



employment & labour

Department:
Employment and Labour
REPUBLIC OF SOUTH AFRICA

TCF 07: 2021/22

APPOINTMENT OF A SERVICE PROVIDER FOR DATA MIGRATION OF LEGACY SYSTEMS, DECOMMISSIONING AND ARCHIVING SOLUTION FOR A PERIOD OF 3 YEARS (36 MONTHS).

ISSUE DATE:

24 May 2021

CLOSING DATE AND TIME:

24 June 2021 at 11H00am

BRIEFING SESSION

Non-Compulsory Virtual Briefing Session will be held on Tuesday 15th June 2021 , between 10H00am and 12H00. Service provider must be connected at 9H45am, as the session will start at exactly 10H00. Bidders wishing to attend the briefing are requested to forward their email address to SCM.Enquiries@LABOUR.gov.za before the 4th June 2021, with the subject line: TCF07:2021/22

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PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (COMPENSATION FUND)					
BID NUMBER:	TCF 07:2021/22	CLOSING DATE:	24 June 2021	CLOSING TIME:	11:00 am
DESCRIPTION	Appointment of a Service Provider for Data migration of legacy systems, Decommissioning and archiving solution for a period of 3 years (36 Months)				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT					
167 Thabo Sehume Street					
Delta Heights Building					
Pretoria CBD					
0001					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON			CONTACT PERSON		
TELEPHONE NUMBER	012 406 5712		TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	SCM.ENQUIRIES@LABOUR.GOV.ZA		E-MAIL ADDRESS	SCM.ENQUIRIES@LABOUR.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
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		TICK APPLICABLE BOX] ☐ Yes ☐ No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
1. ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		2. ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					

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

☐ YES ☐ NO

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

☐ YES ☐ NO

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

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION: 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION. 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT. 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT. 1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).	2. TAX COMPLIANCE REQUIREMENTS 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS. 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS. 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA. 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID. 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER. 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED. 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."
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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:

TERMS OF REFERENCE

FOR DATA MIGRATION OF LEGACY SYSTEMS, DECOMMISSIONING AND
ARCHIVING SOLUTION FOR A PERIOD OF 3 YEARS (36 MONTHS)

DEPARTMENT OF EMPLOYMENT AND LABOUR

COMPENSATION FUND



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ANNEX A.1: INTRODUCTION

1. PURPOSE AND BACKGROUND

1.1. PURPOSE

In order to deliver against its mandate, the COMPENSATION FUND needs to improve its efficiency, effectiveness, and security and information reliability to deliver more with less. This drive for better, faster and cheaper service is required to be delivered with the relevant controls in terms of best practice and good governance in a cost effective manner. A key element in this move towards effectiveness and efficiency is the use of ICT that drives connectivity with the COMPENSATION FUND customers. It is the CIO vision "to contribute to the departmental vision through the provision of ICT solutions and services" and the mission is to SERVE the department. This is an acronym that completely echoes the SERVE mission:

Strategic direction – Maintain and champion the strategic direction for ICT in the department;

Efficiency – Maximize the efficiency of the ICT organization as well as provide solutions to improve business efficiency;

Reliable and stable operations – Ensure stable and predictable ICT service and solution delivery;

Value creation – Contribute to citizen value creation through the delivery of value adding projects and initiatives; and

Empowerment – Contribute to the local ICT labour market through selectively building core and scarce ICT skills in the Department with and through ICT industry partners.

The main purpose of publishing this Terms of Reference is to source a Service Provider that will assist the COMPENSATION FUND with Data Migration, Archiving solution and Decommissioning of legacy systems for a period of thirty-six (36) months. This will include modernisation and continuous improvement of the solution. The 36 months also include the maintenance and support of the solution. The complete deployment of the solution should be done in the first 24 months and support of maintenance will be for the remaining 12 months.

1.2. BACKGROUND

The Compensation Fund herein under referred to as the Fund, is a public entity of the Department of Labour. The Fund administers the Compensation for Occupational injuries and Diseases Act no. 130/1993 as amended by the COIDA 61/1997. The main objective of the Act is to provide compensation for disablement caused by occupational injuries or diseases sustained or contracted by employees, or for death resulting from such injuries or diseases and provide for matters connected therewith.

