



SPECIFICATION FOR THE APPOINTMENT OF A SERVICE PROVIDER TO ASSIST THE SOUTH AFRICAN ACCREDITATION AUTHORITY WITH ADJUDICATION ACCREDITATION OF APPLICATIONS FOR AUTHENTICATION SERVICES AND PRODUCT PROVIDERS FOR A PERIOD OF THREE (3) YEARS

1. PURPOSE

The purpose of this specification is to appoint an Evaluator to assist the South African Accreditation Authority (SAAA) in adjudicating accreditation applications for authentication services and product providers as required by the ECT Act.

2. BACKGROUND

- 2.1 Modern economies are increasingly becoming dependent on ICT systems. It is generally acknowledged that the use of ICT systems have impacted the world positively, nonetheless, bringing along the downside of cybercrime. The increasing levels of cyber-crimes have made it imperative for nations to develop strategies to secure their cyber space.
- 2.2 As ICTs continue to be further integrated into the economy and our societies, their continuous availability, reliability, and security will be increasingly vital to governments, business, and citizens. To this end, the ECT Act of 2002 provides the legal framework to ensure that the cyberspace in which South Africans operate is secure. One of the ways to secure cyberspace is with the use of Electronic Signatures which if accredited by the SAAA raises levels of confidentiality and security in the use of ICTs.
- 2.3 The ECT Act and its regulation (Chapter VI) provides for the establishment of the SAAA which is responsible for accrediting an authentication service and product providers. Authentication service and product providers who wants a higher level of public confidence in their electronic signatures or products they provide can apply to the SAAA for accreditation of their products or services.
- 2.4 Authentication services and products (digital signatures) facilitate e-commerce and e-government transactions where the requirement for a written signature is replaced by the digital equivalent.
- 2.5 The SAAA does not issue advanced digital signatures, it acts as an enabler to create trust amongst the users of these digital signatures and the service providers that issue them. In this way the SAAA is instrumental in creating a trusted e-commerce environment to South Africa. Once the SAAA grants accreditation to the applicant, their digital signatures or electronic signatures become Advanced Electronic Signatures (AES). The SAAA is also responsible for regulating the industry and policy development on matters pertinent to the subject matter.



- 2.6 The general availability of AES will stimulate e-government and e-commerce transactions between citizens and government, between citizens and business, between business and government and within government.
- 2.7 This document presents the specification for the appointment of an Evaluator to assist the SAAA in adjudicating applications for accreditation of authentication service and product providers as required by the ECT Act.

3. OBJECTIVES OF THE PROJECT

- 3.1 To find a suitable evaluator to adjudicate applications for accreditation in terms of the ECT Act.
- 3.2 Once the evaluators complete the work, they will provide recommendations to the SAAA on their findings. The SAAA will on the findings of the evaluator and their recommendations either grant or deny the granting of accreditation to an applicant.

4. SCOPE OF WORK

Successful candidate must be able to conduct the following:

- 4.1. Evaluate competencies of the applicants.
- 4.2. Inspect and evaluate the applicants, the products and/or services in accordance with section 36 and 38 of the Act and the requirements in the ECT regulations.
- 4.3. A Plan on how the adjudication will be carried out; that is, how the bidder proposes to manage the set of deliverables outlined.
- 4.4. A proposed Work Plan with timetable regarding the evaluation and reports;
- 4.5. How the evaluation team members will be supervised;
- 4.6. How reporting to the Project Officer, in addition to the written report following the evaluation, will take place;
- 4.7. Provide reports for completion of each phase of work, and further provide recommendation if any for each phase.

5. OUTPUTS/DELIVERABLES

- 5.1. The appointed Evaluator is expected to submit a detailed report to the SAAA comprised of findings from 3 phases. These phases will comprise of Due Diligence in the 1st phase (background checks, financial and legal). 2nd phase will comprise of technical investigations (compliance with the actual IT requirements, testing). 3rd phase is final report submission.
- 5.2. Service provider must be able to submit reports and feedback in accordance with the agreed timelines.



