

REQUEST FOR PROPOSALS

YOU ARE HEREBY INVITED TO SUBMIT A BID TO MEET THE REQUIREMENTS OF THE DEVELOPMENT BANK OF SOUTHERN AFRICA LIMITED

BID NUMBER:	RFP200/2024
COMPULSORY BRIEFING SESSION DETAILS:	Thursday, 07 November 2024 at 10:00am Join the meeting now
CLOSING DATE:	15 November 2024
CLOSING TIME:	23H55 (Midnight)
PERIOD FOR WHICH BIDS ARE REQUIRED TO REMAIN OPEN FOR ACCEPTANCE:	120 days
DESCRIPTION OF BID:	PROCUREMENT OF THE ICT PRIVILEGED ACCESS MANAGEMENT TOOL
BID DOCUMENTS ELECTRONIC SUBMISSION:	ELECTRONIC SUBMISSIONS <u>INSTRUCTIONS:</u> ➤ Bidders are required to submit written requests for clarification via e-mail to davidscm@dbsa.org ONLY, quoting the RFP Number on the subject of the e-mail. This must be done three (3) working days before submission day. ➤ Bidders will thereafter receive a OneDrive Link to upload their submission documents electronically. ➤ Written requests for clarification will be considered up to and including 11 November 2024 16:30 Johannesburg time. Requests received after this date may not be attended to. ➤ Any requests after the stipulated date and time may be disregarded. NB: Electronic submission is encouraged for all bidders interested in this tender. Closing date of this RFP200/2024 is 15 November 2024 before 23:55PM. No physical bids will be received or accepted at the DBSA offices
NAME OF BIDDER:	
CONTACT PERSON:	
EMAIL ADDRESS:	
TELEPHONE NUMBER:	
FAX NUMBER:	
BIDDER'S STAMP OR SIGNATURE	



The Development Bank of Southern Africa has a Zero Tolerance on Fraud and Corruption.
Report any incidents of Fraud and Corruption to Whistle Blowers on any of the following:

TollFree : 0800 20 49 33
Email : dbsa@whistleblowing.co.za
Free Post : Free Post KZN 665 | Musgrave | 4062
SMS : 33490

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**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF DEVELOPMENT BANK OF SOUTHERN AFRICA LIMITED ("DBSA")

BID NUMBER: RFP200/2024

DESCRIPTION: ICT PRIVILEGED ACCESS MANAGEMENT TOOL

COMPULSORY BRIEFING: 07 November 2024 Tender briefing will be done online via Microsoft teams.

COMPULSORY BRIEFING LINK: [Join the meeting now](#)

Time: 10H00 AM Johannesburg time (Microsoft Teams)

Closing time for the OneDrive Link submissions - 23h55 on the 15 November 2024 (Telkom Time)

CLOSING DATE: 15 November 2024

CLOSING TIME: 23H55PM

Name

 Bidder Name

Name

 Folder 1_Financial Proposal

 Folder 2_Technical Proposal

- a) It remains the bidder's responsibility to ensure that the bid submission is uploaded using the correct bidder document and tender link.
- b) Should a bidder encounter an issue with the system, the bidder must provide sufficient evidence as proof of attempting to upload their submission before the cut-off time and the error received.
- c) Faxed, emailed bids will not be accepted, only an electronic submission received via the link will be accepted.
- d) It is therefore the responsibility of the bidder to request for a link to participate.
- e) The DBSA assumes no responsibility if a Bidder's designated email address is not correct, or if there are technical challenges, including those with the Bidders computer, network, or internet service provider (ISP).

BID SUBMISSION LINK REQUESTS:

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED)

THIS BID IS SUBJECT TO THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT, WHICH ARE SET OUT IN PART C OF THIS DOCUMENT.

THE FOLLOWING PARTICULARS MUST BE FURNISHED (FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED).

BIDDERS THAT ARE UNINCORPORATED CONSORTIA CONSISTING OF MORE THAN ONE LEGAL ENTITY MUST SELECT A LEAD ENTITY AND FURNISH THE DETAILS OF THE LEAD ENTITY, UNLESS OTHERWISE SPECIFIED.