The Fund generates its revenue from levies paid by employers, which consists of annual assessments paid by registered employers on a basis of a percentage or a fixed rate of the annual earnings. The COID Act, however, makes provision for a minimum assessment to ensure that the assessment is not less than the administered costs incurred.

The main function of the Fund is to collect revenue, pay medical service providers and compensation benefits to employees. This function requires an electronic service oriented operational system, to administer COIDA with online registration of claims and accidents, automated claims and medical processes to ensure accuracy and consistency.

In line with its strategic goal the Fund wants to deliver faster and reliable COID services by 2020, the ideal systems must therefore incrementally help the CF to reach an optimized, uninterrupted service continuation, improved customer satisfaction and overall process efficiencies. The Compensation Fund has standardised on SAP as the ERP. All the solutions must be implemented on SAP.

The core business processes for the return of earnings are depicted in green in Figure 1:

The Compensation Fund has 7 work stream emanating from the legacy systems and the data is scattered within different systems. The solution will assist the Compensation fund to have one managed central repository for all the data.

The database for the 7 work streams are amongst others SAP CRM, SAP FSCD, MAXDB, Docuweb, File Directory, Oracle, SAP HANA, Open text, SQL, BI/BW.

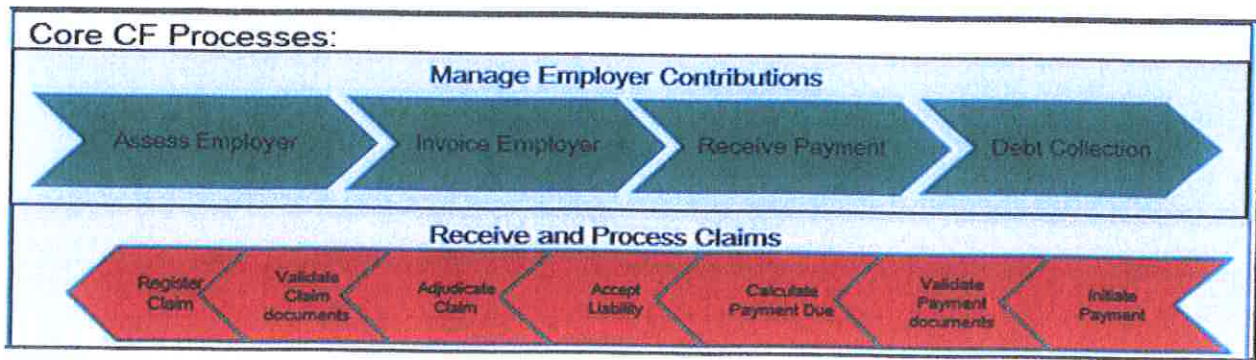


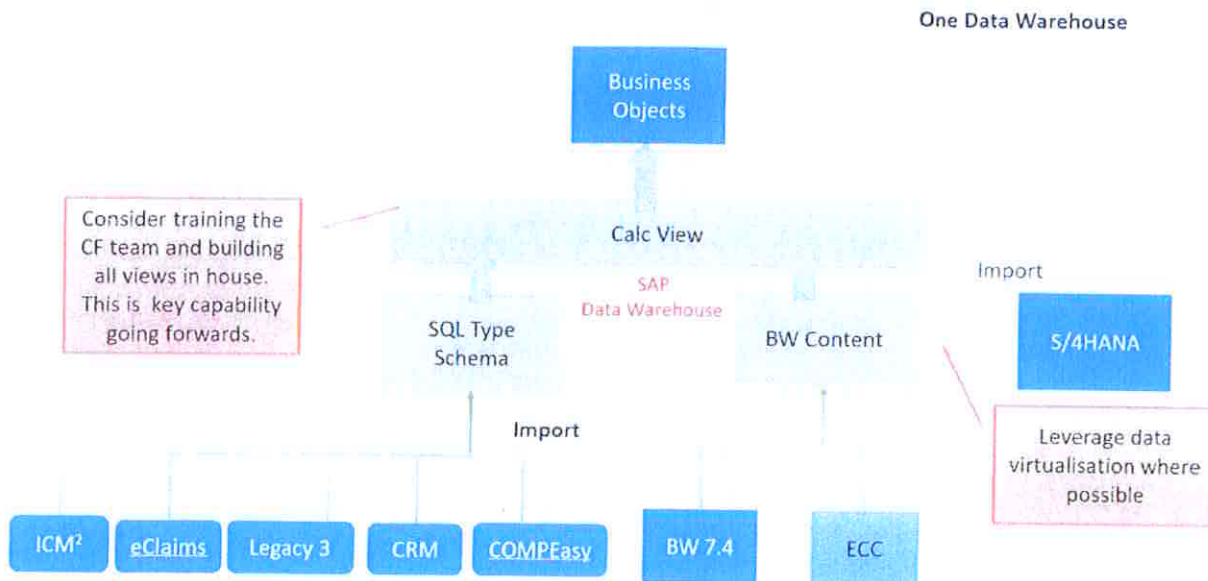
Figure 1

2. SCOPE OF WORK

2.1 Configuration of the Data Warehouse

- a) Analyse legacy systems databases (technology/tools)
- b) Based on the size of the data to be migrated, determine the technology to use and the infrastructure sizing required
- c) Prepare the environment (setup, configure and install)
- d) Produce the Blueprint, and other technical documents for committee approval

The diagram below indicates the guideline on how the CF SAP Data warehouse should look like. The service provider should propose a SAP solution aligned to the diagram below.



2.2 Data Management process

- Produce Data migration strategy, design and other technical documents for committee approval.
- Extract from the legacy systems.
- Transform the data from legacy focusing on data enrichment, completeness and validity.
- Configure SAP Data warehouse for the Compensation Fund.
- Load the data into **ONE** repository – SAP Data warehouse.
- Reconcile the SAP Data warehouse with the source systems.

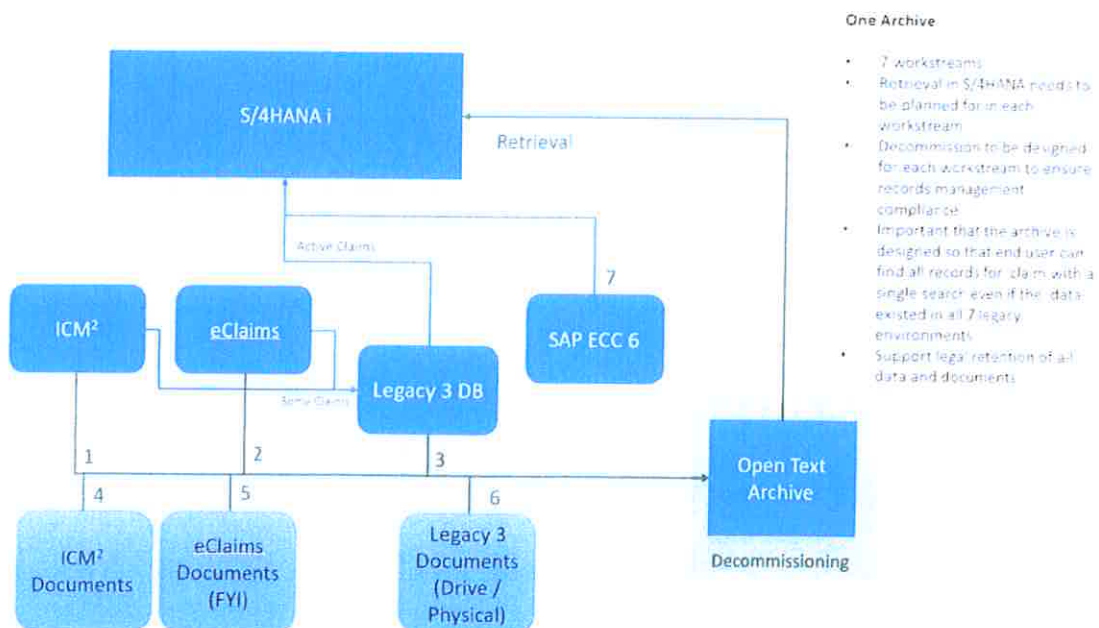
2.3 Business Intelligence

- Design the reports based on business specifications using the chosen analytical tools from SAP Data Warehouse (single point).
- SAP Data Analytics.

