



**Bid Specification:**

|  |  |
| --- | --- |
| RFP No: | RFP 3116-2025 |
| Description | FOR THE SUPPLY, INSTALLATION, CONFIGURATION, FULL LICENSING, MAINTAINANCE AND SUPPORT OF AN ARCHITECTURE MANAGEMENT TOOLSET FOR A PERIOD OF THREE (3) YEARS. |
| Publication Date | 16 July 2025 |
| Compulsory Virtual Briefing Session | Compulsory Virtual Briefing Session will be held as follows:  Date: 23 July 2025  Time: 11H00am  Place: [**Join the meeting now**](https://teams.microsoft.com/l/meetup-join/19%3ameeting_NDRhMTYzODQtYzY3NC00ZGM0LWIyY2UtZDhmMWQxNTI0MDFm%40thread.v2/0?context=%7b%22Tid%22%3a%2248cd5724-88c7-48c3-a665-945436edd7fc%22%2c%22Oid%22%3a%222201950a-41cd-4cdb-950d-90c60a2ef1e5%22%7d) |
| Closing Date for questions / queries | 30 July 2025 at 16:00pm |
| Bid Response Submission Address | [Tender Office, Pongola in Apollo](D:\\Users\\thulanimt\\Documents\\SCM Policy\\RFX Templates 05_2022\\Tender Officer459)  [459](D:\\Users\\thulanimt\\Documents\\SCM Policy\\RFX Templates 05_2022\\Tender Officer459) Tsitsa Street, Erasmuskloof, Pretoria, 0105 |
| RFP Closing Details and Time | Date: 11 August 2025  Time: 11:00am (South African Time) |
| RFP Validity Period | 200 Days from the closing date |

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# Introduction.

## Purpose

The purpose of this **Request for Proposal (RFP)** is to invite suppliers (hereinafter referred to as “bidders”) to submit **proposals** for “Architecture Management Toolset Solution including implementation, customisation, maintenance, and technical support for SITA for a period of three (3) years.”

## Background

SITA is responsible for Enterprise Architecture, ICT Advisory, Solution Design, Business Process Modelling and Consulting Services to government departments. One of the core services for SITA is to analyse the client requirements and propose appropriate solutions that support the strategic goals for the departments to improve service delivery. SITA is required to provide technical advisory capability for clients, and this is achieved using an Architecture Management Toolset to analyse, plan, design and implement the identified solutions.

# Scope of Bid

## Scope of Work

The scope of this project encompasses the following:

To appoint an accredited service provider to supply a solution to ensure that the following is covered:

1. Provision of Architecture Management Toolset that has Enterprise Architecture, Solution Architecture, and Technical Architecture capabilities,
2. Installation and configuration of the solution,
3. Software licencing, maintenance, and support of the solution,
4. Provision of formal instructor led training for twenty (20) resources.

## Delivery address

Table 1: Delivery Address

|  |  |  |
| --- | --- | --- |
|  | **Office** | **Address** |
|  | SITA Erasmuskloof | 459 Tsitsa Street, Erasmuskloof  Pretoria, 0048 |

## Customer Infrastructure and environment requirements

1. The Sita end user infrastructure is based on distributed Microsoft Windows endpoints connected within Local Area Networks (LANs), which are connected through a Wide Area Network (WAN), while also using 4G, 5G and WIFI connections, including GPCE (Government Private Cloud Ecosystem).
2. SITA provides and maintains the network services and all IT hardware.
3. The current technology stack is as follows:

Table 2: Technology Stack

|  |  |  |
| --- | --- | --- |
| **No.** | **Name** | **Description** |
|  | Hosting | The tool must comply with the below:   1. On-premises hosted within the SITA GPCE (Government Private Cloud Ecosystem) cloud 2. The solution will be hosted at SITA premises. |
|  | SITA Government Private Cloud Ecosystem (GPCE) | The tool must be compliant with the below cloud requirements:   1. Huawei Cloud Stack platform, running FusionSphere. 2. VMware environment using vCloud Director on VMware vSphere/ESXi, alongside an Oracle Private Cloud Appliance |
|  | Application server | 1. J2EE Framework 2. Microsoft IIS 3. JBOSS 4.2.3 4. Nginx 5. Apache |
|  | Database server | 1. MySQL 2. Oracle 3. MS SQL Server 2019, 2022 |
|  | Platform compatibility | The service provider to specify all the platforms on which the service can operate, including any requirements or limitations for Huawei Cloud Stack (FusionSphere), VMware (vCloud Director, vSphere/ESXi), and Oracle Private Cloud Appliance (PCA). |
|  | Operating system support | 1. Microsoft Windows Server 2019-2022 2. Ubuntu – any version up to 24.x 3. Oracle Enterprise LINUX 4. The service provider should list the supported operating systems (and versions) for the service across both VM and containerized deployments |
|  | Multitenancy capabilities | The service provider should outline the tool’s multitenancy features, particularly regarding tenant isolation, role-based access control, and scalability across multiple environments. |
|  | Resource requirements | The service provider should specify the infrastructure resources the service requires for optimal operation, such as CPU, memory, storage, and network configuration. |
|  | Security | Compatible to Azure EntraID (Active Directory) |
|  | Integration | -Integration to document management SharePoint online on Azure platform  -Integration to Active Directory for workflow and email notification |
|  | Platform environments | The software tool must be installed in two (2) different environments as listed below:   1. Pre-production environment for testing changes, upgrades and patches before applying the changes in production. 2. Production environment – for the deployment of the live system |
|  |  |  |

# Requirements

## Technical Solution Requirements

### Functional Requirements

Table 3: Functional Requirements

| **Capability** | **Description** |
| --- | --- |
| **1 Common Architecture Requirements** | |
| * 1. **EA Modelling** | 1. The EA tool must allow practitioners to build models and roadmaps for current and future state architectures such as Business, Data, Application, Technology and Security domains. 2. Support modelling from strategy to technology architecture for contextual, conceptual, logical and physical architecture models. 3. Support standard modelling languages, methods, and techniques such as UML, BPMN etc 4. The tool must have process modelling functionality i.e., process decomposition and process charts. 5. Modelling the “as-is”, transitional and “to-be” architecture for business, data, application, technology, security, and solution architectures. |
| * 1. **Collaboration** | 1. Support collaboration by allowing multiple users to work on artefacts within the platform (e.g., diagrams or process models) 2. Must allow 60 concurrent users to log in at the same time |
| * 1. **Reporting** | a) The tool must fully support Custom Type Diagrams  (e. g. Management Dashboard View). |
| * 1. **EA Central repository** | The EA tool must provide a central repository to capture data and meta data about artefacts including Business, Data, Application, Technology and Security domains within the organisation’s ecosystem. |
| * 1. **Frameworks and Standards** | 1. The EA tool must conform to the TOGAF framework. |
| * 1. **Presentation** | 1. Interface to other presentation applications 2. Stakeholder views must be presented in various formats and layout e.g., PDF, HTML, PowerPoint, Excel, and other forms of visualisation such as pie charts, bar charts etc. |
| * 1. **Usability** | 1. The User interface must be intuitive, easy to learn and flexible either through a web-browser interface or a desktop-client. 2. Modelling capabilities are easy to use, robust and flexible. 3. Administration is easy to navigate and maintain. 4. The tool must support drill down/drill up between levels of detail, e.g., Link to Detailed Designs, Deployment, Service Management Repository, etc. |
| * 1. **Security and Administration** | 1. Support collaboration with multiple users while supporting the integrity of the repository and metamodel. 2. Administration security capabilities such as role generation, authorisation, and user management to manage changes in the repository and metamodel / support role-based user management. (Role based access control) 3. User friendly interface for easy management of administration functions. |
| * 1. **Platform Environment** | 1. The EA tool must be installed on the hardware and software platforms as listed in par 2.3 of this document. 2. The EA tool must be able to support Edge and Google Chrome browsers. 3. The total number of concurrent users that will be using the solution is 60. The solution sizing must cater for 60 concurrent users and/or 60 user licences and/or server-based licenses. |
| * 1. **Open standards, Plug and Play, on premise Cloud** | a) Supports common modelling languages like UML, BPMN etc  b) The tool should make it easy to share and collaborate with others.  c) Offers flexible options to install on our own servers (on-premises). |
| * 1. **Compliant with Government Private Cloud Ecosystem (GPCE) standards** | 1. The tool must be compliant with the below cloud requirements:  * Huawei Cloud Stack platform, running FusionSphere. * VMware environment using vCloud Director on VMware vSphere/ESXi, * Oracle Private Cloud Appliance cloud. |
| * 1. **Maintenance and Support** | 1. Training – Formal instructor led training for 20 users in the use of the solution |
| **1.13. Modelling diagrams.** | a) Allows creating detailed diagrams of system components.  b) Visualizes how different parts of the system depend on each other’s) Supports modelling techniques to drag and drop |
| **1.14 Application Architecture diagrams** | a) Helps design and display the structure of software applications.  b) Shows how applications interact and their components.  c) Aids in understanding application flow and dependencies |
| **1.15. Architecture deployment diagrams** | a) Illustrates where software components will be deployed in the hardware environment.  b) Assists in planning the physical deployment of applications.  c) Visualizes resource allocation and usage. |
| **1.16. Data architecture diagrams** | a) Shows how data is stored, processed, and accessed within the system.  b) Helps design databases and data flows.  c) Ensures data integrity and security considerations. |
| **1.17. Interaction Architecture diagrams** | a) Visualizes how users interact with the system.  b) Maps out user interfaces and user experience flows.  c) Helps improve user engagement and usability. |
| **1.18. Technology architecture (Servers, Storage, Networks)** | a) Details the hardware and network infrastructure of the system.  b) Helps plan servers, storage, and network components.  c) Assists in capacity planning and scalability. |
| **1.19. Integration Architecture diagrams** | a) Shows how different systems or components connect and interact.  b) Helps plan interfaces and data exchange between systems.  c) Ensures compatibility and seamless integration.  d) Export/import to SharePoint and Microsoft office. |

