

SSASSA 01 (QO)

INVITATION FOR QUOTATIONS

THE SOUTH AFRICAN SOCIAL SECURITY AGENCY INVITES QUOTATIONS FOR THE PROVISION OF description of works

	Request 1	for	Sources	the	CV	for	the	post	of	System
Project title:	Administra	itor,	within	the	B	ranc	h:	Inforn	natio	n and
	Communic	atio	n Technol	logy						

RFQ No:	RFQ 153/22/HCM	Closing Date:	21 November 2022
Closing time:	11:00	Validity period:	60 days

1. COMPLETION OF QUOTATION/BID DOCUMENTS:

1.1 All quotations documents must be completed in ink.

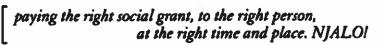
All quotations and completed SBD forms must be addressed to the South African Social Security Agency or must be **Hand delivered** in a sealed envelope marked with the RFQ number stated above. **NB:** PLEASE SIGN THE QUOTATION REGISTER AT RECEPTION.

Where the quotations are above R 30 000 Vat inclusive, suppliers are encouraged to hand deliver their quotations and must be deposited in the QUOTATION BOX situated at the reception at SASSA House, 501 Prondisa Building Cnr Steve Biko & Pretorius Streets, Arcadia, Pretoria 0083. Late quotations will not be considered.

- 1.2 This quotation is subject to the GCC (General Conditions of Contract) and any other special conditions of contract where applicable.
- 1.3 The taxes of the successful bidder must be in order, or satisfactory arrangements must be made with the Receiver of Revenue to meet the bidder's tax obligations. SARS PIN SHOULD BE SUBMITTED TOGETHER WITH THE QUOTATION FOR TAX COMPLIANCE VERIFICATION PURPOSE.
- 1.4 Your quotation must include costs breakdown and that is inclusive VAT inclusive, (where applicable)









ADVERT

System Administrator Salary: R 382 245- R 450 255 p.a. exclusive of benefits Location: Head Office - Pretoria (Ref No HO) **Duration: Permanent**

Candidates should hold an undergraduate qualification (NQF Level 6/7) as recognized by SAQA in the relevant field coupled with 3-5 years' experience in business and systems analysis, project management, functional testing and support; knowledge of computer and a valid driver's licence are essential. 1-2 years Supervisory experience and Additional course or certification in Quality Assurance, ISTQB Foundation. Understanding of C#, .Net Framework and/or SharePoint development is advantageous.

The candidates will be working with business and IT stakeholders to ensure efficient and successful solutions implementation; Work with Project Manager to overcome site specific solution obstacles; Provide/Aid with training and User Acceptance testing of solutions; Perform User access management; Perform system functional and user support; Liaison between business and IT stakeholders, project managers to ensure timely implementations; Document change requests requirements and potential solutions.

Toll free: 0800 60 10 11 www.sassa.gov.za

SASSA News @OfficialSASSA

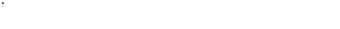


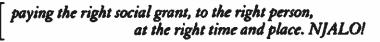














SASSA is a dynamic organisation that provides a range of essential services to a diverse group of South Africans. With offices countrywide, our operational structures aspire to embrace all that is state-of-the-art, offices that are modern and an environment designed to stimulate the worker to achieve, enjoy, progress and prosper.

TERMS OF REFERENCE: SYSTEM ADMINISTRATOR

TERMS OF REFERENCE FOR SOURCING APPLICATIONS (CV) FOR THE POST OF SYSTEM ADMINISTRATOR, WITHIN ICT - HEAD OFFICE VIA A SERVICE PROVIDERS AND OTHER METHOD OF RECRUITMENT.

PURPOSE

To source CV's to fill the post of Manager: Customer Relations (ICT Services Management), within ICT, Head Office on a permanent basis.

- Payment will be based on successful placement of prospective candidate(s) if applicable.
- The Recruitment Agencies should provide a quotation.
- SASSA will pay once off placement fee to the recruitment agency as per quotation
- The appointment of the prospective candidate will be on the payroll of the Agency.

REQUIREMENTS 2.