2.4 Archiving Solution

- Produce Archiving strategy aligned to the Compensation Fund policies and procedures, design and other technical documents for committee approval.
- The department currently have 7 (Seven) work streams, which will be in the archive scope and the retrieval in S/4HANA needs to be planned for in each work stream.
- Decommission Solution should be designed for each work stream to ensure records management compliance.
- Important that the archive be designed so that end user can find all records for claim with a single search even if the data existed in all 6-legacy environments.
- Solution need to assist in managing the entire life cycle of the information, from creation to final destruction
- The solution must support legal retention of all data and documents

The diagram below illustrates the 7 (Seven) workstream of the Compensation Fund.



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2.5 Software Hardware Sizing

The Service Provider is expected to propose the following:

- a) Hardware sizing for the SAP Data Warehouse.
- b) Software and licensing needed for configuration of the SAP Data Warehouse.

2.6 Decommissioning of legacy system

- a) Decommissioning the legacy systems, which are the 7 work streams.
- b) Provide a project closure report.
- c) Do knowledge and skills transfer to the CF identified resources.

2.7 Maintenance and support of the system

- a) Maintenance and support of the SAP Data Warehouse.
- b) Maintenance and support of the SAP Business intelligence tool.
- c) Maintenance and support of the SAP archiving solution.

2.8 Data Security

- a) Adherence to POPI ACT.
- b) The service provider will sign a non-disclosure agreement with the CF.
- c) The information of the Fund should not be shared with anyone.
- d) Access to the CF systems should not be shared with anyone.

2.9 Integration with the current internal systems.

Integration to the following systems below but not limited to:

- a) Active Directory.
- b) SAP S4i HANA.

3 Roles and Responsibilities

Activities	Responsibilities
------------	------------------

Data Migration Strategy	Service Provider
System Decommissioning strategy	Service Provider
Archiving Strategy	Service Provider
Implementation of Data Migration Strategy	Service Provider and Compensation Fund
Implementation of System Decommissioning strategy	Service Provider and Compensation Fund
Implementation of Archiving Strategy	Service Provider and Compensation Fund
Legacy system(s) analysis.	Service Provider
Legacy system data extraction.	Service Provider and Compensation Fund
Provisioning of Data Rules	Service Provider and Compensation Fund
Data cleansing / Data enrichment / Data mapping.	Service Provider
Data Validation	Service Provider and Compensation Fund
Data Loading.	Service Provider
Data Verification	Service Provider and Compensation Fund
Data reconciliation	Service Provider and Compensation Fund
Project Management	Service Provider and Compensation Fund
Data Protection	
Level 1 (Source)	Service Provider and Compensation Fund
Level 2 (In Process)	Service Provider
Level 3 (SAP Data Warehouse)	Service Provider and Compensation Fund

4. Training and Skills Transfer

The Service Provider shall ensure skills transfer (on the job) to the Fund's nominated resources (both technical and user) in-line with the skills transfer plan, develop training material, handover documents and provide technical training. This plan is to be finalised in the first six months after the signing of the contract. For this reason, the appointed Service Provider must have the required skills, expertise and experience to design, develop, deploy and support the solution in the production environment.

5. DELIVERY ADDRESS

(1) The services must be supplied or provided at the following physical address;

No	Physical Address
1	Delta Heights, 167 Thabo Sehume Street, Pretoria, Gauteng

It should be noted that the Fund will provide office space and connectivity for the resources allocated to the project to perform the required work during the contract period.