## Service Elements

### Full-Service Agreement

The solution should have the following service features:

Table 4: Service Elements

|  |  |
| --- | --- |
| **Capability** | **Description** |
| **1. Provision Architecture Management Toolset** | 1. Procurement, installation, and configuration |
| **2. Architecture Management Toolset software licensing** | 1. Software Licensing: Application licensing fees associated with the proposed solution. 2. Third-Party Software: Any third-party software fees associated with the proposed solution. 3. Server Licensing: Server licensing fees associated with the proposed solution |
| **3. Support Services** | 1. During this time, the successful bidder will be required to provide the services described herein to maintain the Architecture Management Toolset in good working order, keeping it free from material defects so that the Architecture Management Toolset shall function properly and in accordance with the accepted level of performance as set forth in the acceptance criteria. 2. Implementation support: once off implementation and support. 3. Technical Documentation, User Manuals, End-User Training Resources 4. Software Updates/Upgrades: Provides future software releases and updates to all applications as part of regular software maintenance fees. 5. The bidder provides online resources to support and assist business users in using the solution. 6. The solution must be supported by current infrastructure and software in place to ease application maintenance. |
| **4. Training** | 1. Provision of formal instructor led training for twenty (20) resources; and 2. Online technical documentation, User Manuals and Training Resources. |
| **5. Maintenance Services and Bug fixes** | 1. During this time, the successful bidder will be expected to maintain the Architecture Management Toolset by providing software updates and enhancements to SITA. |

### Time and Material (T&M Ad hoc services)

1. Note: The solution should allow for customisation upon request.

# Bid Evaluation Stages

The bid evaluation process consists of six stages, according to the nature of the bid. A bidder must qualify for each stage to be eligible to proceed to the next stage of the evaluation. The stages are:

Table 5: Bid Evaluation Stages

|  |  |  |
| --- | --- | --- |
| **Stage** | **Description** | **Applicable for this bid YES** |
| Stage 1 | Administrative responsiveness | YES |
| Stage 2 | Technical Mandatory responsiveness | YES |
| Stage 3 | Technical Functional Requirements | YES |
| Stage 4 | Demonstration Requirements | YES |
| Stage 5 | Special Conditions of Contract verification | YES |
| Stage 6 | Price / Preference points | YES |

## Administrative responsiveness (Stage 1)

### Attendance of briefing session

1. A compulsory virtual briefing session will be held. The bidder must provide the briefing session attendance information using the same information (bidder company name, bidder representative person name and contact details) as submitted in the bidder’s response document. Any bidder who fails to attend will be disqualified.

### Registered Supplier

1. Only responses from bidders who are registered as a Supplier on National Treasury’s Central Supplier Database (CSD) in terms of National Treasury’s Instruction Note 4A of 2016/17 will be considered for award on this RFP.
2. In the case of joint ventures or consortiums the bidder must demonstrate that at least one of the parties to the bid response attended the briefing session.

## Technical returnable documents

### Instruction and evaluation criteria

1. The bidder must comply with ALL the requirements as per the Technical Mandatory Requirements below by providing substantiating evidence in the form of documentation or information. Failing to do so will be regarded as “NOT COMPLY”.
2. The bidder must provide a unique reference number (e.g., binder/folio, chapter, section, page) to locate substantiating evidence in the bid response.
3. The bidder must comply with ALL the TECHNICAL MANDATORY REQUIREMENTS for the bid response to proceed to the next stage of the evaluation.

### Technical mandatory requirements (Stage 2)

Table 6: Technical Mandatory Requirements

| **Mandatory Requirements** | **Substantiating evidence of compliance (used to evaluate bid)** | **Evidence reference (to be completed by bidder)** |
| --- | --- | --- |
| Bidder Certification/ Affiliation Requirements | | |
| The bidder must be the Original Software Manufacturer (OSM) or must be accredited with the Original Software Manufacturer (OSM) to provide software tool licensing, installation, configuration, and support for the architecture tool. | Attach to **ANNEX A** copy of valid letter as proof that the Bidder is accredited to the Original Software Manufacturer (OSM) to provide software tool licensing, installation, configuration, and support for the architecture tool.  **The letter must have the following information:**  (a) the bidder’s name,  (b) the bidder is an OSM to provide software tool licensing, installation, configuration, and support for the architecture tool.  Note: All letters must be dated, signed and on a letterhead of the entity that issued it.  **NOTE (1):**  **SITA reserves the right to verify information provided.** | <provide unique reference to locate substantiating evidence in the bid response – **see Annex A, par 5.1**> |
| Bidder Experience and Capability Requirements | | |
| The Bidder must have supplied, installed, configured, maintained, and supported Architecture Management Toolset to at least one (1) customer in the past five (5) years from the publication date of this bid. | Provide to Annex A reference details from at least one (1) customer to whom the Architecture Management Toolset solution was supplied, installed, configured, maintained, and supported in the past five (5) years from the publication date of this bid.  **NOTE (1)**  The Bidder **must provide all** the following information when completing **table 16:**   * 1. Company name; and   2. Contact person, telephone, **and** e-mail address; **and**   3. Project scope of Work; **and**   4. Project start and End date.   **NOTE (2):**  **Failure to comply fully to the requirements as indicated above will result in disqualification.**  **NOTE (3):**  **SITA reserves the right to verify information provided.** | <provide unique reference to locate substantiating evidence in the bid response – **see Annex A,** par **5.2, Table 16**> |
| Customer Infrastructure and environment requirements stake | | |
| The bidder must confirm compliance to the customer infrastructure and environment requirements that must be in alignment with the Architecture Management Toolset – see section 2.3, Table 2. | The bidder must confirm that they comply with the customer infrastructure and environment requirements as listed in section 2.3, Table 2  **NOTE (1):**  **SITA reserve the right to verify the information provided.**  **NOTE (2):**  **Failure to comply fully to the requirements as indicated above will result in disqualification** | <provide unique reference to locate substantiating evidence in the bid response – see **Annex A**. **par 5.3**> |
| Technical Solution Requirements | | |
| The bidder must **confirm compliance to the Functional requirements mentioned under the technical solution requirements in section 3.1.** | The bidder must confirm that they comply with the **Functional requirements mentioned under the technical solution requirements in section 3.1.**  **NOTE (1):**  **SITA reserves the right to verify information provided.** | <provide unique reference to locate substantiating evidence in the bid response – see **Annex A**. **par 5.4**> |
| Minimum Intermobility Operation Standards Requirement | | |
| The Bidder must confirm compliance to SITA certification on proposed Architecture Management Toolset Minimum Intermobility Operation Standards. | The bidder must confirm that they comply with all the standards mentioned on Annexure D.  **NOTE (1):**  **SITA reserves the right to verify the information provided.**  **Note (2):**  **Failure to complete Annex D as indicated above will result in disqualification.** | <provide unique reference to locate substantiating evidence in the bid response – see **Annex A,** par 5.5. |
| Special Condition of Contract | | |
| Bidder **must** accept ALL the Special Conditions of contract. | The Bidder must accept ALL the Special Conditions of Contract by completing and signing the declaration of Acceptance in the Declaration of Compliance and Acceptance under the Special Conditions (Section 4.3.1.22.  **NOTE (1):**  **Failure to accept ALL the Special Conditions of Contract will result in disqualification.** | <Provide unique reference to locate substantiating evidence in the bid response – see **Annex A**, par 5.6> |

