



home affairs

Department:
Home Affairs
REPUBLIC OF SOUTH AFRICA

SPECIFICATIONS / TERMS OF REFERENCES RFQ –TOR 017/2025

APPOINTMENT OF A SERVICE PROVIDER FROM SITA RFB 2003 FOR PROCUREMENT OF ADDITIONAL STORAGE TO INCREASE TWO EXISTING STORAGE SYSTEMS AND VMWARE SUBSCRIPTION FOR DIGITALIZATION ENVIRONMENT FOR THE PERIOD OF THREE (3) YEARS.

Closing date and time:

Date: 28 November 2025

Time: 11:00 AM

Venue: Department of Home Affairs, Hallmark Building, 230 Johannes Ramokhoase Street, Pretoria

All proposals must be dropped at the Silver Quotation Box at the reception area of the building. Late proposals will not be accepted.

DISCLAIMER

The Department of Home Affairs (DHA)'s bid documents and tender processes are free of charge. DHA will not call or send any official to demand payment for tender services.

Be advised that all tender notices, bids received, and awards are published on www.dha.gov.za.

The Department requests all suppliers and the business communities out there to be vigilant around matters of procurement and if in doubt, do not hesitate to contact the contact persons on the relevant procurement document or the department.

SUBJECT

APPOINTMENT OF A SERVICE PROVIDER FROM SITA RFB 2003 FOR PROCUREMENT OF ADDITIONAL STORAGE TO INCREASE TWO EXISTING STORAGE SYSTEMS AND VMWARE SUBSCRIPTION FOR DIGITALIZATION ENVIRONMENT FOR THE PERIOD OF THREE (3) YEARS.

SPECIFICATIONS / TERMS OF REFERENCES**1. Objectives**

1.1 The objectives (aim) of this tender are:

To invite bids from suitable service provider(s) from SITA RFB 2003 for procurement of additional storage to increase two existing storage systems and VMware subscription for digitalization environment for the period of three (3) years

2. Background

The Department of Home Affairs has a Digitization project underway to digitize documents to digital. The records being digitized relate to birth, marriages, deaths and amendments, which the DHA dates to 1895, and necessitate care and reliable systems. The project workloads have increased immensely and the current storage systems needs to be increased. Also, the current VMware subscription needs to be renewed.

3. Scope and Extent of the Tender

3.1. The successful bidder(s) will be expected to execute and conduct the following tasks for/ provide the following services/items to the Department:

Procure, install and configure additional storage into existing storage.
Procure and provide VMWARE licenses for three-year subscription.

The configurations will include but not limited to the following:

- 1. Configuration of additional storage to existing environment.*
- 2. Provision of VMware licenses.*

Professional Services

- 1 Configuration*
- 2. Test*
- 3. Quality check*

SUBJECT

APPOINTMENT OF A SERVICE PROVIDER FROM SITA RFB 2003 FOR PROCUREMENT OF ADDITIONAL STORAGE TO INCREASE TWO EXISTING STORAGE SYSTEMS AND VMWARE SUBSCRIPTION FOR DIGITALIZATION ENVIRONMENT FOR THE PERIOD OF THREE (3) YEARS.

3-year maintenance for hardware or incorporate new hardware maintenance into existing storage maintenance.

3-year maintenance for software.

4. Special Conditions of Contract

4.1. To achieve the above the successful bidder will be required to meet the following requirements:

The service provider(s) may not recruit or shall attempt to recruit an employee of the Department of Home Affairs for the purposes of preparation of bid or for the duration or the execution of this contract or any part thereof.

5. Tender Deliverables / Outputs and Timeframes

5.1. The primary deliverables to be achieved

5.1.1 Supply of additional/expansion Storage: Two sites

- Installation and Configuration

Storage Capacity to expand the existing storage:

- **250TB** usable capacity, after RAID/EC per site

Existing storage to expand details: Two HPE storage systems at different sites (Silverton and Pretoria CBD)

- Model: HPE Alletra Storage MP
- OS version: 10.4.8

Existing storage systems serial numbers:

- CZ2D22096S
- CZ2D22096R

5.1.2 Supply of latest VMware licences: 2320x Licenses with vCenter licenses - VMware vSphere Foundation

- Provision of licences
- 3-year subscription

SUBJECT	<i>APPOINTMENT OF A SERVICE PROVIDER FROM SITA RFB 2003 FOR PROCUREMENT OF ADDITIONAL STORAGE TO INCREASE TWO EXISTING STORAGE SYSTEMS AND VMWARE SUBSCRIPTION FOR DIGITALIZATION ENVIRONMENT FOR THE PERIOD OF THREE (3) YEARS.</i>
----------------	--