6. TECHNICAL REQUIREMENT OVERVIEW

At a high-level, the requirement Life Cycle consists of the following

- Define user requirements & agree on scope of development for the next release.
- Business analysis
- System analysis and designs
- Database development
- Front end development
- Compile test cases
- Unit testing
- Integrated Testing
- Quality Assurance Testing
- Update user manual & compile release notes
- Deployment
- Training of users
- Software maintenance

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- User support

7. PROJECT AND SERVICE REQUIREMENTS

The service provider is to ensure that all applicable legislation and policies pertaining to the development of solutions in the Fund. The project management methodology of the Fund must be used. The Fund has adopted Prince 2 as a project management methodology.

8. SERVICE DELIVERY SCHEDULE AND PERFORMANCE METRICS

Service definition / statement of work

Priority 1 (Emergency): Complete loss of a critical business function already in production, no reasonable workaround exists
Priority 2 (High): Partial loss of critical business function already in production and/ or significant degradation of ability to provide service to the customer. Incidents with any application / database which is important to a client's business or operations and which make the application / database unusable or unavailable; a reasonable workaround does exist.
Priority 3 (Medium): Degradation or loss of non-critical business functions already in production. Users can continue operating with the results being adequate to perform needed functionality (although the process or format may be less than desirable).
Priority 4 (Low): Degradation or loss of production functionality that affects individuals or small workgroups, minimal impact, preventing completion of a non-critical task but NOT impacting other aspects of the user's workstation
Resolution Time: The time in which the support team will identify and propose a workaround and/or solution intended to establish either an interim or permanent resolution of service. "Workaround" denotes an interim fix intended to provide temporary resumption of service until a permanent resolution can be put into place. Once the

support team has proposed a workaround and/or solution, it is the responsibility of the client team to select the path forward. The actual time required to install an interim workaround and/or a permanent solution will vary depending on factors that include infrastructure availability, the timing of business activity, as well as the decisions to be made by the client team.

Response Time:

Time to acknowledge that an incident has occurred and take ownership to ensure work begins to resolve the incident according to the SLA.

Critical:

Data Analytics, Access to the SAP Data warehouse inclusive of archiving capabilities, Business intelligence.

Non-Critical:

Additional or new functionality and/or enhancements to the system.

9. SERVICE PERFORMANCE METRICS

Incident Resolution SLRs			
Incident Resolution	Response Time (Acknowledgment of Call Assignment)	Resolution Time	SLR Performance %
Priority Level 1	< 30 minutes	< 4 hours	98%
Priority Level 2	< 1 hour	< 8 hours	98%
Priority Level 3	< 2 hours	< 16 hours	98%
Priority Level 4	< 2 hours	< 32 hours	98%
Root Cause Analysis	Time to Report	Within 24 hours of Incident Resolution	98%
	Formula	Number of requests completed within Performance Target ÷ Total of all requests occurring during Measurement Interval	

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Incident Resolution SLRs			
	Measurement Interval	Measure Weekly	
	Reporting Period	Report Monthly	
Service Request Resolution SLRs			
Service Request Resolution	Response Time (Acknowledgment of Call Assignment)	Resolution Time	SLR Performance %
Critical	< 2 hours	< 8 hours	98%
Non-critical	< 16 hours	Mutually agreed estimated time to complete the request/project.	98%

10. SYSTEM AVAILABILITY/REACHABILITY

Accessibility

5 SYSTEM AVAILABILITY SLRs			
System	Service Measure	Performance Target	SLR Performance %
Production Servers	Per Unit Availability	24/7	98%

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5 SYSTEM AVAILABILITY SLRs			
System	Service Measure	Performance Target	SLR Performance %
	Measurement Interval	Report Monthly	
EM AVAILABILITY SLRs			
System	Service Measure	Performance Target	SLR Performance %
Production Servers	Per Unit Availability	24/7	95%
	Measurement Interval	Report Monthly	

11. BID SUBMISSION REQUIREMENTS

11.1 The bidder has to submit a bid response documentation pack and it must be delivered at the correct physical or postal address and within the stipulated date and time as specified in the "Invitation to Bid" cover page, and the bidders are expected to submit the following:

- (a) Copies in two separate batches (1) Technical proposal inclusive of all the supporting documents, and (2) Price proposal.
- (b) One original, 4 exact copies of the original technical and price proposal.
- (c) CD containing a true copy of the technical proposal with price proposal.