### Technical Functionality evaluation Requirements (Stage 3)

The bidder must comply with ALL the TECHNICAL MANDATORY REQUIREMENTS for the bid response to proceed to the next stage of the evaluation (Stage 4: Demonstration Requirements).

1. The bidder must complete in full all the TECHNICAL FUNCTIONALITY requirements.
2. The bidder **must provide a unique reference number** (e.g., binder/folio, chapter, section, page) to locate substantiating evidence in the bid response. During evaluation, SITA reserves the right to treat substantiation evidence that cannot be in the bid response, as “NOT COMPLY”.
3. The evaluation (scoring) of bidders’ responses to the requirements will be determined by the completeness, relevance, and accuracy of substantiating evidence.
4. Functionality will be evaluated by conducting the following stage in the tender processes:
   1. Desk Top Evaluation of TECHNICAL FUNCTIONALITY REQUIREMENTS (Stage 3)
5. Weighting of requirements: The score for the desktop evaluation of TECHNICAL FUNCTIONALITY REQUIREMENTS will be calculated as follows:
   1. Each Bidder will be evaluated on each individual requirement as indicated in table 8 / 9 below.
6. SITA reserves the right to verify information / evidence provided by the Bidder.
7. Each TECHNICAL FUNCTIONAL requirement will be evaluated using a rating scale as per the table below:

Table 7: Evaluation Criteria

| **Evaluation criteria** | **Score** |
| --- | --- |
| Irrelevant (Does not meet minimum requirement) | 0 |
| Good (Meets minimum requirements) | 3 |
| Excellent (Exceeds minimum requirements) | 5 |

**Weighting of requirements**: The full scope of requirements will be determined by the following weights:

Table 8: Technical Functionality Requirements

| **No.** | **Technical Functionality Requirements** | **Weighting** |
| --- | --- | --- |
| 1. | Functional Requirements | 30% |
| 2. | Information security requirements | 25% |
| 3 | Solution Business Requirements | 30% |
| 4. | Support Functions | 15% |
| **TOTAL** | | 1. **%** |

1. Minimum threshold. The individual scores will be converted to a cumulative percentage and only those bidders that achieve or exceed the minimum threshold score of 60% will be eligible to proceed to the next stage, i.e., the Demonstrations Stage or Price evaluation (whichever is applicable).

Table 9: Technical Functionality Requirements

|  |  |  |
| --- | --- | --- |
| **Technical Functionality Requirement** | **Substantiating evidence and evaluation criteria**  (used to evaluate bid) | **Substantiation reference**  (to be completed by bidder) |
| * + - 1. **Functional Requirements** | | |
| The Bidder must provide documentation indicating how the proposed product or solution complies with the following Functional Requirements:   1. The tool must support enterprise architecture analysis and generation of designs. 2. The tool must have the ability to import, publish models and diagrams from other tools (Visio, power point, draw-io, Aris etc. 3. Integrate with other repositories in the organisation. 4. The library should provide guidelines, templates, and reference material. 5. Export/Import different format models. 6. The EA tool must allow users to work off-line on selected or booked out artefacts and changes must be synchronised to the repository when the user connects on the network. 7. The tool should support check-in/check-out of models from the repository. 8. The tool must include the workflow engine and must support notifications through email. | **Evidence:**  The bidder must provide the product specification brochure, or architecture documentation indicating how the proposed product or solution complies with the technical requirements for the  **Evaluation**  0= Does not meet minimum requirements. (Less than 4 functions)  3=Meets minimum requirements (4 functions)  5=Exceeds minimum    requirements. (more than 4 functions) | <Provide unique reference to locate substantiating evidence in the bid response – Annex A, section 6.1> |
| * + - 1. **Information Security Requirements** | | |
| The Bidder must provide documentation indicating how the proposed product or solution complies with the following Information Requirements:   1. The tool should cater for audit trail of changes to the models, must stamp all changes done to objects with a time-user stamp. 2. Support the recording of the full history of changes to objects. 3. The tool should cater for role-based access control. | **Evidence:**  The bidder must provide the product specification brochure, or architecture documentation indicating how the proposed product or solution complies with the technical requirements.  **Evaluation**  0= Does not meet minimum requirements. (less than 2 functions)  3= Meets minimum requirements. (2 functions)  5= Exceeds minimum requirements. (more than 2 functions) | <Provide unique reference to locate substantiating evidence in the bid response – Annex A, section 6.1> |
| * + - 1. **Solution Business Requirements** | | |
| The Bidder must provide documentation indicating how the proposed product or solution complies with the following Solution Business Requirements:   1. Must provide analysis, design, coding, implementation, test, and maintenance models. 2. Technology architecture (Servers, Storage, Networks). 3. Application Architecture diagrams. 4. Enables building early models and wireframes of systems to test ideas. 5. EA Tool must integrate with other tools such as Visio, UML and BPMN diagrams. 6. Facilitates sharing information and getting feedback easily and supports real-time collaboration features such as multiple users editing the same artefact at the same time. | **Evidence:**  The bidder must provide the product specification brochure, or architecture documentation indicating how the proposed product or solution complies with the technical functional requirements.  **Evaluation**  0= Does not meet minimum requirements. (Less than 3 functions)  3=Meets minimum requirements (3 functions)  5=Exceeds minimum    requirements. (more than 3 functions) | Provide unique reference to locate substantiating evidence in the bid response – Annex A, section 6.1> |
| * + - 1. **Support Functions** | | |
| The Bidder must provide documentation indicating how the proposed product or solution complies with the following Support Functions:   1. Provide maintenance and support. 2. Identification of potential bottlenecks or issues 3. Uses plugins or APIs for seamless integration. 4. The EA tool must be able to provide intelligence capability in the building of the models (auto-build) 5. The tool must use Artificial Intelligence (AI) to automate routine tasks, error detection and prediction analysis with impact thereof. 6. Ability to create detailed reports and summaries from the models. 7. The EA tool must provide EA model change traceability (version control) | **Evidence:**  The bidder must provide the product specification brochure, or architecture documentation indicating how the proposed product or solution complies with the technical requirements.  **Evaluation**  0= Does not meet minimum requirement. (Less than 4 functions)  3=Meets minimum requirements (4 functions)  5=Exceeds minimum    requirements. (more than 4 functions) | Provide unique reference to locate substantiating evidence in the bid response – Annex A, section 6.1> |

