



RFI NUMBER:	RAF/2024/00023
DESCRIPTION:	Request for Information for master data and reference data management tool inclusive of installation, maintenance and support
CLOSING DATE:	28 June 2024
CLOSING TIME:	11:00 a.m.
RESPONSES MUST BE EMAILED TO:	lungisilez@raf.co.za
ATTENTION:	Ms. Zondi

BIDDER NAME:

BIDDING STRUCTURE

Indicate the type of bidding structure by marking with an 'X':	
Individual bidder	
Joint venture	
Consortium	
Using subcontractors	
Other	

If individual bidder, indicate the following:	
Name of bidder	
Registration number	
VAT registration number	
Contact person	
Telephone number	
Fax number	
E-mail address	
Postal address	
Physical address	

If joint venture or consortium, indicate the following: <i>(To be completed for each joint venture/ consortium member)</i>	
Name of joint venture/consortium members	
Registration number	
VAT registration number	
Contact person	
Telephone number	
Fax number	
E-mail address	
Postal address	
Physical address	

If using subcontractors, indicate the following:	
Name of prime contractor	
Registration number	

VAT registration number	
Contact person	
Telephone number	
Fax number	
E-mail address	
Postal address	
Physical address	

If joint venture or consortium, indicate the following:	
Name of prime contractor	
Registration number	
VAT registration number	
Contact person	
Telephone number	
Fax number	
E-mail address	
Postal address	
Physical address	

If using subcontractors, indicate the following: (To be completed for each subcontractor)	
Name of subcontractor	
Registration number	
VAT registration number	
Contact person	
Telephone number	
Fax number	
E-mail address	
Postal address	
Physical address	

SCOPE OF WORK:

1. BACKGROUND OF THE RAF

The Road Accident Fund (RAF) is a schedule 3A public entity established in terms of the Road Accident Fund Act, 1996 (Act No. 56 of 1996), as amended. Its mandate is the provision of compulsory social insurance cover to all users of South African roads, to rehabilitate and compensate persons injured as a result of the negligent driving of motor vehicles in a timely and caring manner, and to actively promote the safe use of our roads.

The customer base of the RAF comprises not only the South African public, but all foreigners within the borders of the country. The RAF head office is in Centurion and RAF intends to establish Customer Experience Centres (CEC) in each province in the country.

2. SPECIAL INSTRUCTION TO BIDDERS AND RFI CONDITIONS

- 2.1 The service provider must be an eligible, registered Service Provider in terms of the applicable laws of the Country and included in the National Treasury Central Supplier Database.
- 2.2 It is expected of bidders to have their Tax matters in order when the proposals are submitted.
- 2.3 Companies or Director that are included on the National Treasury register for Restricted Suppliers and/ or Tender Defaulters will be automatically disqualified from the process.
- 2.4 This RFI is only for information purposes
- 2.5 The costs of preparing the submission shall not be reimbursed.
- 2.6 The bidder to provide a comprehensive proposed solution and how it addresses all the requirements
- 2.7 Also include a proposed Implementation Plan: This should include how the project will be phased and the timing thereof.
- 2.8 The bidder must provide total cost of the proposed system
- 2.9 Bidders are also required to complete the attached SBD.4 Bidders Disclosure
- 2.10 For enquiries contact Supply Chain Management via e-mail address: lungisilez@raf.co.za

3. BACKGROUND OF THE BID

The RAF has several IT systems deployed across different hosting environments including on-premises and on-cloud platforms. These IT systems integrate to share information for business purposes. Currently, all Master and Reference data is set up in a point-to-point / system-to-system architecture wherein Master and Reference Data (data that must be shared and changes infrequently) is maintained (captured, updated, and deleted) per system.

Current challenges

Having multiple sources of Master and Reference Data generated captured, updated, and deleted per system causes critical problems relating to data quality and integrity, especially in medium to large organizations. These problems are normally associated with high costs (duplicate claims, incorrect payments), damage to company reputation and other damaging factors. Master and Reference Data changes over time, and for that reason it may get out of sync from system to system and thus become fragmented, incomplete, inaccurate, and inconsistent.

3.1. REQUIREMENTS

The RAF requires the services of suitably qualified service provider to provide information that will assist in the proper procurement of Master and Reference Data Management Tool and other services including:

- Installation, maintenance, and support of Master Data and Reference Data management tool and the developed solution/s.
- Prerequisites / preplanning by the RAF to enable the service provider to analyze the current RAF Master and Reference Data capability.
- Knowledge Transfer and Training of RAF staff throughout the implementation with regards to the developed solution/s.
- Provide project plan and duration of how the solution will be developed and rolled-out.
- Provide guidance with regards to hosting of Master Data and Reference Data management tool in the cloud within South African borders.

3.1.1. The proposal must demonstrate:

- **Data Integration** - How Master Data and Reference Data tool communicates with Enterprise Integration Platform and using protocols such as: API, ODBC, JDBC, RFC, REST, SOAP, sFTP, SMTP, XML, JSON, CSV.
- **Data Quality Management** - How the Data and Reference Data tool identifies, collects, transforms, and repairs data for the purpose of cleansing of data.
- **Data Access and Distribution** - Provide guidance on the roles and access needed to use the tool.
- **Metadata Management** - How the bidder will create a metadata catalogue capability.
- **Data Governance** - How they will implement security and governance controls, such as role-based access controls and activity audit logs.
- **Master Data Creation and Maintenance** - Demonstrate that the selected tool must be flexible and agile to evolve and adapt to new business needs.

- **Data Synchronization** - The selected tool must be able to automate the identification, matching, and merging of data across the systems.
- **Hierarchy Management** – How accurate reporting and analysis will be implemented.
- **Data Lifecycle Management** - Demonstrate the complete lifecycle of master data, from creation to archiving or deletion, in compliance with retention policies and regulations.
- **Data Security and Privacy** – How security measures to control access to sensitive master data will be enforced, to help in ensuring that only authorized individuals can view and modify it.
- **Data Modelling and Standardization** - Define data models and standards to help ensure uniformity in data structures, formats, and definitions.

4. PRICING SCHEDULE

4.1 The bidder must list in detail all managed services requirements for the solution(s) for which they are proposing and the fixed cost price for each.

Deliverables	Unit Price	Total Cost (R)
Provision and Installation of tool.		
Development of Master and Reference Data Management solutions per domain		
Maintenance and Support		
Total		

4.2 You may submit any additional information to support the above rates

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**

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.

2.2.1 If so, furnish particulars:

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.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

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.

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.

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.

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Signature

Date _____

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Position

Name of bidder