12. BID EVALUATION STAGES

- (1) The bid evaluation process consists of several stages that are applicable according to the nature of the bid as defined in the table below.

Stage	Description	Applicable for this bid
Phase 1	Administrative pre-qualification requirements	YES
Phase 2	(a) Technical Mandatory requirements. (b) Technical functionality evaluation	YES

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Phase 3	Price / B-BBEE evaluation	YES
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- (2) The bidder must qualify each stage to be eligible to proceed to the next stage of the evaluation.

PHASE 1: ADMINISTRATIVE PRE-QUALIFICATION REQUIREMENTS

The bidder **must comply** with ALL of the bid pre-qualification requirements in order for the bid to be accepted for evaluation.

If the Bidder failed to comply with any of the administrative pre-qualification requirements, or if Compensation Fund is unable to verify whether the pre-qualification requirements are met, then Compensation Fund reserves the right to –

- (a) Reject the bid and not evaluate it, or
- (b) Accept the bid for evaluation, on condition that the Bidder must submit within 7 (seven) days any supplementary information to achieve full compliance, provided that the supplementary information is administrative and not substantive in nature.
- (c) All bids will be measured against the administrative pre-qualification requirements. Only bids that comply with the criteria mentioned below will be considered for further evaluation.
- (d) The Service providers must be registered with the Central Supplier Database.
- (e) Provide Tax Compliance status – Pin issued by SARS.
- (f) Valid COIDA Letter of Good Standing is compulsory and must be attached for the main bidder and the subcontractor/Joint Venture.
- (g) UIF compliance certificate is compulsory must be attached for the main bidder and the subcontractor/Joint Venture.
- (h) Company registration certificate.
- (i) Completed and Signed Standard Bidding Documents (SBD forms)
- (j) Confirmation by the bidder to subcontract/Joint Venture a minimum of 30% of the contract value to either
 - an EME or QSE which is at least 51% owned by black people who are youth, or,
 - an EME or QSE which is at least 51% owned by black people who are women or,

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- an EME or QSE

Note: Bidder must attach the subcontracting agreement.

NB: Please note that failure to provide any of the administrative pre-qualification requirements within (7) days will lead to automatic disqualification of the service provider's bid proposal.

12 TECHNICAL MANDATORY REQUIREMENTS

***Purpose:** Technical Mandatory requirements are the absolute minimum requirements to fulfil the Business Objective;*

12.1 PHASE 2a: INSTRUCTION AND EVALUATION CRITERIA

- 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, COMPENSATION FUND reserves the right to treat substantiation evidence that cannot be located in the bid response.
- The service provider must be SAP certified.

Compliance	Comply Yes or No	Reference (page number)
The service provider must be SAP certified (Implementation and Support). Proof must be attached for the main bidder and/or the subcontractor/Joint Venture.		
Proposed Solution – SAP Data warehouse		

Please note that failure to provide any of the mandatory documents/requirements will lead to automatic disqualification of the service provider's bid.

12.2 PHASE 2b: TECHNICAL EVALUATION

- a) Service provider will be required to submit a detailed project plan highlighting the phases of the project and detailed cost breakdown of the project.
- b) An evaluation panel will be established by the Fund, made up of members of the Bid Evaluation Committee. Bids will be evaluated strictly according to the bid evaluation criteria set out below.
- c) A minimum threshold of 70 % for the technical elements must be scored; otherwise, the bid will be regarded as non-responsive and be disqualified. Bids that do not meet or better the technical threshold score of 70 % will not be evaluated further.

Technical Scorecard				
	Criteria	Weight	Information provided on page	
1	Proven experience of the Service provider in the following (Data migration, archiving solution and decommissioning of legacy systems (<i>Refer Table 1</i>))	30		
2	Proven reference for providing similar services in criteria above. (Signed reference letters must be attached)	40		
3	Project Plan with detailed breakdown of phases.	15		
4	Training, Handover and Skills Transfer 4.1 Training Plan. 4.2 Skills Transfer Plan. 4.3 Hand Over Plan.	15		
Total technical score			100%	

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Table 1: Bidder experience

Client	Data Management process	Archiving Solution	Decommissioning legacy systems	Start date	Completion date

All bidders who score less than (70% out of 100%) on Presentation will not be considered for further evaluation on Price and BBBEE.