### Demonstration Requirements

#### Demonstration Requirements (Stage 4)

* + - 1. Only those bids that successfully passed all the previous evaluation stages will progress to this evaluation stage, namely Demonstration Requirements.
      2. The bidder will be required to do a Demonstration of their proposed solution as per Stage 2 that contains the ability to support the business objectives in relation to the required technology infrastructure and the required components.
      3. The evaluation panel may request demonstration or explanation regarding any or all aspect of the technical Functionality requirements.
      4. SITA will inform the bidders about the logistical arrangements regarding DEMONSTRATION EVALUATIONS. Bidders must be prepared to present the product / solution/ service offering at the premises of SITA (in Pretoria), or at their own premises or online.
      5. **Weighting of requirements**: The score for the Demonstration will be calculated as follows:
      6. Each Bidder must DEMONSTRATE and will be evaluated on the understanding of the solution requirement and presenting the most fit as follows:

Table 10: Demonstration Weighting

| **No.** | **Demonstration Requirements** | **Weighting** |
| --- | --- | --- |
| 1. | Functional Requirements | 30% |
| 2. | Information security requirements | 25% |
| 3 | Solution Business Requirements | 30% |
| 4. | Support Functions | 15% |
| **TOTAL** | | 1. **%** |

1. **Minimum threshold.** These individual scores will be converted to a cumulative percentage and only those bidders that have met or exceeded the minimum threshold of 60% (cumulative) out of a total of 100% will proceed to the next evaluation stage.
2. Each Technical Functionality requirement will be evaluated using a rating scale as per the table below:

Table 11: Evaluation Criteria

|  |  |
| --- | --- |
| Evaluation criteria | Score |
| **Irrelevant** (Does not meet minimum requirement) | 0 |
| **Good** (Meets minimum requirements) | 3 |
| **Excellent** (Exceeds minimum requirements) | 5 |

Table 12: Demonstration

|  |  |  |
| --- | --- | --- |
| **Technical Functionality Requirement** | **Substantiating evidence and evaluation criteria**  (used to evaluate bid) | **Substantiation reference**  (to be completed by bidder) |
| * + - 1. **Functional Requirements** | | |
| The Bidder must provide documentation indicating how the proposed product or solution complies with the following Functional Requirements:   1. The tool must support enterprise architecture analysis and generation of designs. 2. The tool must have the ability to import, publish models and diagrams from other tools (Visio, power point, draw-io, Aris etc. 3. Integrate with other repositories in the organisation. 4. The library should provide guidelines, templates, and reference material. 5. Export/Import different format models. 6. The EA tool must allow users to work off-line on selected or booked out artefacts and changes must be synchronised to the repository when the user connects on the network. 7. The tool should support check-in/check-out of models from the repository. 8. The tool must include the workflow engine and must support notifications through email. | **Evidence:**  The bidder must provide a live demonstration indicating how the proposed product or solution complies with the functional requirements.  **Evaluation**  0= Does not meet minimum requirements. (Less than 4 functions)  3=Meets minimum requirements (4 functions)  5=Exceeds minimum    requirements. (more than 4 functions) | <Provide unique reference to locate substantiating evidence> |
| * + - 1. **Information Security Requirements** | | |
| The Bidder must provide documentation indicating how the proposed product or solution complies with the following Information Requirements:   1. The tool should cater for audit trail of changes to the models, must stamp all changes done to objects with a time-user stamp. 2. Support the recording of the full history of changes to objects. 3. The tool should cater for role-based access control. | **Evidence:**  The bidder must provide a live demonstration indicating how the proposed product or solution complies with the Information Security requirements.  **Evaluation**  0= Does not meet minimum requirements. (less than 2 functions)  3= Meets minimum requirements. (2 functions)  5= Exceeds minimum requirements. (more than 2 functions) | <Provide unique reference to locate substantiating evidence> |
| * + - 1. **Solution Business Requirements** | | |
| The Bidder must provide documentation indicating how the proposed product or solution complies with the following Solution Business Requirements:   1. Must provide analysis, design, coding, implementation, test, and maintenance models. 2. Technology architecture (Servers, Storage, Networks). 3. Application Architecture diagrams. 4. Enables building early models and wireframes of systems to test ideas. 5. EA Tool must integrate with other tools such as Visio, UML and BPMN diagrams. 6. Facilitates sharing information and getting feedback easily and supports real-time collaboration features such as multiple users editing the same artefact at the same time. | **Evidence:**  The Bidder must provide a live demonstration indicating how the proposed product or solution complies with the following technical requirements for solution business requirements:  **Evaluation**  0= Does not meet minimum requirements. (Less than 3 functions)  3=Meets minimum requirements (3 functions)  5=Exceeds minimum    requirements. (more than 3 functions) | <Provide unique reference to locate substantiating evidence> |
| * + - 1. **Support Functions** | | |
| The Bidder must provide documentation indicating how the proposed product or solution complies with the following Support Functions:   1. Provide maintenance and support. 2. Identification of potential bottlenecks or issues 3. Uses plugins or APIs for seamless integration. 4. The EA tool must be able to provide intelligence capability in the building of the models (auto-build) 5. The tool must use Artificial Intelligence (AI) to automate routine tasks, error detection and prediction analysis with impact thereof. 6. Ability to create detailed reports and summaries from the models. 7. The EA tool must provide EA model change traceability (version control) | **Evidence:**  The bidder must provide a live demonstration indicating how the proposed product or solution complies with the Support Functions.  **Evaluation**  Does not meet minimum requirement. (Less than 4 functions)  3=Meets minimum requirements (4 functions)  5=Exceeds minimum    requirements. (more than 4 functions) | <Provide unique reference to locate substantiating evidence> |

## Special Conditions of Contract Verification (Stage 5)

1. The successful supplier will be bound by Government Procurement: General Conditions of Contract (GCC) as well as this Special Conditions of Contract (SCC), which will form part of the signed contract with the successful Supplier. However, SITA reserves the right to include or waive the condition in the signed contract.
2. SITA reserves the right to:
   1. Negotiate the conditions; or
   2. Automatically disqualify a bidder for not accepting these conditions; or
3. In the event that the bidder qualifies the proposal with own conditions and does not specifically withdraw such own conditions when called upon to do so, SITA will invoke the rights reserved in accordance with subsection 4.5. (b) above.

### Special Conditions of Contract

#### Contracting Conditions

1. **Formal Contract** - The supplier must enter a formal written contract (agreement) with SITA.
2. **Right to Audit** - SITA reserves the right, before entering a contract, to conduct or commission an external service provider to conduct a financial audit or probity to ascertain whether a qualifying bidder has the financial wherewithal or technical capability to provide the goods and services as required by this tender.

#### Delivery Address

1. The supplier must deliver the required products or services at as indicated in Section 2.2, Delivery Address

#### Skills transfer and training

* 1. Provision of the skills transfer to the technical team for five (5) resources.
  2. Skills transfer regarding the operations of the solution is required (e.g. patches, upgrades etc)

#### Services and Performance Metrics

1. The following services must be rendered by the bidder:
2. The bidder is responsible to provide the following services as specified in the Service Breakdown Structure (SBS):
   1. **Operational MTT Resolve: Response and Repair Times -** The Bidder must perform corrective maintenance within predefined response and repair times. Maximum Time To Repair in all cases (Full-Service Agreement) will be sixteen (16) working hours for all incidents.

#### Service Response

1. The service will be expected to operate with a two (2) hour response time during business hours, 8:00 a.m. to 4:30 p.m., Monday through Friday Central African Time (CAT).
2. Hours should be capped at 2 hours a week.

#### Maintenance Services and Bug fixes

1. During this time, the successful bidder will be expected to maintain the Architecture.
2. Management Toolset by providing software updates and enhancements to TCS.
3. All software updates and enhancements should be provided on an as-available basis.
4. Enhancements to market data service software provided by the successful bidder to keep current with changes in market data services or as the software owner makes enhancements.
5. Enhancements to keep current with the current changes to available computer environments.
6. Future enhancements due to new releases or departmental policy changes

#### Compliance

a) The solution shall comply with government standards and applicable policies

* 1. Minimum Information Security Standards (MISS)
  2. Minimum Interoperability Operating Standards (MIOS)
  3. Protection of Personal Information Act (POPIA)

#### Fault logging management

1. Fault Detection & Reporting: Automated detection and user reporting with integration into monitoring tools
2. Ensure efficient logging and scalability.