5.2. The mandatory requirements in the proposal

#	Evaluation Criterion	Description	Yes/NO/ Partial
1	Compliance with Storage Capacity Requirements	Supply of 250TB usable storage per site (post RAID/EC) and compatibility with existing storage.	
2	Installation & Configuration Capability	Ability to install, integrate, and configure expansion storage across two sites.	
3	VMware vSphere Licensing Compliance	Supply of 2,320 VMware vSphere Foundation licenses with 3-year subscription.	
4	Technical Support & Warranty	Support offering, SLAs, warranty terms, and certification level.	
5	Cost Proposal	Total cost of ownership including hardware, installation, licenses, and subscription.	

6. Logistics and Timing

Installation completed from date of acceptance of appointment.

6.1 Project location(s):

Deliverables:

New Corporation Building and Silverton

6.2 Expected commencement date:

After the awards if Bid.

6.3 Project period:

Once off installation and configuration.

36 months' maintenance from hardware OEM

6.4 Bid proposal

Solution which includes software and hardware specifications and functionality.

Project plan for deployment.

SUBJECT	APPOINTMENT OF A SERVICE PROVIDER FROM SITA RFB 2003 FOR PROCUREMENT OF ADDITIONAL STORAGE TO INCREASE TWO EXISTING STORAGE SYSTEMS AND VMWARE SUBSCRIPTION FOR DIGITALIZATION ENVIRONMENT FOR THE PERIOD OF THREE (3) YEARS.
----------------	---

Service Level Agreement for maintenance and support.

6.5 Fee structure

Hardware costs.
Software costs
Maintenance and Support costs
Consulting services costs.

7. EVALUATION CRITERIA

The following evaluation process will be followed to evaluate the bids received:

Stage	Description	Applicable for this bid
First Stage A	Non-compulsory briefing session.	No
First Stage B	Initial screening process / compliance with bid requirements.	Yes
Second Stage	Pre-qualification criteria evaluation.	Yes
Third Stage	Mandatory requirement evaluation.	Yes
Forth Stage	Functionality requirement evaluation.	Yes
Fifth Stage	Price / Specific goals	Yes

First Stage A: Briefing session

- N/A

First Stage B: Initial screening process/compliance with bid requirements

- Verification of bidder's compliance with bid requirements.

No.	Compliance Checklist	Yes / No
1.	The bidder is registered on the National Treasury Central Suppliers Database (CSD).	
2.	The bidder is in business (as indicated on CSD).	

SUBJECT	APPOINTMENT OF A SERVICE PROVIDER FROM SITA RFB 2003 FOR PROCUREMENT OF ADDITIONAL STORAGE TO INCREASE TWO EXISTING STORAGE SYSTEMS AND VMWARE SUBSCRIPTION FOR DIGITALIZATION ENVIRONMENT FOR THE PERIOD OF THREE (3) YEARS.
----------------	---

No.	Compliance Checklist	Yes / No
3.	The bidder is not a restricted supplier/ or does not have a restricted director(s) (as indicated on CSD).	
4.	The bidder is Tax Compliant (as indicated on CSD) or verified through SARS	
5.	The bidder is not a government employee (as indicated on CSD).	
6.	The bidder completed SBD 1 Form in full together with the letter of authority.	
7.	The bidder completed SBD 4 Form in full and did not reveal any information or past practices that prohibits the supplier from conducting business with the state.	
8.	The bidder completed SBD 6.1 Form in full and must indicate claimed points for each preference point system and attach evidence as per Table 1.	

Second stage: Pre-qualification requirement

- Compliance with pre-qualification requirements. Bidders who fail to meet the pre-qualification requirements will be disqualified.

- The Service Provider must be a registered supplier of the storage hardware and software vendors (valid OEM certificate/accreditation/letter from OEM) proposed.*

Third Stage: Mandatory Requirements

- Compliance with the mandatory requirements. Bidders who fail to meet the mandatory requirements will be disqualified.

