized to check for arithmetic errors to communicate with the bidders to acknowledge and decide if their bottom-line price still stands. Tender offers were compared against the cost estimate as well as the market average to confirm if the tender offers are market-related with no risks around the pricing. The bidders will be assessed on their procurement integrity to establish whether the bidder or any of its directors been convicted of a corrupt

or fraudulent act in competing for or executing any contract, whether the bidder or any of its directors is currently government employees and whether there is conflict of interests and/ or collusion. The bidders will also be checked if they do not appear on the National Treasury's Database of Restricted Suppliers and the Register for Tender Defaulters.

## 4.6 PERFORMANCE MEASUREMENT

Upon appointment of the successful bidder, CDC shall thereafter formalise the three-year support and maintenance service with a Service Level Agreement (SLA) that would contain requisite detail of services and associated clauses and costs.

### 4.6.1 Critical Success Factors

Below are factors that will determine whether a service provider has successfully executed and delivered the desired outcome.

Success Factor	Definition
Methodology	<ul style="list-style-type: none"><li>• Best practice ISO audit methodology</li><li>• Outline of how each stage of the audit is executed</li></ul>
Quality	<ul style="list-style-type: none"><li>• High quality audit documentation and reporting</li><li>• Audit plan/system adequately covering relevant key areas</li><li>• Adherence to agreed audit timeframes</li><li>• Effective and concise feedback/communication</li></ul>
Competency	<ul style="list-style-type: none"><li>• Audit industry knowledge</li><li>• Technical knowledge of the IT industry</li></ul>

### 4.6.2 Key Performance Indicators

- A. Actual audit costs versus planned budget;
- B. Audit stages and deliverables completed on time;
- C. Quality of audit deliverables; and

- D. Performance evaluation survey results on lead and/ support auditors.

## **5. TERMS AND CONDITIONS**

The contract will commence upon final signature of the Service Level Agreement with the appointed Respondent. The contract will be valid for a period of 36 months.

## **6. DISQUALIFICATIONS**

Bidders will be immediately disqualified if, during the tendering stage or during the tender evaluation and adjudication stage or after the contract has been awarded, they are found to have conducted or committed any of the following:

- a) The bidder has failed to meet the tender conditions and/or requirements and deemed non-responsive;
- b) There has been an effort by the bidder, representatives of the bidder or acquaintances of the bidder to influence the process of submissions which may be interpreted as a corrupt or fraudulent act or improper conduct;
- c) The bidder has communicated with other members of CDC Members or CDC Agent about the contract other than the specified person;
- d) The bidder has misrepresented the information submitted;
- e) There is an evidence of Fraud, fronting, etc.;
- f) The bid document is faxed or emailed or not on original document;
- g) The bid document has been filled in pencil and /or have corrections fluid markings or not duly signed where changes are made;
- h) Alternative bid has been submitted without the original bid; or
- i) Bidder appears on the NT register of restricted suppliers or NT list of defaulters.

## **7. COPYRIGHT**

Copyright in this document is vested in the CDC. No part of this document may be copied, in whole or in part, in any form or any format without the prior written consent of the CDC.

## **8. CONFIDENTIALITY AND MEDIA PROTOCOL**

The CDC reserves the right to announce the names of the successful bidders in the media and/or its website. A respondent shall be not being entitled to any information or documents disclosed by another bidder to the CDC which the CDC has determined to be confidential.

The detail and content of evaluation of submissions shall remain confidential to the CDC

**SBD 4**

**DECLARATION OF INTEREST**

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

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

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

2.1 Full Name of bidder or his or her representative:

.....

2.2 Identity  
Number.....

2.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>, member):

.....  
.....

2.4 Registration number of company, enterprise, close corporation, partnership agreement or trust:

.....  
.....

2.5 Tax Reference Number:

.....

2.6 VAT Registration Number:

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

<sup>1</sup> "State" means –

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

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

2.7 Are you or any person connected with the bidder presently employed by the state?

**YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

.....

Name of state institution at which you or the person connected to the bidder is employed :

.....

Position occupied in the state institution:

.....

Any other particulars:

.....

.....

.....

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

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



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

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

.....  
.....

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

2.8.1 If so, furnish particulars:  
.....  
.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

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

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

2.10.1 If so, furnish particulars.  
.....  
.....

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

2.11.1 If so, furnish particulars:

.....  
.....