#### Service Response

1. The service will be expected to operate with a two (2) hour response time during business hours, 8:00 a.m. to 4:30 p.m., Monday through Friday Central African Time (CAT).
2. Hours should be capped at 1 hour a week.

#### Supplier Performance Reporting

1. **The Supplier will report on a weekly basis to SITA during the design, installation, and implementation phase of the project; weekly written reports are to be presented to the SITA/Client on the progress of the preceding week until installation process has been completed.**
2. **Quarterly meetings to be scheduled between SITA and service provider and ADHOC meetings from both sided.**
3. **The Supplier is required to generate regular reports as outputs during the maintenance and support cycle within the following service levels (the report type will drive the service level agreement; definition of the content of each report type will be finalised at the time of concluding the contracted service level agreement)**

#### Certification, Expertise and Qualification

1. The bidder certifies that:
   1. it has the necessary expertise, skill, qualifications, and ability to undertake the work required in terms of the Statement of Work or Service Definition
   2. it is committed to provide the Products or Services; and
   3. perform all obligations detailed herein without any interruption to the Customer.
   4. it has been certified for the Products and Services required.
2. The Supplier must provide the service in a good and workmanlike manner and in accordance with the practices and high professional standards used in well-managed operations performing services like the Services.
3. The Supplier must perform the Services in the most cost-effective manner consistent with the level of quality and performance as defined in Statement of Work or Service Definition.

#### Logistical Conditions

1. **Hours of Work**
   1. Office hours are defined as SITA business working hours, Mondays to Fridays between 08:00 and 16:30
2. **Client environment**
3. In the event that SITA grants the Supplier permission to access SITA's environment including hardware, software, internet facilities, data, telecommunication facilities and/or network facilities remotely, the Supplier must adhere to SITA's relevant policies and procedures (which policy and procedures are available to the Supplier on request) or in the absence of such policy and procedures, in terms of, best industry practice. **Tools of Trade**
   1. The bidder is expected to use its own resources (cell phone, laptops etc) to communicate with its own offices or outside of the SITA/Client buildings, including all tools and equipment to render the services effectively.

#### Personnel Security Clearance

1. Company security screening: The supplier may be required to undergo a company security screening conducted by the State Security Agency (SSA). Should the SSA find the supplier not suitable after the conduct of the security screening, the business relationship will be terminated. The following documentation will be required for the company security screening process to be conducted:
2. Copy of company registration documentation.
3. Copy(ies) of identity documentation of Director(s), Member(s) or Trustee(s).
4. Copy of valid tax clearance certificate.
5. Security suitability check for individuals: **SITA** may, at its own discretion and in line with its policies and procedures, require employees of the supplier to be subjected to a security suitability check before commencement of a project or delivering of a service. The security suitability check is conducted by **SITA** to ensure that individuals meet the minimum-security requirements and to verify personal information. The supplier will be required to replace any employee(s) who is found to be not suitable after the conduct of the security screening. The following documentation will be required for the security suitability check:
6. Copy of identity document.
7. Copy(ies) of qualification(s) if **SITA** requires verification thereof.
8. Fingerprints – will be taken electronically.
9. Signed consent form for the conduct of background checks.
10. Security clearance: A security clearance, issued by either the SSA or Defence Intelligence (DI) is required if any employee of the supplier will have or may gain access to classified information throughout the duration of the project or in the process of delivering a service. The level of security clearance required – Confidential, Secret or Top Secret, will be determined at the sole discretion of **SITA.**  The supplier will have to replace any employee who do not qualify for a security clearance or is found not suitable by the SSA or DI. The following documentation will be required for the security clearance process:
11. Completed Z204 or DD1057 security clearance application form.
12. Fingerprints.
13. Personal documentation of the applicant, including but not limited to, identity document, passport, marriage certificate (if applicable), divorce order (if applicable), qualifications, salary advice and bank statements.

#### Confidentiality and non-disclosure conditions

1. The Supplier, including its management and staff, must before commencement of the Contract, sign a non-disclosure agreement regarding Confidential Information
2. Confidential Information means any information or data, irrespective of the form or medium in which it may be stored, which is not in the public domain, and which becomes available or accessible to a Party as a consequence of this Contract, including information or data which is prohibited from disclosure by virtue of:
   1. the Promotion of Access to Information Act, 2000 (Act no. 2 of 2000).
   2. being clearly marked "Confidential" and which is provided by one Party to another Party in terms of this Contract.
   3. being information or data, which one Party provides to another Party or to which a Party has access because of Services provided in terms of this Contract and in which a Party would have a reasonable expectation of confidentiality.
   4. being information provided by one Party to another Party in the course of contractual or other negotiations, which could reasonably be expected to prejudice the right of the non-disclosing Party.
   5. being information, the disclosure of which could reasonably be expected to endanger a life or physical security of a person.
   6. being technical, scientific, commercial, financial and market-related information, know-how and trade secrets of a Party.
   7. being financial, commercial, scientific or technical information, other than trade secrets, of a Party, the disclosure of which would be likely to cause harm to the commercial or financial interests of a non-disclosing Party; and
   8. being information supplied by a Party in confidence, the disclosure of which could reasonably be expected either to put the Party at a disadvantage in contractual or other negotiations or to prejudice the Party in commercial competition; or
   9. information the disclosure of which would be likely to prejudice or impair the safety and security of a building, structure or system, including, but not limited to, a computer or communication system; a means of transport; or any other property; or a person; methods, systems, plans or procedures for the protection of an individual in accordance with a witness protection scheme; the safety of the public or any part of the public; or the security of property; information the disclosure of which could reasonably be expected to cause prejudice to the defence of the Republic; security of the Republic; or international relations of the Republic; or plans, designs, drawings, functional and technical requirements and specifications of a Party, but must not include information which has been made automatically available, in terms of the Promotion of Access to Information Act, 2000; and information which a Party has a statutory or common law duty to disclose or in respect of which there is no reasonable expectation of privacy or confidentiality;
3. Notwithstanding the provisions of this Contract, no Party is entitled to disclose Confidential Information, except where required to do so in terms of a law, without the prior written consent of any other Party having an interest in the disclosure.
4. Where a Party discloses Confidential Information which materially damages or could materially damage another Party, the disclosing Party must submit all facts related to the disclosure in writing to the other Party, who must submit information related to such actual or potential material damage to be resolved as a dispute.
5. Parties may not, except to the extent that a Party is legally required to make a public statement, make any public statement or issue a press release which could affect another Party, without first submitting a written copy of the proposed public statement or press release to the other Party and obtaining the other Party's prior written approval for such public statement or press release, which consent must not unreasonably be withheld.

#### Guarantee and warranties

1. The supplier confirms that:
   1. The warranty of goods supplied under this contract remains valid for the duration of the contract after the goods were delivered, installed and commissioned with a sign off, including the clients signature.
   2. as at Commencement Date, it has the rights, title and interest in and to the Product or Services to deliver such Product or Services in terms of the Contract and that such rights are free from any encumbrances whatsoever.
   3. the Product is in good working order, free from Defects in material and workmanship, and substantially conforms to the Specifications, for the duration of the Warranty period.

#### Intellectual Property Rights

1. SITA retains all Intellectual Property Rights in and to SITA's Intellectual Property. As of the Effective Date, the Supplier is granted a non-exclusive license, for the continued duration of this Contract, to perform any lawful act including the right to use, copy, maintain, modify, enhance and create derivative works of SITA's Intellectual Property for the sole purpose of providing the Products or Services to SITA pursuant to this Contract; provided that the Supplier must not be permitted to use SITA's Intellectual Property for the benefit of any entities other than SITA without the written consent of SITA, which consent may be withheld in SITA's sole and absolute discretion. Except as otherwise requested or approved by SITA, which approval is in SITA's sole and absolute discretion, the Supplier must cease all use of SITA's Intellectual Property, at of the earliest of:
   1. termination or expiration date of this Contract.
   2. the date of completion of the Services; and
   3. the date of rendering of the last of the Deliverables
2. If so, required by SITA, the Supplier must certify in writing to SITA that it has either returned all SITA Intellectual Property to SITA or destroyed or deleted all other SITA Intellectual Property in its possession or under its control
3. SITA, at all times, owns all Intellectual Property Rights in and to all Bespoke Intellectual Property.
4. Save for the license granted in terms of this Contract, the Supplier retains all Intellectual Property Rights in and to the Supplier’s pre-existing Intellectual Property that is used or supplied in connection with the Products or Services
5. Provide SITA with the compliant Occupational Health and Safety File (required on site for period of installation and proof of compliance).