NAME OF BIDDER AND EACH ENTITY IN CONSORTIUM:				
POSTAL ADDRESS:				
STREET ADDRESS:				
CONTACT PERSON (FULL NAME):				
EMAIL ADDRESS:				
TELEPHONE NUMBER:				
FAX NUMBER:				
BIDDER REGISTRATION NUMBER OR REGISTRATION NUMBER OF EACH ENTITY IN CONSORTIUM				
BIDDER VAT REGISTRATION NUMBER OR VAT REGISTRATION NUMBER OF EACH ENTITY IN CONSORTIUM				
BBBEE STATUS LEVEL VERIFICATION CERTIFICATE /BBBEE STATUS LEVEL SWORN AFFIDAVIT SUBMITTED?	YES		NO	

1..1.1	ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES/WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]			
1..1.2	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES/WORKS OFFERED?	☐ Yes ☐ No [IF YES ANSWER PART B:3 BELOW]			
1..1.3	SIGNATURE OF BIDDER				
1..1.4	DATE				
1..1.5	FULL NAME OF AUTHORISED REPRESENTATIVE				
1..1.6	CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)				
[TICK APPLICABLE BOX]					
IF YES, WHO ISSUED THE CERTIFICATE?					
REGISTERED WITH THE NATIONAL TREASURY CSD		YES		NO	
[TICK APPLICABLE BOX]					
CSD REGISTRATION NUMBER					
TAX COMPLIANCE STATUS PIN (TCS) NUMBER ISSUED BY SARS					

PART B
TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE SUBMITTED ELECTRONICALLY BY THE STIPULATED TIME TO THE LINK PROVIDED. 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) 1.3. SOUTH AFRICAN BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED BY BIDDING INSTITUTION. 1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MUST BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
2. TAX COMPLIANCE REQUIREMENTS
2.1 ALL BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS IN THEIR COUNTRY OF RESIDENCE. 2.2 SOUTH AFRICAN BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS. 2.3 SOUTH AFRICAN BIDDERS CAN APPLY FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA. 2.4 SA BIDDERS' MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID. 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER (TAX COMPLIANCE) IN ACCORDANCE WITH APPLICABLE LEGISLATION IN THEIR COUNTRY OF RESIDENCE. 2.6 WHERE SA BIDDERS HAVE NO TCS AVAILABLE BUT ARE REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS
3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO 3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO 3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO 3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

PART C

CHECKLIST OF COMPULSORY RETURNABLE SCHEDULES AND DOCUMENTS

Please adhere to the following instructions:

- Tick in the relevant block below;
- Ensure that the following documents are completed and signed where applicable; and
- Use the prescribed sequence in attaching the annexes that complete the Bid Document

NB: Should all these documents not be included, the Bidder may be disqualified on the basis of non-compliance

YES NO

☐	☐	One original Bid document in separate folders; Folder 1 - for Pre-Qualifying Criteria and Functional Evaluation and Folder 2 - Price / Financial Proposal – Electronic submission
☐	☐	Part A: Invitation to Bid
☐	☐	Part B: Terms and Conditions of Bidding
☐	☐	Part C: Checklist of Compulsory Returnable Schedules and Documents
☐	☐	Part D: Conditions of Tendering and Undertakings by Bidders
☐	☐	Part E: Specifications/Terms of Reference and Project Brief
☐	☐	Annexure A: Price Proposal Requirement
☐	☐	Annexure B: SBD4 Declaration of Interest
☐	☐	Annexure C: SBD6.1 and B-BBEE status level certificate
☐	☐	Annexure F: Certified copies of your CIPC company registration documents listing all members with percentages, in case of a lose corporation
☐	☐	Annexure G: Certified copies of latest share certificates, in case of a company.
☐	☐	Annexure H: (if applicable): A breakdown of how fees and work will be spread between members of the bidding consortium.

☐☐

Annexure I: Supporting documents to responses to Pre-Qualifying Criteria and Functional Evaluation Criteria.

☐☐

Annexure J: General Condition of Contract

☐☐

Annexure K: CSD Tax Compliance Status and Registration Requirements Report

PART D

CONDITIONS OF TENDERING AND UNDERTAKINGS BY BIDDER

1. DEFINITIONS

In this Request for Proposals, unless a contrary intention is apparent:

- 1.1 **B-BBEE** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act, 2003;
- 1.2 **B-BBEE Act** means the Broad-Based Black Economic Empowerment Act, 2003;
- 1.3 **B-BBEE status level of contributor** means the B-BBEE status received by a measured entity based on its overall performance used to claim points in terms of regulation 6 and 7 of the Preferential Procurement Regulations, 2022.
- 1.4 **Business Day** means a day which is not a Saturday, Sunday or public holiday in South Africa.
- 1.5 **Bid** means a written offer in the prescribed or stipulated form lodged by a Bidder in response to an invitation in this Request for Proposal, containing an offer to provide goods, works or services in accordance with the Specification as provided in this RFP.
- 1.6 **Bidder** means a person or legal entity, or an unincorporated group of persons or legal entities that submit a Bid.
- 1.7 **Companies Act** means the Companies Act, 2008.
- 1.8 **Compulsory Documents** means the list of compulsory schedules and documents set out in Part B.
- 1.9 **Closing Time** for the OneDrive Link submissions - 23h55 on the 15 November 2024 (Telkom Time)
- 1.10 **DBSA** means the Development Bank of Southern Africa Limited.
- 1.11 **DFI** means Development Finance Institution.
- 1.12 **Evaluation Criteria** means the criteria set out under the clause 26 (Evaluation Process) of this Part C, which includes the Qualifying Criteria, Functional Criteria and Price and Preferential Points Assessment (where applicable).
- 1.13 **Functional Criteria** means the criteria set out in clause 27 of this Part C.

- 1.14 **Intellectual Property Rights** includes copyright and neighbouring rights, and all proprietary rights in relation to inventions (including patents) registered and unregistered trademarks (including service marks), registered designs, confidential information (including trade secrets and know how) and circuit layouts, and all other proprietary rights resulting from intellectual activity in the industrial, scientific, literary or artistic fields.
- 1.15 **PFMA** means the Public Finance Management Act, 1999.
- 1.16 **PPPFA** means the Preferential Procurement Policy Framework Act, 2000.
- 1.17 **PPPFA Regulations** means the Preferential Procurement Regulations, 2022 published in terms of the PPPFA.
- 1.18 **Pre-Qualifying Criteria** means the criteria set out in clause 26.3 of this Part C.
- 1.19 **Price and Preferential Points Assessment** means the process described in clause 26.6 of this Part C, as prescribed by the PPPFA.
- 1.20 **Proposed Contract** means the agreement including any other terms and conditions contained in or referred to in this RFP that may be executed between the DBSA and the successful Bidder.
- 1.21 **Request for Proposal** or **RFP** means this document (comprising each of the parts identified under Part A, Part B, Part C and Part D) including all annexures and any other documents so designated by the DBSA.
- 1.22 **SARS** means the South African Revenue Service.
- 1.23 **Services** means the services required by the DBSA, as specified in this RFP Part D.
- 1.24 **SLA** means Service Level Agreement.
- 1.25 **SOE** means State Owned Enterprise, as defined by the Companies' Act.
- 1.26 **Specification** means the conditions of tender set and any specification or description of the DBSA's requirements contained in this RFP.
- 1.27 **State** means the Republic of South Africa.
- 1.28 **Statement of Compliance** means the statement forming part of a Tender indicating the Bidders compliance with the Specification.
- 1.29 **Tendering Process** means the process commenced by the issuing of this Request for Proposals and concluding upon formal announcement by the DBSA of the selection of a successful Bidder(s) or upon the earlier termination of the process.
- 1.30 **Website** means a website administered by DBSA under its name with web address www.dbsa.org

2. INTERPRETATIONS

In this RFP, unless expressly provided otherwise a reference to:

- 2.1 "includes" or "including" means includes or including without limitation; and
- 2.2 "R" or "Rand" is a reference to the lawful currency of the Republic of South Africa.

3. TENDER TECHNICAL AND GENERAL QUERIES

Queries pertaining to this tender must be directed to:-

DBSA Supply Chain Management Unit

Email: davidscm@dbsa.org

No questions will be answered telephonically.

4. SUBMISSION OF TENDERS

COMPULSORY BRIEFING: 07 November 2024 - Tender briefing will be done online via Microsoft teams.

LINK: [Join the meeting now](#) Time: 10H00 AM Johannesburg time (**Microsoft Teams**)

LINK REQUESTS: Bidders are asked to nominate one dedicated contact person (name, email address and phone number).

CLOSING DATE: 07 November 2024

CLOSING TIME: 23H55PM

5. RULES GOVERNING THIS RFP AND THE TENDERING PROCESS

- 5.1 Participation in the tender process is subject to compliance with the rules contained in this RFP Part C.
- 5.2 All persons (whether a participant in this tender process or not) having obtained or received this RFP may only use it, and the information contained herein, in compliance with the rules contained in this RFP.
- 5.3 All Bidders are deemed to accept the rules contained in this RFP Part C.
- 5.4 The rules contained in this RFP Part C apply to:
 - 5.4.1 The RFP and any other information given, received or made available in connection with this RFP, and any revisions or annexure.
 - 5.4.2 the Tendering Process; and
 - 5.4.3 any communications (including any briefings, presentations, meetings and negotiations) relating to the RFP or the Tendering Process.