1. **FULL DETAILS OF DIRECTORS / TRUSTEES / MEMBERS / SHAREHOLDERS.**

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

2. **DECLARATION**

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

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

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS  
DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

---

## SBD 6.1

### PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**

---

#### 1. GENERAL CONDITIONS

- 1.1** The following preference point systems are applicable to all bids:  
the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included).
- a) The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or
  - b) The 80/20 preference point system will be applicable to this tender
- 1.2** Points for this bid shall be awarded for:
- (a) Price; and
  - (b) B-BBEE Status Level of Contributor.

**1.3** The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80.00
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20.00
Total points for Price and B-BBEE must not exceed	100.00

**1.4** 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.

**1.5** The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

**2. DEFINITIONS**

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
 

<b>1)</b>	B-BBEE Status
level certificate issued by an authorized body or person;	
<b>2)</b>	A sworn
affidavit as prescribed by the B-BBEE Codes of Good Practice;	
<b>3)</b>	Any other
requirement prescribed in terms of the B-BBEE Act;	
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

### 3. POINTS AWARDED FOR PRICE

#### 3.1 THE 80/20 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

$P_s$  = Points scored for price of bid under consideration

$P_t$  = Price of bid under consideration

$P_{\min}$  = Price of lowest acceptable bid

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

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

B-BBEE Status Level of Contributor	Number of points (80/20 system)
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 4.1

6.1 B-BBEE Status Level of Contributor: = .....(maximum of 20 points)  
(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

## 7. SUB-CONTRACTING

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

(*Tick applicable box*)

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

7.1.1 If yes, indicate:

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

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

- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at least 51% owned by:	EME	QSE
	√	√
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
<b>OR</b>		
Any EME		
Any QSE		

## 8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One person business/sole propriety
- ☐ Close corporation
- ☐ Company
- ☐ (Pty) Limited

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

.....

## 8.6 COMPANY CLASSIFICATION

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

[TICK APPLICABLE BOX]

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

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
- v) disqualify the person from the bidding process;
- vi) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- vii) 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;
- viii) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the audi alteram partem (hear the other side) rule has been applied; and
- ix) forward the matter for criminal prosecution.

### WITNESSES

1. ....

2. ....

.....  
SIGNATURE(S) OF BIDDERS(S)

DATE: .....

ADDRESS .....

**SBD 8**

**DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES**

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

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's database as companies or persons prohibited from doing business with the public sector?  <b>(Companies or persons who are listed on its database were informed in writing of its restriction by National Treasury after the <i>audi alteram partem</i> rule applied).</b>	Yes	No
4.1.1	If so, furnish particulars:		

4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of Section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?  <b>To access the Register enter the National Treasury's website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a>, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445</b>	Yes	No
4.2.1	If so, furnish particulars:  .....		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes	No
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with contract?	Yes	No
4.4.1	If so, furnish particulars:		



**CERTIFICATION**

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

**CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE**

.....  
**Signature**

.....  
**Date**

.....  
**Position**

**Name of Bidder**

**SBD 9**

## **CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

\_\_\_\_\_  
(Bid Number and Description)

in response to the invitation for the bid made by:

\_\_\_\_\_  
(Name of Institution)

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

I certify, on behalf of: \_\_\_\_\_ that  
(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
- (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.

7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
    - (a) prices;
    - (b) geographical area where product or service will be rendered (market allocation)
    - (c) methods, factors or formulas used to calculate prices;
    - (d) the intention or decision to submit or not to submit, a bid;
    - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
    - (f) bidding with the intention not to win the bid.
  8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
  9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- <sup>3</sup> **Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract**
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

..... Signature	..... Date
..... Position	..... Name of Bidder

## ANNEXURE F – PRICING SCHEDULE AND FORM OF OFFER

### CDC/199/20: APPOINTMENT OF AN ACCREDITED SERVICE PROVIDER TO CONDUCT ISO 20000 AND ISO 27000 STANDARDS AUDITS FOR COEGA DEVELOPMENT CORPORATION

**BIDDERS NAME:** \_\_\_\_\_

#### A. Pricing for ISO/IEC 20000-1:2018

Period / Item	Stage	Quantity	Total Cost (Exc. VAT)	Total Cost (Inc. VAT)
Year 1 Audit				
	Subtotal			
Year 2 Audit				
	Subtotal			
Year 3 Audit				
	Subtotal			
Disbursements	Year 1 Disbursements			
	Year 2 Disbursements			
	Year 3 Disbursements			
	Subtotal			
	<b>TOTAL</b>			