#### Counter Conditions

1. Bidders’ attention is drawn to the fact that amendments to any of the Bid Conditions or setting of counter conditions by bidders may result in the invalidation of such bids.

#### Fronting

1. The SITA supports the spirit of Broad Based Black Economic Empowerment and recognizes that real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent and legally compliant manner. Against this background the SITA will not condone any form of fronting.
2. The SITA, in ensuring that bidders conduct themselves in an honest manner will, as part of the bid evaluation processes, conduct or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in bid documents. Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade and Industry, be established during such enquiry/investigation, the onus will be on the bidder / contractor to prove that fronting does not exist. Failure to do so within a period of 14 days from date of notification may invalidate the bid / contract and may also result in the restriction of the bidder/contractor to conduct business with the public sector for a period not exceeding ten (10) years, in addition to any other remedies SITA may have against the bidder/contractor concerned.

#### Business Continuity and Disaster Recovery Plans

1. The bidder confirms that they have written business continuity and disaster recovery plans that define the roles, responsibilities and procedures necessary to ensure that the required services under this bid specification is in place and will be maintained continuously in the event of a disruption to the bidder’s operations, regardless of the cause of the disruption.

#### Supplier Due Diligence

1. SITA reserves the right to conduct supplier due diligence prior to final award or at any time during the Contract period and this may include pre-announced / non-announced site visits. During the due diligence process the information submitted by the bidder will be verified and any misrepresentation thereof may disqualify the bid or Contract in whole or parts thereof.

#### Preference Goal Requirements conditions

1. The Bidder’s commitment for the Preference Goal Requirements in this tender will be legally binding and the Bidder needs to perform against their commitment for the duration of the contract which will form part of the Contractual Agreement.
2. The Bidder must sustain or improve the company’s BBBEE Level for the duration of the contact which will form part of the Contractual Agreement.
3. Performance of Preference Goal Requirements will be determined annually. Bidders must submit their Preference status report indicating progress against the Bidder’s Preferential commitments within 30 days of the yearly anniversary of the contract.
4. Bidders need to keep auditable substantive records / evidence and upon request by SITA/Department must be made available for audit and, or due diligence purposes.
5. SITA reserves the right to require from a Bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim with regards to preferences, in any manner required by SITA.
6. SITA reserves the right to verify information / evidence provided by the Bidder.
7. SITA/Department reserves the right to introduce a **penalty of 1%** of the overall annual year spent by SITA/Department for the prior year if the Bidder fails to comply to **paragraphs (a), (b) and (c) above**.

#### Declaration of compliance and acceptance SCC

I (we), the bidder hereby declare that I (we) accept ALL the Special Conditions of Contract as specified in par 4.3.2 above and shall comply with all stated obligations:

Name of Bidder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

* 1. **Price and Preference Points Evaluation (Stage 6)** 
     1. **Costing and Preference Evaluation**

1. In terms of the SITA Preferential Procurement Policy (PPP), the following preference point system is applicable to all Bids:
   1. the 80/20 system (80 Price, 20 B-BBEE) for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); or
2. The Applicable Preference Point system for this tender is the **80/20** preference point system.
3. Points for this tender shall be awarded for:
   1. Price; and
   2. Preference points for specific goals.
4. The maximum points for this tender will be allocated as follows, subject to par.2.

**Table 13: Points allocation**

|  |  |
| --- | --- |
| **Description** | **Points** |
| 1. Price | **80** |
| 1. Preference points for specific goals | **20** |
| 1. Total points for Price and preference points for specific goals | 100 |

* + 1. **Costing and Pricing Conditions**

**South African Pricing** - The total price must be VAT inclusive and be quoted in South African Rand (ZAR).

**Total Price**

* 1. All quoted prices are the total price for the entire scope of required services and deliverables to be provided by the bidder.
  2. All additional costs as well as cost of delivery, labour, S&T, overtime, etc. must be included in this bid.
  3. All services, accessories, upgrades and options required by the solution or specified by the client must be included in the quoted price. If not included, suppliers will be required to supply these accessories at no cost to the client.
  4. SITA reserves the right to negotiate pricing with the successful bidder prior to the award as well as envisaged quantities.

These conditions will form part of the Contract between SITA and the bidder. However, SITA reserves the right to include or waive the condition in the Contract.

* 1. **The Bidder must include their Costing Proposal and indicate the reference page(s) in both their proposal as part of their bid submission.**
  2. **Note: Bidders will complete Bidder’s Costing Proposal and include this as part of the hard copy submission documents and on the memory stick.**
  3. **The Bidder’s Costing Proposal should be divided into the following categories and should take account of the following, however, is not limited to these categories:**

| **#** | **Categories** |
| --- | --- |
|  | **Provision of Architecture Management Toolset that has Enterprise Architecture, Solution Architecture, and Technical Architecture capabilities.** |
|  | **Installation and configuration of the solution.** |
|  | **Software licencing, maintenance, and support of the solution,** |
|  | **Provision of formal instructor led training for twenty (20) users ; and** |

* 1. **Bidders must complete and submit their Costing Proposal in Excel spreadsheet format.**

The bidder must complete the declaration of acceptance as per **par 4.4.4** below by marking with an “X” either “ACCEPT ALL”, or “DO NOT ACCEPT ALL”, failing which the declaration will be regarded as “DO NOT ACCEPT ALL” and the bid will be disqualified.

* + 1. **Bid Exchange Rate Conditions**

The bidders must use the exchange rate provided below to enable SITA to compare the prices provided by using the same exchange rate:

|  |  |
| --- | --- |
| **Foreign currency** | **South African Rand (ZAR) exchange rate** |
| 1 US Dollar | **18.90** |
| 1 Euro | **20,62** |
| 1 Pound | **23,70** |

Note (1): This bid is subject to ROE

* + 1. **Declaration of Acceptance**

|  | **ACCEPT ALL** | **DO NOT ACCEPT ALL** |
| --- | --- | --- |
| 1. The bidder declares to ACCEPT ALL the Costing and Pricing conditions as specified in **par 4.4.2** above by indicating with an “X” in the “ACCEPT ALL” column, or 2. The bidder declares to NOT ACCEPT ALL the Costing and Pricing Conditions as specified in **par 4.4.2** above by -    1. Indicating with an “X” in the “DO NOT ACCEPT ALL” column, and.    2. Provide reason and proposal for each of the condition not accepted. |  |  |
| **Comments by bidder:**  Provide the condition reference, the reasons for not accepting the condition. | | |