12.3 PHASE 3: FINANCIAL EVALUATION AND BBBEE

The Service providers must complete a pricing schedule as indicated below.

PRICING PROPOSAL

Transaction type	Estimated Expenditure (year 1)	Estimated Expenditure (year 2)	Estimated Expenditure (year 3)
1. Data Management process from legacy systems Data Management process (Extraction, Analysis, cleansing, enrichment, transformation, upload and reconciliation).			Not Applicable

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Transaction type	Estimated Expenditure (year 1)	Estimated Expenditure (year 2)	Estimated Expenditure (year 3)
2. Archiving Solution implementation			Not Applicable
3. Decommissioning of legacy system			Not Applicable
4. Business Intelligence and Data Analytics.			
5. Maintenance and Support of the system	Not Applicable	Not Applicable	
Total tender price over 3 years (including VAT)			
Grand Total			

- a) Bid proposals will be evaluated in accordance with the 90/10-preference point system, as contemplated in the Preferential Procurement Policy Framework Act (Act 5 of 2000) and Preferential Procurement Regulations, 2017.
- b) The points in respect of price will be calculated on the ceiling price of the bid.
- c) The following formula will be used to calculate points out of 90 for price in respect of a tender with a Rand value above R50 million, inclusive of all applicable taxes:

$$P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where:

- P_s = Points scored for price of bid under consideration
- P_t = Price of bid under consideration
- $P_{\min}$ = Price of lowest acceptable bid

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- d) The following table will be used to calculate the score out of 10 for B-BBEE:

B-BBEE Status Level of Contributor	Number of points (90/10 system)
1	10
2	9
3	8
4	5
5	4
6	3
7	2
8	1
Non-compliant contributor	0

The Service provider must submit proof of its B-BBEE status level of contribution

13 RULES OF BIDDING/ SPECIAL CONDITIONS CONTRACT

- The Fund will enter into a single contract with a single company for the delivery of the work set out in these terms of reference. It will be expected that the contracted company have necessary expertise secured via subcontract, or under a joint venture arrangement.
- The shortlisted companies will be required to conduct a presentation to the CF at no cost to the Compensation Fund.
- The Fund reserve the right to verify the supporting documents provided in the proposals.
- Bidders must come up with a "tender price" of over 3 years. This price must be inclusive of VAT and THE PRICE MUST BE INDICATED ON THE SBD 3.3

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- e) Tax compliance status pin must be submitted by all South African companies submitting bids as part of a consortium or joint venture.
- f) Foreign company providing proposals must become familiar with local conditions and laws, and take them into account in preparing their proposals.
- g) Bids must be submitted in South African Rands, on a fixed price basis.
- h) The cost of preparing bids and of negotiating the contract will not be reimbursed.
- i) The Fund is not bound to accept any of the bids submitted.
- j) The Fund reserves the right to withdraw or amend these terms of reference by notice in writing to all parties who have received the terms of reference.
- k) The Fund reserves the right to call interviews with short-listed bidders before final selection.
- l) The Fund reserves the right to negotiate price with the preferred bidder.
- m) Company may ask for clarification on these terms of reference up to close of business 48 hours before the deadline for the submission of bids. Any request for clarification must be submitted in writing by email and will be replied to in writing by email. SCM.Enquiries@LABOUR.gov.za.
- n) The Fund reserves the right to return late bid submissions unopened.
- o) The Fund reserves the right not to evaluate bids that are not submitted in the format specified in these terms of reference. Failure to submit the bids in the specified format will invalidate your bid.
- p) A company may not contact the Fund or any member of the bid committees, on any matter pertaining to their bid from the time when bids are submitted to the time the consultant contract is awarded. Any effort by a bidder to influence bid evaluation, bid comparisons or bid award decisions in any matter, may result in rejection of the bid concerned.
- q) The deadline for submission of bids is 11h00 on 24 June 2021
- r) The required service must commence one week after the official order has been placed and contract signed.
- s) No incomplete tenders, late tenders and tenders received telegraphically or per facsimile shall be accepted.
- t) The personnel of the civil company shall adhere to security regulations of the Fund. This entails issues like locking all valuables and computer equipment, remove of any computer equipment from the Department's premises.