- Supplier must comply with all mandatory requirements as per **5.2. The mandatory requirements in the proposal**

Fourth Stage: Functionality requirement evaluation

Evidence

SUBJECT	APPOINTMENT OF A SERVICE PROVIDER FROM SITA RFB 2003 FOR PROCUREMENT OF ADDITIONAL STORAGE TO INCREASE TWO EXISTING STORAGE SYSTEMS AND VMWARE SUBSCRIPTION FOR DIGITALIZATION ENVIRONMENT FOR THE PERIOD OF THREE (3) YEARS.
----------------	---

No.	Category	Evidence	Weight	Score
1.	<u>Relevant Projects completed</u> Experience in successful implementation, maintenance and/or support of storage systems. (execution of two project) 30 (execution of three project) =40 (execution of four or more project) = 50	Reference letters with a completed project for IT Hardware deployment/Maintenance/Support.	50	
2.	Team Technical Resource from the prospective bidder must have a minimum of three years' experience in implementing storage systems. Storage 3 years of experience = 30 4 years of experience = 40 5 years or more of experience = 50	The CV of Technical Resource must demonstrate the number of years in storage systems.	50	
TOTAL			100	

- Bids will be evaluated in accordance with the prescripts of the Preferential Procurement Policy Framework Act (PPPFA) and the associated Preferential Procurement Regulations of 2022, which stipulate a 80/20 point split for requirements with a Rand value equal to or below R 50 000 000, inclusive of all applicable taxes.
- The Technical proposal will be evaluated out of 100 points with a threshold of _____(Indicate the **minimum points**) points. Bidders that score less than minimum of _____70_____(Indicate the **minimum points**) points will be disqualified.

Bidders must score a minimum of _____70_____(Indicate the **minimum points**) point on functionality to qualify for further evaluation on price and preference points.
- Each panel member will rate each individual criterion on the score sheet using either the points allocated or the following scale:

SUBJECT	APPOINTMENT OF A SERVICE PROVIDER FROM SITA RFB 2003 FOR PROCUREMENT OF ADDITIONAL STORAGE TO INCREASE TWO EXISTING STORAGE SYSTEMS AND VMWARE SUBSCRIPTION FOR DIGITALIZATION ENVIRONMENT FOR THE PERIOD OF THREE (3) YEARS.
----------------	---

(Where a requirement requires a bidder to provide substantiation, the bidder must provide such accordingly.)

- As bids are only invited for requirements with a Rand value equal to or below R 50 000 000 inclusive of all applicable taxes, the 80/20 system shall be applicable and will be calculated as follows:

SN	COMPONENT	POINTS
1.	Price:	80
2.	Preferential points: Specific goals	20
	TOTAL:	100

Specific goals

Note to tenderers: The tenderer **must** indicate how they claim points for each preference point system.)

Specific goals allocated points in terms of this tender	Allocated Preference points	Evidence
The company owned / director/s / shareholders by people who are Black. 100% company owned by people who are Black = 7 points ≥51% and <100% company owned by people who are Black = 5 points >0% and <51% company owned by people who are Black = 2 points 0% company owned by people who are Black = 0 points	7	Proof of claim as declared on SBD 6.1 (one or more of the following will be used in verifying the tenderer's status) - Company Registration Certification/document (CIPC) - Company Shareholders certificate - CSD report - Sworn Affidavit or valid B-BBEE Certificate - Consolidated B-BBEE certificate for Consortium, Joint Venture, or Trust.
The company owned / director/s / shareholders by people who are Women. 100% company owned by people who are Women = 10 points ≥51% and <100% company owned by people who are Women = 5 points	10	Proof of claim as declared on SBD 6.1 (one or more of the following will be used in verifying the tenderer's status) - Company Registration Certification/document (CIPC) - Company Shareholders certificate

SUBJECT	<i>APPOINTMENT OF A SERVICE PROVIDER FROM SITA RFB 2003 FOR PROCUREMENT OF ADDITIONAL STORAGE TO INCREASE TWO EXISTING STORAGE SYSTEMS AND VMWARE SUBSCRIPTION FOR DIGITALIZATION ENVIRONMENT FOR THE PERIOD OF THREE (3) YEARS.</i>
----------------	--