* 1. **Preference Requirements**

1. The bidder must complete in full all the PREFERENCE requirements.
2. Allocation of points per requirements:The points allocation of bidders’ responses to the requirements will be determined by the completeness, relevance and accuracy of substantiating evidence.
3. Points will be allocated for each **PREFERENCE requirement** as per the criteria set in each section in the **table** 14 below.
4. **The bidder must provide a unique reference number** (e.g. binder/folio, chapter, section, page) to locate substantiating evidence in the bid response. During evaluation, SITA reserves the right to treat substantiation evidence that cannot be located in the bid response, as “NOT COMPLY”. The evidence needs to be attached to **ANNEX A**.
5. **Preference Goal Requirements**
   1. The applicable Preference Point system for this tender and points claimed is **80/20.**
   2. The specific Preferential Goal Requirements for this tender is indicated in **table 14** below.
   3. The Bidder **must** complete 80/20 **preference point system** and submit proof or documentation required in terms of this tender.
   4. The Bidder **must indicate their commitment** to claim points for each of the preference points by signing at par 4.5 in the Invitation to Bid document.
   5. Failure on the part of a bidder to submit proof or documentation required or to comply to paragraph (d) above in terms of this tender to claim preference points for the **Preference Goal Requirements** for this tender, will be interpreted to mean that preference points are not claimed.
   6. The Bidder’s **commitment** for the **Preference Goal Requirements** in this tender will be **legally binding** and the Bidder needs to **perform against their commitment** for the duration of the contract which will form part of the Contractual Agreement.
   7. The Bidder **must sustain or improve** the company’s **BBBEE Level** for the duration of the contact which will form part of the Contractual Agreement.
   8. Performance of Preference Goal Requirements will be determined annually. Bidders must submit their Preference status report to SITA indicating progress against the Bidder’s Preferential commitments within 30 days after each quarter from the commencement date of the contract.
   9. Bidders need to keep auditable substantive records / evidence and upon request by **SITA** must be made available for audit and, or due diligence purposes.
   10. **SITA reserves the right** **to** require from a Bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim with regards to preferences, in any manner required by SITA.
   11. **SITA reserves the right to** verify information / evidence provided by the Bidder.
   12. **SITA reserves the right to** introduce a **penalty of 1%** of the overall annual year spent by **SITA** for the prior year if the Bidder fails to comply to **paragraphs (f), (g) and (h) above.**

**Table 14: Preference Goal Requirements**

| **Preferential Goal Requirements** | **Preferential Goal Requirements for (80/20) system** | | |
| --- | --- | --- | --- |
| **Preferential Goal Requirements allocated for this tender** | **Number of points allocated (80/20) system (To be completed by the organ of state)** | **Substantiating evidence and evidence reference to be completed by bidder.  Evaluation per requirement: Each requirement indicated in the table below must be completed and points will be allocated based on the evidence required below for the (80/20) system** | **Evidence reference for the  (80/20) system** |
| **B-BBEE Requirements** |  |  | |
| The allocation of points for bidders that meet a certain **B-BBEE level** as defined in the Broad-Based Black Economic Empowerment Act; | 20 | **Evidence:** The Bidder must provide a copy of relevant proof of B-BBEE status level of contributor level as defined in the Broad-Based Black Economic Empowerment Act.  **Points allocation:** Points will be allocated in line with the B-BBEE table 15 below. | <provide unique reference to locate (80/20) system substantiating evidence in the bid response – Annex A, section 5> |
| **Total Point Allocation:** | **20** |  | |

**Table 15: B-BBEE Points as part of the Preference Goal requirements (80/20) system**

**Note: Bidder to select the section for points they wish to claim (Mark as Y=Yes) in the table below.**

|  |  |  |  | **Ownership of at least 51% of People who are:** | | |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Reference #** | **Contributor Level as defined in the Broad-Based Black Economic Empowerment Act** | **Local Entity** | **EME/QSEs** | **Woman Owned** | **Youth Owned** | **Owned by People living with disabilities** | **Score** | **Bidder to select the section for points they wish to claim**  **(Mark as Y= Yes)** |
|  |  | **(A)** | **(B)** | **(C)** | **(D)** | **(E)** | **(F)** |  |
| **1** | **Level 1** | 0 | **4** | **8** | **6** | **2** | **20** |  |
| **2** | **Level 1** | 0 | **4** | **8** | **6** | 0 | **18** |  |
| **3** | **Level 1** | 0 | **4** | **8** | 0 | 0 | **12** |  |
| **4** | **Level 2 and 3** | 0 | **2** | **4** | **2** | **2** | **10** |  |
| **5** | **Level 2 and 3** | 0 | **2** | **4** | **2** | 0 | **8** |  |
| **6** | **Level 2 and 3** | 0 | **2** | **4** | 0 | 0 | **6** |  |
| **7** | **Level 4 and 5** | 0 | **1** | **2** | **1** | **1** | **5** |  |
| **8** | **Level 4 and 5** | 0 | **1** | **2** | **1** | 0 | **4** |  |
| **9** | **Level 4 and 5** | 0 | **1** | **2** | 0 | 0 | **3** |  |
| **10** | **Level 6** | 0 | 0 | 0 | 0 | 0 | **0** |  |
| **11** | **Level 7** | 0 | 0 | 0 | 0 | 0 | **0** |  |
| **12** | **Level 8** | 0 | 0 | 0 | 0 | 0 | **0** |  |
| **13** | **Non-Contributor** | 0 | 0 | 0 | 0 | 0 | **0** |  |
|  | **Total Maximum Score Allocation: 20**  F= A+B+C+D+E | | | |  |  |  |  |

1. Bidder substantiating evidence

# Technical Mandatory Requirement Evidence

## Bidder Certification / Affiliation Requirements

1. Attach a copy of a valid documentation (certificate or letter) from OSM indicating that the bidder is accredited to provide installation, configuration, maintenance of Architecture Management Toolset (Refer par 4.2.2 above)
2. The letter should stipulate the competency on the following subjects:
   1. Installation
   2. Configuration
   3. Maintenance
   4. Licensing

**NOTE (1):**

**SITA reserves the right to verify information provided.**

## Bidder Experience and Capability Requirements

1. Complete table below, noting that:
   1. Provide reference details of customers to whom the Architecture Management Toolset solution was delivered.
   2. References may include multiple customers.
   3. Project end-date must be current or not older than five (5) years from date this bid is advertised.
   4. Scope of work must be related.

Table 16 References

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Company Name** | **Reference person name, contact details** | **Project Scope of Work** | **Project start and end date** |
| 1 | <Company name> | <Person Name>  <Tel>  <email> | < Provide scope details of a project from a customer to whom Architecture Management Toolset solution was supplied, installed, configured, maintained and supported was delivered. | Start Date:  End Date: |

**NOTE (1):**

**SITA reserves the right to verify information provided.**

**Note (2):**

**Failure to complete Table 16 fully as indicated above will result in disqualification.**

## Customer Infrastructure Environment Requirements

The bidder must confirm that they comply with the customer infrastructure and environment requirements as listed in Annexure B.

**Note (1): Failure to complete the binding statement will result in disqualification.**

## Technical Solution Requirements

The Bidder must confirm that they comply with the Technical Solution Requirements **mentioned under the technical solution requirements in Annexure C.**

## Minimum Intermobility Operation Standards Requirement

The bidder must confirm that they comply with all the standards mentioned on Annexure D.

**NOTE (1):**

**SITA reserves the right to verify the information provided.**

**.**

## Special Conditions of Contracts

The Bidder **must accept ALL** the Special Conditions of Contract by completing and signing the declaration of Acceptance in the Declaration of Compliance and Acceptance under the Special Conditions in section 4.3.

**Note (1): Failure to complete the binding statement will result in disquisitions.**

1. Customer Infrastructure and environment requirements

The bidder must declare if they comply with the Technology Stack requirements listed below:

|  |  |  |
| --- | --- | --- |
| **No.** | **Name** | **Description** |
|  | Hosting | The tool must comply with the below:   1. On-premises hosted within the SITA GPCE (Government Private Cloud Ecosystem) cloud 2. The solution will be hosted at SITA premises. |
|  | SITA Government Private Cloud Ecosystem (GPCE) | The tool must be compliant with the below cloud requirements:   1. Huawei Cloud Stack platform, running FusionSphere. 2. VMware environment using vCloud Director on VMware vSphere/ESXi, alongside an Oracle Private Cloud Appliance |
|  | Application server | 1. J2EE Framework 2. Microsoft IIS 3. JBOSS 4.2.3 4. Nginx 5. Apache |
|  | Database server | 1. MySQL 2. Oracle 3. MS SQL Server 2019, 2022 |
|  | Platform compatibility | The service provider to specify all the platforms on which the service can operate, including any requirements or limitations for Huawei Cloud Stack (FusionSphere), VMware (vCloud Director, vSphere/ESXi), and Oracle Private Cloud Appliance (PCA). |
|  | Operating system support | 1. Microsoft Windows Server 2019-2022 2. Ubuntu – any version up to 24.x 3. Oracle Enterprise LINUX 4. The service provider should list the supported operating systems (and versions) for the service across both VM and containerized deployments |
|  | Multitenancy capabilities | The service provider should outline the tool’s multitenancy features, particularly regarding tenant isolation, role-based access control, and scalability across multiple environments. |
|  | Resource requirements | The service provider should specify the infrastructure resources the service requires for optimal operation, such as CPU, memory, storage, and network configuration. |
|  | Security | Compatible to Azure EntraID (Active Directory) |
|  | Integration | 1. Integration to document management SharePoint online on Azure platform 2. Integration to Active Directory for workflow and email notification |
|  | Platform environments | The software tool must be installed in two (2) different environments as listed below:   1. Pre-production environment for testing changes, upgrades and patches before applying the changes in production. 2. Production environment – for the deployment of the live system |
|  |  |  |

I, the bidder (Full names) …………………………………………………………. representing (company name)

……………………………………………………………. Hereby confirm that I comply with the above Technical

Mandatory Requirements and understand that it will form part of the contract and is legally binding.