6. SKILLS AND KNOWLEDGE REQUIRED

- 6.1. Have legal knowledge on issues such as various information security standards including the SABS/ISO 17799, SANS 21188, RFC 3647 Internet X.509 Public Key Infrastructure Certificate Policy and Certification Practices Framework and other relevant standards.
- 6.2. Evaluating team should also comprise of technical experts with experience in certification practices and procedures, Public Key Infrastructure, biometrics, cryptography and related technologies used for authentication and for certification.

7. MANDATORY REQUIREMENTS

The following skills and experience are a prerequisite and must be presented in the team:

- 7.1. Legal background;
- 7.2. Appropriate IT technical skills
- 7.3. Understanding of the ECT Act and relevant legislation;
- 7.4. Extensive understanding of the Public Key Infrastructure Technology (PKI);
- 7.5. Necessary skills and experience in conducting forensic (digital) audits.
- 7.6. Skills and experience in financial analysis
- 7.7. Detailed pricing schedule of the project for all three (3) phases per application.

NB: Failure to provide any of the above requirements will lead to disqualification

8. REPORTING ARRANGEMENT

- 8.1. The project will be managed by Ms. Mwenya Selebi from the SAAA. The service provider shall, therefore, submit their reports to the above mentioned.
- 8.2. The service provider is also hereby required to identify a contact person with whom the SAAA will liaise.
- 8.3. The service provider will be required to submit 3 reports in total for the 3 phases of the project. The service provider will be required to make a presentation on the final report.

9. SERVICE LEVEL AGREEMENT

It will be expected of the successful service provider to sign a service level agreement with the Department prior to the commencement of any work.



10. CONTRACT PERIOD

The contract shall be valid for a period of 3 years as from the date of signing of the service level agreement by both parties.

11. PAYMENTS TO BE MADE

11.1. Payments to the service provider will be effected only after completion of Phase 3 for each application and the required report submitted and signed off.

11.2. The successful service provider will be paid upon the completion of phases or milestones set out in the project plan. Payment of invoices will be effected within 30 days after receipt of a detailed invoice from the service provider.

11.3. The Appointed Evaluator will be paid per application they are assessing, that is, as and when duties are performed.

12. INTELLECTUAL PROPERTY RIGHTS

12.1. The Department will become the owner of all information, documents, advice and reports collected and compiled by the consultant/firm/service provider in the execution of this agreement.

12.2. The copyright of all documents will vest in the Department and may not be reproduced or distributed or made available without the written consent of the Department.

12.3. All information, documents and reports must be regarded as confidential and may not be made available to any unauthorized person or institution without the written consent of stakeholders.

13. SUB-CONTRACTING ARRANGEMENTS

The Department reserves the right to approve the consultants/sub-contractors offered by the service provider. The replacement of consultants/sub-contractors during the contract period must be approved by the Department.

14. JOINT VENTURES/CONSORTIUMS

The Department requires the following information in cases where two or more bidders form a joint venture/consortium:

14.1. An agreement between the service providers that clearly states who will be the leading company and the portion of work to be executed by each service provider.

14.2. Valid tax compliance for each service provider

14.3. B-BBEE certificate for each service provider (refer to SBD 6.1)

14.4. Completed and signed Standard bidding documents for each service provider.



The Department reserves the right to approve the replacement of any service provider in the joint venture/consortium.

15. ROLES AND RESPONSIBILITIES

Department

- 15.1. The project will be conducted at the premises of the service provider and the applicant being adjudicated.
- 15.2. The service provider will utilize own resources in carrying out this project.

Successful service provider

- 15.3. Service provider is expected to submit reports at the end of each phase for the department to approve and allow to proceed to next phase of project.
- 15.4. The service provider will be required to make a presentation on the final report.

16. EVALUATION CRITERIA

Phase I: Awarding of points on functionality to Service Providers

Bidders will be evaluated based on functionality, the minimum threshold for functionality is **70 points out of 100**. Bidders who fail to meet the minimum threshold will be disqualified and will not be evaluated further for price and preference points for BBEE.

Service Providers will be evaluated on the following evaluation criteria, weights and values.

Values ranging from 1 - poor, 2 - average, 3 - good, 4 - very good and 5 – excellent, will apply.