Specific goals allocated points in terms of this tender	Allocated Preference points	Evidence
• >0% and <51% company owned by people who are Women = 2 points • 0% company owned by people who are Women = 0 points		• CSD report • Sworn Affidavit or valid B-BBEE Certificate Consolidated B-BBEE certificate for Consortium, Joint Venture, or Trust.
The company owned / director/s / shareholders by people who are Disabled. • 100% company owned by people who are Disabled = 3 points • ≥51% and <100% company owned by people who are Disabled = 2 points • >0% and <51% company owned by people who are Disabled = 1 points • 0% company owned by people who are Disabled = 0 points	3	Proof of claim as declared on SBD 6.1 (one or more of the following will be used in verifying the tenderer's status) • Company Registration Certification/document (CIPC) • Company Shareholders certificate • CSD report • Sworn Affidavit or valid B-BBEE Certificate Consolidated B-BBEE certificate for Consortium, Joint Venture, or Trust.

***NB:** Suppliers must ensure that the following documents are attached, signed and completed:

- (i) Specification;
- (ii) SBD 1 Invitation of the BID
- (iii) SBD 4 form: Declaration of Interest
- (iv) SBD 6.1 Preference Points claim form in terms of the Preferential Procurement Regulation 2022
- (v) Copy of the Tax clearance certificate with the pin number issued by SARS
- (vi) 80/20-point preference points claim form
- (vii) Valid BBB-EE certificate to substantiate the points claimed for specific goals
- (viii) Prospective bidders are required to attach the proof that they are registered on CSD, starting with MAAA.... number.

8. Enquiries

Direct all technical questions to: Name: Mr Johannes Makhubela Pimpi Tel: 066 587 3025 Email: Johannes.Pimpi@dha.gov.za	Direct all Supply Chain Management questions to: Name: Ms Valencia Ndhlovu Tel: 012 406 2771 Valencia.ndhlovu@dha.gov.za
--	---

SUBJECT	APPOINTMENT OF A SERVICE PROVIDER FROM SITA RFB 2003 FOR PROCUREMENT OF ADDITIONAL STORAGE TO INCREASE TWO EXISTING STORAGE SYSTEMS AND VMWARE SUBSCRIPTION FOR DIGITALIZATION ENVIRONMENT FOR THE PERIOD OF THREE (3) YEARS.
----------------	---

PART A

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF HOME AFFAIRS					
BID NUMBER:	RFQ –TOR 017/2025	CLOSING DATE:	28 November 2025	CLOSING TIME:	11:00 AM
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER FROM SITA RFB 2003 FOR PROCUREMENT OF ADDITIONAL STORAGE TO INCREASE TWO EXISTING STORAGE SYSTEMS AND VMWARE SUBSCRIPTION FOR DIGITALIZATION ENVIRONMENT FOR THE PERIOD OF THREE (3) YEARS.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
Department of Home Affairs					
230 Hallmark building					
Cnr of Thabo Sehume and Johannes Ramokhoase Street					
Pretoria central					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Valencia Ndhlovu		CONTACT PERSON	Mr Johannes Makhubela Pimpi	
TELEPHONE NUMBER	0124062771		TELEPHONE NUMBER	066 587 3025	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	Valencia.ndhlovu@dha.gov.za		E-MAIL ADDRESS	Johannes.Pimpi@dha.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA

SUBJECT	APPOINTMENT OF A SERVICE PROVIDER FROM SITA RFB 2003 FOR PROCUREMENT OF ADDITIONAL STORAGE TO INCREASE TWO EXISTING STORAGE SYSTEMS AND VMWARE SUBSCRIPTION FOR DIGITALIZATION ENVIRONMENT FOR THE PERIOD OF THREE (3) YEARS.
----------------	---

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
--	--	---	--

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES
☐ NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? ☐ YES ☐ NO

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

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT

SUBJECT

APPOINTMENT OF A SERVICE PROVIDER FROM SITA RFB 2003 FOR PROCUREMENT OF ADDITIONAL STORAGE TO INCREASE TWO EXISTING STORAGE SYSTEMS AND VMWARE SUBSCRIPTION FOR DIGITALIZATION ENVIRONMENT FOR THE PERIOD OF THREE (3) YEARS.

A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.

- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE.”

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

SIGNATURE OF BIDDER:

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

DATE:

SUBJECT

APPOINTMENT OF A SERVICE PROVIDER FROM SITA RFB 2003 FOR PROCUREMENT OF ADDITIONAL STORAGE TO INCREASE TWO EXISTING STORAGE SYSTEMS AND VMWARE SUBSCRIPTION FOR DIGITALIZATION ENVIRONMENT FOR THE PERIOD OF THREE (3) YEARS.