6. STATUS OF REQUEST FOR PROPOSAL

- 6.1 This RFP is an invitation for person(s) to submit a proposal(s) for the provision of the services as set out in the Specification contained in this RFP. Accordingly, this RFP must not be construed, interpreted, or relied upon, whether expressly or implicitly, as an offer capable of acceptance by any person(s), or as creating any form of contractual, promissory or other rights. No binding contract or other understanding for the supply of services will exist between the DBSA and any Bidder unless and until the DBSA has executed a formal written contract with the successful Bidder.

7. ACCURACY OF REQUEST FOR PROPOSAL

- 7.1 Whilst all due care has been taken in connection with the preparation of this RFP, the DBSA makes no representations or warranties that the content in this RFP or any information communicated to or provided to Bidders during the Tendering Process is, or will be, accurate, current or complete. The DBSA, and its officers, employees and advisors will not be liable with respect to any information communicated which is not accurate, current or complete.
- 7.2 If a Bidder finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in this RFP or any other information provided by the DBSA (other than minor clerical matters), the Bidder must promptly notify the DBSA in writing of such discrepancy, ambiguity, error or inconsistency in order to afford the DBSA an opportunity to consider what corrective action is necessary (if any).
- 7.3 Any actual discrepancy, ambiguity, error or inconsistency in this RFP or any other information provided by the DBSA will, if possible, be corrected and provided to all Bidders without attribution to the Bidder who provided the written notice.

8. ADDITIONS AND AMENDMENTS TO THE RFP

- 8.1 The DBSA reserves the right to change any information in, or to issue any addendum to this RFP before the Closing Time. The DBSA and its officers, employees and advisors will not be liable in connection with either the exercise of, or failure to exercise this right.
- 8.2 If the DBSA exercises its right to change information in terms of clause 8.1, it may seek amended Tenders from all Bidders.

9. REPRESENTATIONS

No representations made by or on behalf of the DBSA in relation to this RFP will be binding on the DBSA unless that representation is expressly incorporated into the contract ultimately entered between the DBSA and the successful Bidder.

10. CONFIDENTIALITY

- 10.1 All persons (including all Bidders) obtaining or receiving this RFP and any other information in connection with this RFP or the Tendering Process must keep the contents of the RFP and other such information confidential, and not disclose or use the information except as required for the purpose of developing a proposal in response to this RFP.

11. REQUESTS FOR CLARIFICATION OR FURTHER INFORMATION

- 11.1 All communications relating to this RFP and the Tendering Process must be directed to the Tender Officer.
- 11.2 All questions or requests for further information or clarification of this RFP or any other document issued in connection with the Tendering Process must be submitted to the Tender Officer in writing, and most preferably by e-mail to davidscm@dbsa.org
- 11.3 Any communication by a Bidder to the DBSA will be effective upon receipt by the Tender Officer (provided such communication is in the required format).
- 11.4 The DBSA has restricted the period during which it will accept questions or requests for further information or clarification and reserves the right not to respond to any enquiry or request, irrespective of when such enquiry or request is received.
- 11.5 Except where the DBSA is of the opinion that issues raised apply only to an individual Bidder, questions submitted and answers provided will be made available to all Bidders by e-mail, as well as on the DBSA's website without identifying the person or organisation which submitted the question.
- 11.6 In all other instances, the DBSA may directly provide any written notification or response to a Bidder by email to the address of the Bidder (as notified by the Bidder to the Tender Manager).
- 11.7 A Bidder may, by notifying the Tender Officer in writing, withdraw a question submitted in accordance with clause 12, in circumstances where the Bidder does not wish the DBSA to publish its response to the question to all Bidders.

12. UNAUTHORISED COMMUNICATIONS

- 12.1 Communications (including promotional or advertising activities) with staff of the DBSA or their advisors assisting with the Tendering Process are not permitted during the Tendering Process, or otherwise with the prior consent of the Tender Officer. Nothing in this clause 12 is intended

to prevent communications with staff of, or advisors to, the DBSA to the extent that such communications do not relate to this RFP or the Tendering Process.