- HCM will like peruse CV's from various Recruitment Agencies.
- The Supplier must source CV's and submit CV's via Supply Chain Management.
- The supplier must conduct Qualification Verification, Credit Checks, 2 Reference Checks, Criminal Checks and Citizenship Status following the Interview process.
- HCM will only communicate with those Recruitment Agencies where their candidates are recommended to be interviewed and appointed.
- Each Supplier should provide at least minimum of 3 CV's.

CONDITIONS 3.

- Supply Chain Management will provide all the CV's received to HCM.
- The supplier will confirm the date of assumption of duty via HCM.
- After appointment, the Branch: ICT will pay once -off placement fee to the appointed Recruitment Agency (ies).
- HCM will interview candidates and inform SCM on who the best candidates are.

















PREFERENCE POINTS CLAIM FORM

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 ACT.

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); and
 - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2

- a) The value of this bid is estimated to exceed/not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 / OR 90/10... preference point system shall be applicable; or
- b) The 80/20 / OR 90/10 preference point system will be applicable to this tender (delete whichever is not applicable for this tender).
- 1.3 Points for this bid shall be awarded for:
 - (a) Price; and
 - (b) B-BBEE Status Level of Contributor.
- 1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80/90
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20/10
Total points for Price and B-BBEE must not exceed	100

- 1.5 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.
- 1.6 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) "price" includes all applicable taxes less all unconditional discounts;
- (h) "proof of B-BBEE status level of contributor" means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (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 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis: 80/20 or 90/10

$$Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin}\right)$$
 or $Ps = 90 \left(1 - \frac{Pt - Pmin}{Pmin}\right)$

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration
Pmin = Price of lowest acceptable bid



3.2 DISPOSAL OF STATE ASSETS AND INCOME-GENERATING PROCUREMENT

3.3 POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis: 80/20 or 90/10

$$Ps = 80\left(1 + \frac{Pt - Pmax}{Pmax}\right)$$
 or $Ps = 90\left(1 + \frac{Pt - Pmax}{Pmax}\right)$

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmax = Price of highest acceptable bid

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

4.1 In terms of paragraphs 5.2 and 6.2 of the Addendum to the SASSA Supply Chain Management Policy, 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 (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	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 3.1

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

(Points claimed in respect of paragraph 6.1 must be in accordance with the table reflected in paragraph 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 contrasubcontracted	th an enterp	•••••
Do	of the SASSA's Terms of Reference (TOR) or Specification signated Group: An EME or QSE which is at last 51% owned	EME	QSE
	by:	√ √	√ √
	k people		
	ck people who are youth		
	ck people who are women		
	ck people with disabilities ck people living in rural or underdeveloped areas or townships		
	perative owned by black people		
	k people who are military veterans	•	
	OR		
	EME OSE		
Ally	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 compar	/firm has been in busine	:ss:
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- 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
 - (a) disqualify the person from the bidding process;
 - recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation:
 - (d) recommend that the 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
 - (e) forward the matter for criminal prosecution.

WITNESSES	
1	SIGNATURE(S) OF BIDDERS(S)
2	DATE:
Χ.	ADDRESS



BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

- 1.1 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.
- 1.2 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.

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.



Full Name	Identity Number	Name of State Institution
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	WHO WAS TO SEE THE SEE	

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	bo you, or any person connected with the bidder, have a relationship with
	ny person who is employed by the procuring institution? YES/NO
2	.2.1 If so, furnish particulars:
	loes the bidder or any of its directors / trustees / shareholders / members /
•	artners or any person having a controlling interest in the enterprise have
ć	ny interest in any other related enterprise whether or not they are bidding
f	or this contract? YES/NO
2.3.1	If so, furnish particulars:
DEC	ARATION
	undersigned, (name) in
	itting the accompanying bid, do hereby make the following statements that
	fy to be true and complete in every respect:
	have read and I understand the contents of this disclosure;
	understand that the accompanying bid will be disqualified if this disclosure
į	found not to be true and complete in every respect;

3.



- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium2 will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for

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.



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.

1 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.

Position	Name of bidder
•••••	
Signature	Date
Signature	Date
• • • • • • • • • • • • • • • • • • • •	***************************************