SBD 6.1**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

- a) The applicable preference point system for this tender is the **80/20** preference point system.
- b) The **80/20 preference point system** will be applicable in this tender. The lowest/highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS (B-BBEE)	20
Total points for Price and SPECIFIC GOALS	100

SUBJECT

APPOINTMENT OF A SERVICE PROVIDER FROM SITA RFB 2003 FOR PROCUREMENT OF ADDITIONAL STORAGE TO INCREASE TWO EXISTING STORAGE SYSTEMS AND VMWARE SUBSCRIPTION FOR DIGITALIZATION ENVIRONMENT FOR THE PERIOD OF THREE (3) YEARS.

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

SUBJECT	APPOINTMENT OF A SERVICE PROVIDER FROM SITA RFB 2003 FOR PROCUREMENT OF ADDITIONAL STORAGE TO INCREASE TWO EXISTING STORAGE SYSTEMS AND VMWARE SUBSCRIPTION FOR DIGITALIZATION ENVIRONMENT FOR THE PERIOD OF THREE (3) YEARS.
----------------	---

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Evidence	Number of points claimed (80/20 system) (To be completed by the tenderer)
The company owned / director/s / shareholders by people who are Black. 100% company owned by people who are Black = 7 points ≥51% and <100% company owned by people who are Black = 5 points >0% and <51% company owned by people who are Black = 2 points 0% company owned by people who are Black = 0 points	7	Proof of claim as declared on SBD 6.1 in verifying the tenderer's status. The following must be submitted as proof of claim as declared on SBD 6.1 for the specific goals: - Company Registration Certification as issued by the Companies and Intellectual Property Commission (CIPC). - Sworn Affidavit or valid B-BBEE Certificate or Consolidated B-BBEE certificate for Consortium, Joint Venture, or Trust.	
The company owned / director/s / shareholders by people who are Women. 100% company owned by people who are Women = 10	10	Proof of claim as declared on SBD 6.1 in verifying the tenderer's status. The following must be submitted as proof of claim as declared on SBD 6.1 for the	

SUBJECT	APPOINTMENT OF A SERVICE PROVIDER FROM SITA RFB 2003 FOR PROCUREMENT OF ADDITIONAL STORAGE TO INCREASE TWO EXISTING STORAGE SYSTEMS AND VMWARE SUBSCRIPTION FOR DIGITALIZATION ENVIRONMENT FOR THE PERIOD OF THREE (3) YEARS.
----------------	---

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Evidence	Number of points claimed (80/20 system) (To be completed by the tenderer)
points • ≥51% and <100% company owned by people who are Women = 5 points • >0% and <51% company owned by people who are Women = 2 points • 0% company owned by people who are Women = 0 points		specific goals: • Company Registration Certification as issued by the Companies and Intellectual Property Commission (CIPC). • Sworn Affidavit or valid B-BBEE Certificate or Consolidated B-BBEE certificate for Consortium, Joint Venture, or Trust.	
The company owned / director/s / shareholders by people who are Disabled. • 100% company owned by people who are Disabled = 3 points • ≥51% and <100% company owned by people who are Disabled = 2 points • >0% and <51% company owned by people who are Disabled = 1 points • 0% company owned by people who are Disabled = 0 points	3	Proof of claim as declared on SBD 6.1 in verifying the tenderer's status. The following must be submitted as proof of claim as declared on SBD 6.1 for the specific goals: • Company Registration Certification as issued by the Companies and Intellectual Property Commission (CIPC). • Sworn Affidavit or valid B-BBEE Certificate or Consolidated B-BBEE certificate for Consortium, Joint Venture, or Trust.	

SUBJECT

APPOINTMENT OF A SERVICE PROVIDER FROM SITA RFB 2003 FOR
PROCUREMENT OF ADDITIONAL STORAGE TO INCREASE TWO EXISTING
STORAGE SYSTEMS AND VMWARE SUBSCRIPTION FOR DIGITALIZATION
ENVIRONMENT FOR THE PERIOD OF THREE (3) YEARS.

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

SUBJECT

APPOINTMENT OF A SERVICE PROVIDER FROM SITA RFB 2003 FOR
PROCUREMENT OF ADDITIONAL STORAGE TO INCREASE TWO EXISTING
STORAGE SYSTEMS AND VMWARE SUBSCRIPTION FOR DIGITALIZATION
ENVIRONMENT FOR THE PERIOD OF THREE (3) YEARS.