No	Category					Weights
1	The service provider’s experience in IT technical skills					30
	NB: CV’s of consultants will be utilised to evaluate					
	0-1 year	>1-2 years	>2-3 years	>3-4 years	>4 years	
	1	2	3	4	5	



2	The service providers experience in financial skills					30
	NB: CV's of consultants will be utilised to evaluate					
	0-1 year	>1-2 years	>2-3 years	>3-4 years	>4 years	
	1	2	3	4	5	
3	The service provider's knowledge and skills: • ICT Legal • Understanding of the ECT Act and relevant legislation; • Extensive understanding of the Public Key Infrastructure Technology (PKI); • Necessary skills and experience in conducting forensic (digital) audits. • Enhanced cybersecurity skills					30
	NB: The service provider will score a point for having each of the abovementioned knowledge and skills (CV's of consultants will be utilised to evaluate)					
	1 knowledge and skill	2 knowledge and skills	3 knowledge and skills	4 knowledge and skills	5 knowledge and skills	
	1	2	3	4	5	
4	Proof of registration with any Legislated bodies					10
	Not submitted		Submitted			
	1		5			
Total						100

Phase II: Evaluation in terms of the 80/20 preference point system

Only Service Provider(s) that have scored at least the minimum threshold for functionality will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Policy Framework Act and its associated Regulations.

17. TERMS AND CONDITIONS

17.1. The service provider must preferably be a single legal entity with all other necessary expertise secured via sub-contract, or under a joint venture arrangement.

17.2. The Department reserves the right to appoint any other person to undertake any part of the Task. Should the contract between the Department and the service provider be terminated by either party due to reasons not attributable to the service



provider, the service provider will be remunerated for the appropriate portion of work completed up to a maximum amount of not more than the total fee bid by the service provider for the appropriate phase of the project during which the appointment was terminated.

- 17.3. The individuals proposed for professional work on the project shall remain on the project unless the Department grants permission to change the proposal. Such permission will only be granted in exceptional circumstances.
- 17.4. No material or information derived from the bid submission or the provision of the services under the contract may be used for any purposes other than those of the Department or its SOE's, except where authorized in writing to do so.
- 17.5. Copyright of all documents and electronic aids, software programmes prepared or developed in terms of this appointment shall vest in the Department.
- 17.6. Foreign firms providing proposals must become familiar with local conditions and laws and take them into account in preparing their proposals.
- 17.7. The costs of preparing proposals and of negotiating the contract will not be reimbursed.
- 17.8. The Department reserves the right to negotiate price with the preferred bidders.
- 17.9. The service provider and its affiliates are disqualified from providing goods, works and services to any private party to this Agreement, or to any eventual project that may result, directly or indirectly from these services.
- 17.10. The Department will return late bid submissions unopened where possible.
- 17.11. Individuals and firms may not contact the Department on any matter pertaining to their bid from the time when bids are submitted to the time the contract is awarded. Any effort by a bidder to influence bid evaluation, bid comparisons or bid award decisions in any manner, may result in rejection of the bid concerned.
- 17.12. The recommended service provider will have to pass the security vetting exercise which is facilitated through State Security Agency.

18. SUBMISSION OF BIDS

Prospective bidders must submit their bid proposals including the following:

- 18.1. Entity registration Certificate (CK1)
- 18.2. A response to the terms of reference.
- 18.3. A project plan that states the methodology and approach for accomplishing the task, project phases if applicable, time frames and outputs
- 18.4. Profile of the company and description of similar work undertaken,



- 18.5. Curriculum Vitae's of consultants assigned to the project, including their roles and responsibilities,
- 18.6. Agreement between service providers in the case of a joint venture/Consortium
- 18.7. Letter of authority to sign documents on behalf of the company/joint venture/Consortium
- 18.8. One hard copy of technical and financial proposals.

19. ENQUIRIES

Bidders may address all technical enquiries and SCM compliance matters to:

Technical Enquiries

Ms. Mwenya Selebi

mselebi@dtps.gov.za

SCM Compliance enquiries

Ms. Rosinah Hlahla

rhlahla@dtps.gov.za