- u) A two envelope system must be used, with one envelope containing only the price proposal and the other envelope containing the technical proposal, tax compliance status pin, and all other tender documents.

Bids must be submitted by hand to:

The Compensation Fund
167 Thabo Sehume Street,
Delta Heights Building,
Pretoria CBD, 0001

v) Bids must be clearly marked:

- I. Bid Number : TCF 07 2021/22
- II. Data migration archiving and decommissioning
- III. Compensation Fund: Supply Chain Management
- IV. Attention: Acquisition Management

14 GENERAL CONDITIONS OF CONTRACT

The general conditions of contract as enclosed in the standard bidding documents apply.

15 BRIEFING SESSION

Attendance of briefing session is not compulsory. The briefing session will be done virtually and the meeting link will be shared through communication with Supply Chain.

17. ENQUIRIES

The service providers may share the questions and comments regarding the Terms of reference and the CF will responded within 48 hours. The cut-off date of sharing the questions is 72 hours before the closing date - SCM.Enquiries@LABOUR.gov.za

ANNEXURE A

Scoring Guideline for Functionality

Scoring Guideline for Data Migration, Archiving and Decommissioning
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1	Proven experience of the Service provider in the following (Data migration, archiving solution and decommissioning of legacy systems. (30)	0	10	20	30
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Notes

- 0 No Proven experience of the Service provider of the following three (Data migration, archiving solution, decommissioning of legacy systems
- 10 Proven experience of the Service provider in one of the following three (Data migration, archiving solution, decommissioning of legacy systems.
- 20 Proven experience of the Service provider in two of the following three (Data migration, archiving solution, decommissioning of legacy systems.
- 30 Proven experience of the Service provider of the following three (Data migration, archiving solution, decommissioning of legacy systems.

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2.	Proven reference for providing similar services in criteria above (Minimum 3 signed reference letters) (40)	0	10	20	30	40
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Notes

- 0 No letters provided by corporate referees;
- 10 Letters from 3 corporate referees provided with positive comments confirming the service rendered in the provisioning Data Migration, Archiving and decommissioning of legacy systems.
- 20 Letters from 4 corporates referees provided with positive comments confirming the service rendered in the provisioning Data Migration, Archiving and decommissioning of legacy systems
- 30 Letters from 5 corporate referees provided with positive comments confirming the service rendered in the provisioning of Data Migration, Archiving and decommissioning of legacy systems
- 40 More than 5 corporate referees provided with positive comments confirming the service rendered in the provisioning of Data Migration, Archiving and decommissioning of legacy systems

3.	Project Plan with detailed breakdown of phases (15)	0	5	10	15
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Notes

- 0 No Project plan attached.
- 5 Project plan with timeframes that are not aligned to the terms of reference

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10 Project plan describes all high level activities in logical sequence with clear time frames aligned with the terms of reference.

15 A comprehensive detailed project plan describing all activities in logical sequence with clear time frames aligned with the terms of reference.

4.	Training, Handover and Skills Transfer	0	5	10	15
	4.1 Training Plan				
	4.2 Skills Transfer Plan				
	4.3 Hand Over Plan				
	(15)				

Notes

- 0 No Training Plan, Handover plan and Skills Transfer plan for Data Migration, Archiving and decommissioning of legacy systems.
- 5 1 (One) included (Training Plan, Handover plan and Skills Transfer plan) for Data Migration, Archiving and decommissioning of legacy systems.
- 10 2 (Two) included (Training Plan, Handover plan and Skills Transfer plan) for Data Migration, Archiving and decommissioning of legacy systems.
- 15 All 3 (Three) included (Training Plan, Handover plan and Skills Transfer plan) for Data Migration, Archiving and decommissioning of legacy systems.

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