- (e) forward the matter for criminal prosecution, if deemed necessary.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

.....

SUBJECT

APPOINTMENT OF A SERVICE PROVIDER FROM SITA RFB 2003 FOR PROCUREMENT OF ADDITIONAL STORAGE TO INCREASE TWO EXISTING STORAGE SYSTEMS AND VMWARE SUBSCRIPTION FOR DIGITALIZATION ENVIRONMENT FOR THE PERIOD OF THREE (3) YEARS.

SBD 4**BIDDER'S DISCLOSURE****1. PURPOSE OF THE FORM**

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

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

2. Bidder's declaration

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

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

Full Name	Identity Number	Name of State institution

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

- 2.2.1 If so, furnish particulars:

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.

SUBJECT

APPOINTMENT OF A SERVICE PROVIDER FROM SITA RFB 2003 FOR
PROCUREMENT OF ADDITIONAL STORAGE TO INCREASE TWO EXISTING
STORAGE SYSTEMS AND VMWARE SUBSCRIPTION FOR DIGITALIZATION
ENVIRONMENT FOR THE PERIOD OF THREE (3) YEARS.

.....
.....

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

- 2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 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.
- 3.5 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.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in

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.

SUBJECT

APPOINTMENT OF A SERVICE PROVIDER FROM SITA RFB 2003 FOR
PROCUREMENT OF ADDITIONAL STORAGE TO INCREASE TWO EXISTING
STORAGE SYSTEMS AND VMWARE SUBSCRIPTION FOR DIGITALIZATION
ENVIRONMENT FOR THE PERIOD OF THREE (3) YEARS.

terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

SUBJECT

APPOINTMENT OF A SERVICE PROVIDER FROM SITA RFB 2003 FOR PROCUREMENT OF ADDITIONAL STORAGE TO INCREASE TWO EXISTING STORAGE SYSTEMS AND VMWARE SUBSCRIPTION FOR DIGITALIZATION ENVIRONMENT FOR THE PERIOD OF THREE (3) YEARS.

SBD 3.3

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER: **BID NO:** TOR 017-2025

CLOSING TIME: 11h00

CLOSING DATE: 28 November 2025

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.

ITEM DESCRIPTION BID PRICE IN RSA CURRENCY

NO ******(ALL APPLICABLE TAXES INCLUDED)

1. The accompanying information must be used for the formulation of proposals.
2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project.
R.....
3. PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND
RATES APPLICABLE (CERTIFIED INVOICES MUST BE
RENDERED IN TERMS HEREOF)
4. PERSON AND POSITION HOURLY RATE DAILY RATE

----- R----- R-----

----- R----- R-----

SUBJECT

APPOINTMENT OF A SERVICE PROVIDER FROM SITA RFB 2003 FOR PROCUREMENT OF ADDITIONAL STORAGE TO INCREASE TWO EXISTING STORAGE SYSTEMS AND VMWARE SUBSCRIPTION FOR DIGITALIZATION ENVIRONMENT FOR THE PERIOD OF THREE (3) YEARS.

----- R----- R-----

----- R----- R-----

5. PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN- DAYS TO BE SPENT

----- R----- ----- days

----- R----- ----- days

----- R----- ----- days

----- R----- ----- days

5.1 Travel expenses (specify, for example rate/km and total km, class of air travel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	AMOUNT
-----	-----	R.....
-----	-----	R.....
-----	-----	R
-----	-----	R.....

* "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

SUBJECT

APPOINTMENT OF A SERVICE PROVIDER FROM SITA RFB 2003 FOR PROCUREMENT OF ADDITIONAL STORAGE TO INCREASE TWO EXISTING STORAGE SYSTEMS AND VMWARE SUBSCRIPTION FOR DIGITALIZATION ENVIRONMENT FOR THE PERIOD OF THREE (3) YEARS.

5.2 Other expenses, for example accommodation (specify, eg. Three-star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	AMOUNT
-----	-----	R
-----	-----	R.....
-----	-----	R.....
-----	-----	R.....
TOTAL: R.....		

6. Period required for commencement with project after acceptance of bid

7. Estimated man-days for completion of project

8. Are the rates quoted firm for the full period of contract? *YES/NO

9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.

***[Delete if not applicable]**