Thus, done and signed at ……………………………………. On this………day of…………….….20….

………………………………. ………………………………………..

Signature Designation

1. Technical Solution Requirements

The bidder must confirm that they comply with the customer infrastructure and environment requirements as listed below:

**Functional Requirements**

| **Capability** | **Description** |
| --- | --- |
| **1 Common Architecture Requirements** | |
| * 1. **EA Modelling** | 1. The EA tool must allow practitioners to build models and roadmaps for current and future state architectures such as Business, Data, Application, Technology and Security domains. 2. Support modelling from strategy to technology architecture for contextual, conceptual, logical, and physical architecture models. 3. Support standard modelling languages, methods, and techniques such as UML, BPMN etc 4. The tool must have process modelling functionality i.e., process decomposition and process charts. 5. Modelling the “as-is”, transitional and “to-be” architecture for business, data, application, technology, security, and solution architectures. |
| * 1. **Collaboration** | 1. Support collaboration by allowing multiple users to work on artefacts within the platform (e.g., diagrams or process models) 2. Must allow 60 concurrent users to log in at the same time |
| * 1. **Reporting** | a) The tool must fully support Custom Type Diagrams  (e. g. Management Dashboard View). |
| * 1. **EA Central repository** | The EA tool must provide a central repository to capture data and meta data about artefacts including Business, Data, Application, Technology and Security domains within the organisation’s ecosystem. |
| * 1. **Frameworks and Standards** | 1. The EA tool must conform to the TOGAF framework. |
| * 1. **Presentation** | 1. Interface to other presentation applications 2. Stakeholder views must be presented in various formats and layout e.g. PDF, HTML, PowerPoint, Excel and other forms of visualisation such as pie charts, bar charts etc. |
| * 1. **Usability** | 1. The User interface must be intuitive, easy to learn and flexible either through a web-browser interface or a desktop-client. 2. Modelling capabilities are easy to use, robust and flexible. 3. Administration is easy to navigate and maintain. 4. The tool must support drill down/drill up between levels of detail, e.g. Link to Detailed Designs, Deployment, Service Management Repository, etc. |
| * 1. **Security and Administration** | 1. Support collaboration with multiple users while supporting the integrity of the repository and metamodel. 2. Administration security capabilities such as role generation, authorisation and user management to manage changes in the repository and metamodel / support role-based user management. (Role based access control) 3. User friendly interface for easy management of administration functions. |
| * 1. **Platform Environment** | 1. The EA tool must be installed on the hardware and software platforms as listed in par 2.3 of this document. 2. The EA tool must be able to support Edge and Google Chrome browsers. 3. The total number of concurrent users that will be using the solution is 60. The solution sizing must cater for 60 concurrent users and/or 60 user licences and/or server based licenses. |
| * 1. **Open standards, Plug and Play, on premise Cloud** | a) Supports common modelling languages like UML, BPMN etc  b) The tool should make it easy to share and collaborate with others.  c) Offers flexible options to install on our own servers (on-premises). |
| * 1. **Compliant with Government Private Cloud Ecosystem (GPCE) standards** | 1. The tool must be compliant with the below cloud requirements:  * Huawei Cloud Stack platform, running FusionSphere. * VMware environment using vCloud Director on VMware vSphere/ESXi, * Oracle Private Cloud Appliance cloud. |
| * 1. **Maintenance and Support** | 1. Training – Formal instructor led training for twenty (20 )users in the use of the solution |
| **1.13. Modelling diagrams.** | a) Allows creating detailed diagrams of system components.  b) Visualizes how different parts of the system depend on each other’s) Supports modelling techniques to drag and drop |
| **1.14 Application Architecture diagrams** | a) Helps design and display the structure of software applications.  b) Shows how applications interact and their components.  c) Aids in understanding application flow and dependencies |
| **1.15. Architecture deployment diagrams** | a) Illustrates where software components will be deployed in the hardware environment.  b) Assists in planning the physical deployment of applications.  c) Visualizes resource allocation and usage. |
| **1.16. Data architecture diagrams** | a) Shows how data is stored, processed, and accessed within the system.  b) Helps design databases and data flows.  c) Ensures data integrity and security considerations. |
| **1.17. Interaction Architecture diagrams** | a) Visualizes how users interact with the system.  b) Maps out user interfaces and user experience flows.  c) Helps improve user engagement and usability. |
| **1.18. Technology architecture (Servers, Storage, Networks)** | a) Details the hardware and network infrastructure of the system.  b) Helps plan servers, storage, and network components.  c) Assists in capacity planning and scalability. |
| **1.19. Integration Architecture diagrams** | a) Shows how different systems or components connect and interact.  b) Helps plan interfaces and data exchange between systems.  c) Ensures compatibility and seamless integration.  d) Export/import to SharePoint and Microsoft office. |

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Signature Designation

1. MINIMUM INTEROBILITY OPERATIONAL STANDARDS REQUIREMENTS

Bidders to confirm if they comply with all the solution product code by ticking their compliance

|  |  |  |
| --- | --- | --- |
| The solution must comply with the following minimum interoperability standards | Comply | Do not comply |
| C020101 Hypertext Transfer Protocol (HTTP/1.1) RFC 7230 |  |  |
| C020102 Hypertext Transfer Protocol (HTTP/1.1) RFC 7231 |  |  |
| C020103 Hypertext Transfer Protocol (HTTP/1.1) RFC 7232 |  |  |
| C020104 Hypertext Transfer Protocol (HTTP/1.1) RFC 7233 |  |  |
| C020105 Hypertext Transfer Protocol (HTTP/1.1) RFC 7234 |  |  |
| C020106 Hypertext Transfer Protocol (HTTP/1.1) RFC 7235 |  |  |
| C020107 Hypertext Transfer Protocol (HTTP/1.1) RFC 7236 |  |  |
| C020108 Hypertext Transfer Protocol (HTTP/1.1) RFC 7237 |  |  |
| C020109 Upgrading to TLS within HTTP/1.1 (HTTPS) RFC 2817 |  |  |
| C031201 Business Process Model and Notation (BPMN v1.1) BPMN |  |  |
| C050202 Open Document Format for Office Applications (ODF) ISO 26300 |  |  |
| C050203 Comma-Separated Value (CSV) RFC 4180 |  |  |
| C050302 Portable Document Format (PDF v1.7) ISO 32000 |  |  |
| C050401 Structured Query Language (SQL) 2011 ISO 9075 |  |  |
| Substantiate by describing how your solution complies with the interoperability standards or provide any available independent certificate/letter of compliance to the mentioned standards. Please be sure to explain implemented mitigations where non-compliance is present. Where the proposed solution does not include technologies pertaining to the quoted standards, please claim "Noncompliance due to technology non-applicability". In instances where standards are superseded/obsoleted/outdated please provide the name and number of the appropriate open standard utilised by the product. | | |

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Signature Designation