## B. Pricing for ISO/IEC 27001:2013 (Equivalent to: DIN EN ISO/IEC 27001:2017)

Period / Item	Stage	Quantity	Total Cost (Exc. VAT)	Total Cost (Inc. VAT)
Year 1 Audit				
	Subtotal			
Year 2 Audit				
	Subtotal			
Year 3 Audit				
	Subtotal			
Disbursements	Year 1 Disbursements			
	Year 2 Disbursements			
	Year 3 Disbursements			
	Subtotal			
	TOTAL			

**NB: Bidders attention is drawn into ensuring that all proposed costs do cover the below listed items**

Note 1: Ad hoc work shall not exceed the budget as stipulated in the (support cost schedule) for the duration of three years

Note 2: If any, Travel and accommodation costs should be covered under point number 1.

### SUMMARY OF PRICING SCHEDULE:

	Deliverable	Period	Cost (Rand Value)
1.	ISO/IEC 20000-1:2018	Year 1: Audit	
		Year 2: Audit	
		Year 3: Audit	
		Disbursements	
		Sub Total	
2.	ISO/IEC 27001:2013 (Equivalent to: DIN EN ISO/IEC 27001:2017)	Year 1: Audit	
		Year 2: Audit	
		Year 3: Audit	
		Disbursements	
		Sub Total	
TOTAL (Excluding VAT)			
VAT (15%)			
TOTAL (Including VAT)			

## FORM OF OFFER

We/I \_\_\_\_\_ in my/our capacity as \_\_\_\_\_  
(name of representative) (state position)

and duly authorized representative for the \_\_\_\_\_

\_\_\_\_\_  
(Name of the Company or Entity)

offer the total price of R\_\_\_\_\_ (Incl. of VAT)

(Amount in Words)

for the **CDC/327/21 Appointment of an Accredited Service Provider to Conduct ISO 20000 and ISO 27000 Standards Audits for Coega Development Corporation**

Name of Authorised Person: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Witness:**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## ANNEXURE H – EME AND QSE AFFIDAVIT TEMPLATES

### SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE - GENERAL

I, the undersigned,

<b>Full name &amp; Surname</b>	
<b>Identity number</b>	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a Member / Director / Owner of the following enterprise and am duly authorised to act on its behalf:

<b>Enterprise Name:</b>	
<b>Trading Name (If Applicable):</b>	
<b>Registration Number:</b>	
<b>Enterprise Physical Address:</b>	
<b>Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):</b>	
<b>Nature of Business:</b>	
<b>Definition of "Black People"</b>	<p>As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians –</p> <p>(a) Who are citizens of the Republic of South Africa by birth or descent; or</p> <p>(b) Who became citizens of the Republic of South Africa by naturalization-</p> <p>i. Before 27 April 1994; or</p> <p>ii. On or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date</p>

3. I hereby declare under Oath that:
  - The Enterprise is \_\_\_\_\_% Black Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
  - The Enterprise is \_\_\_\_\_% Black Woman Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
  - The Enterprise is \_\_\_\_\_% Black Designated Group Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
  - Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of \_\_\_\_\_, the annual Total Revenue was R10,000,000.00 (Ten Million Rands) or less

- Please Confirm on the below table the B-BBEE Level Contributor, **by ticking the applicable box.**

100% Black Owned	<b>Level One</b> (135% B-BBEE procurement recognition level)	
At least 51% Black Owned	<b>Level Two</b> (125% B-BBEE procurement recognition level)	
Less than 51% Black Owned	<b>Level Four</b> (100% B-BBEE procurement recognition level)	

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the Owners of the Enterprise which I represent in this matter.
5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Commissioner of Oaths  
Signature & stamp

### SWORN AFFIDAVIT – B-BBEE QUALIFYING SMALL ENTERPRISE - GENERAL

I, the undersigned,

<b>Full name &amp; Surname</b>	
<b>Identity number</b>	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a Member / Director / Owner of the following enterprise and am duly authorised to act on its behalf:

<b>Enterprise Name:</b>	
<b>Trading Name (If Applicable):</b>	
<b>Registration Number:</b>	
<b>Enterprise Physical Address:</b>	
<b>Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):</b>	
<b>Nature of Business:</b>	
<b>Definition of "Black People"</b>	<p>As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians –</p> <p>(a) Who are citizens of the Republic of South Africa by birth or descent; or</p> <p>(b) Who became citizens of the Republic of South Africa by naturalization-</p> <ol style="list-style-type: none"> <li>i. Before 27 April 1994; or</li> <li>ii. On or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date</li> </ol>

3. I hereby declare under Oath that:
  - The Enterprise is \_\_\_\_\_% Black Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
  - The Enterprise is \_\_\_\_\_% Black Woman Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
  - The Enterprise is \_\_\_\_\_% Black Designated Group Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,

- Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of \_\_\_\_\_, the annual Total Revenue was between R10,000,000.00 (Ten Million Rands) and R50,000,000.00 (Fifty Million Rands),
- Please confirm on the table below the B-BBEE level contributor, **by ticking the applicable box.**

100% Black Owned	<b>Level One</b> (135% B-BBEE procurement recognition level)	
At Least 51% black owned	<b>Level Two</b> (125% B-BBEE procurement recognition level)	

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.
5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Commissioner of Oaths  
Signature & stamp

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## **ANNEXURE H – PROTECTION OF PERSONAL INFORMATION: CONSENT**

The introduction of The Protection of Personal Information Act (POPIA) ensures the regulation of personal information through its entire life cycle of collection, transfer, storing and deletion.

As part of its business activities, the Coega Development Corporation (CDC) obtains and requires access to personal data from a wide range of internal and external parties, including without limitation bidders who respond to requests for proposals that are published by the CDC from time to time. The CDC confirms that it shall process the information disclosed by Bidders for the purpose of evaluating and subsequently awarding/appointing a successful Bidder.

The CDC hereby states that it does not and will never modify, amend, or alter any personal information submitted to it by a Bidder. Not unless directed to do so by an order of court, the CDC does not disclose or permit the disclosure of any personal information to any Third Party without the prior written consent of the owner of the information.

Similarly, Bidders will from time-to-time access and be seized with information of a personal nature pertaining to the CDC. Some of the information may because of legislative compliances be available in the public domain, whilst some is uniquely provided to bidders in pursuit of procurement or other business-related activities. In this regard, the CDC requires that Bidders which receive or have access to its personal information, process any such information in a manner compliant with the requirements of the POPIA.

## **AGREEMENT**

1. The CDC and the Bidder (the Parties) agree and undertake that upon obtaining and having access to personal information relating to either of them, they shall always ensure that:
  - a) They process the information only for the express purpose for which it was obtained.
  - b) Information is provided only to designated and authorized personnel who require the personal information to carry out the Parties' respective obligations in terms of the Procurement processes.
  - c) They will introduce, and implement all reasonable measures ensure the protection of all personal information from unauthorized access and/or use.
  - d) They have taken appropriate measures to safeguard the security, integrity, and authenticity of all personal information in its possession or under its control.
  - e) The Parties agree that if personal information will be processed for any other purpose other than the one for which the accessing of the information was intended, explicit written consent will be obtained prior to the execution of such reason.

- f) The Parties shall carry out regular assessments to identify all reasonably foreseeable internal and external risks to the interception of personal information in its possession or under its control and shall implement and maintain appropriate controls in mitigation of such risks.
2. The Parties agree that they will promptly return or destroy any personal data in their possession or control which belongs to the other Party once it no longer serves the purpose for which it was collected, subject to any legal retention requirements. The information will be destroyed in such a manner that it cannot be reconstructed to its original form, linking it to any individual or organisation.
3. Bidder's Obligations
- a) The Bidder is required to notify the Information Officer of CDC, in writing as soon as possible after it becomes aware of or suspects any loss, unauthorised access or unlawful use of any of the CDC's personal information.
  - b) The Bidder shall, at its own cost, promptly and without delay take all necessary steps to mitigate the extent of the loss or compromise of personal data.
  - c) The Bidder shall be required to provide the CDC with details of the persons affected by the compromise and the nature and extent of the compromise, including details of the identity (if known) of the unauthorized person who may have accessed or acquired the personal data.
  - d) The Bidder undertakes to co-operate with any investigation relating to security breach which is carried out by or on behalf of CDC.

**On behalf of the Bidder:**

..... Signature	..... Date
..... Position	..... Name of the Bidder

**On behalf of the Client:**

..... Signature	..... Date
..... Position	..... Name of Client Representative