- 12.2 Bidders must not otherwise engage in any activities that may be perceived as, or that may have the effect of, influencing the outcomes of the Tendering Process in any way.

13. IMPROPER ASSISTANCE, FRAUD AND CORRUPTION

- 13.1 Bidders may not seek or obtain the assistance of employees of the DBSA in the preparation of their tender responses.
- 13.2 The DBSA may in its absolute discretion, immediately disqualify a Bidder that it believes has sought or obtained such improper assistance.
- 13.3 Bidders are to be familiar with the implications of contravening the Prevention and Combating of Corrupt Activities Act, 2004 and any other relevant legislation.

14. ANTI-COMPETITIVE CONDUCT

- 14.1 Bidders and their respective officers, employees, agents and advisors must not engage in any collusion, anti-competitive conduct or any other similar conduct in respect of this Tendering Process with any other Bidder or any other person(s) in relation to:
- 14.1.1 the preparation or lodgement of their Bid
 - 14.1.2 the evaluation and clarification of their Bid; and
 - 14.1.3 the conduct of negotiations with the DBSA.
- 14.2 For the purposes of this clause 14, collusion, anti-competitive conduct or any other similar conduct may include disclosure, exchange and clarification of information whether or not such information is confidential to the DBSA or any other Bidder or any other person or organisation.
- 14.3 In addition to any other remedies available to it under law or contract, the DBSA may, in its absolute discretion, immediately disqualify a Bidder that it believes has engaged in any collusive, anti-competitive conduct or any other similar conduct during or before the Tendering Process.

15. COMPLAINTS ABOUT THE TENDERING PROCESS

- 15.1 Any complaint about the RFP or the Tendering Process must be submitted to the Supply Chain Management Unit in writing, by email, immediately upon the cause of the complaint arising or becoming known to the Bidder, (tenders@dbsa.org)
- 15.2 The written complaint must set out:
- 15.2.1 the basis for the complaint, specifying the issues involved;
 - 15.2.2 how the subject of the complaint affects the organisation or person making the complaint;

- 15.2.3 any relevant background information; and
 - 15.2.4 the outcome desired by the person or organisation making the complaint.
- 15.3 If the matter relates to the conduct of an employee of the DBSA, the complaint should be addressed in writing marked for the attention of the Chief Executive Officer of the DBSA, and delivered to the physical address of the DBSA, as notified.

16. CONFLICT OF INTEREST

- 16.1 A Bidder must not, and must ensure that its officers, employees, agents and advisors do not place themselves in a position that may give rise to actual, potential or perceived conflict of interest between the interests of the DBSA and the Bidder's interests during the Tender Process.
- 16.2 The Bidder is required to provide details of any interests, relationships or clients which may or do give rise to a conflict of interest in relation to the supply of the services under any contract that may result from this RFP. If the Bidder submits its Bid and a subsequent conflict of interest arises, or is likely to arise, which was not disclosed in the Bid, the Bidder must notify the DBSA immediately in writing of that conflict.
- 16.3 The DBSA may immediately disqualify a Bidder from the Tendering Process if the Bidder fails to notify the DBSA of the conflict as required.

17. LATE BIDS

- 17.1 Bids must be delivered by the Closing Time. The Closing Time may be extended by the DBSA in its absolute discretion by providing written notice to Bidders.
- 17.2 Bids delivered after the Closing Time or lodged at a location or in a manner that is contrary to that specified in this RFP will be disqualified from the Tendering Process and will be ineligible for consideration. However, a late Bid may be accepted where the Bidder can clearly demonstrate (to the satisfaction of the DBSA, in its sole discretion) that late lodgement of the Bid was caused by the DBSA; that access was denied or hindered in relation to the physical tender box; or that a major/critical incident hindered the delivery of the Bid and, in all cases, that the integrity of the Tendering Process will not be compromised by accepting a Bid after the Closing Time.
- 17.3 The determination of the DBSA as to the actual time that a Bid is lodged is final. Subject to clause 17.2, all Bids lodged after the Closing Time will be recorded by the DBSA and will only be opened for the purposes of identifying a business name and address of the Bidder. The DBSA will inform a Bidder whose Bid was lodged after the Closing Time of its ineligibility for

consideration. The general operating practice is for the late Bid to be returned within 5 (five) working days of receipt or within 5 (five) working days after determination not to accept a late Bid.

18. BIDDER'S RESPONSIBILITIES

18.1 Bidders are responsible for:

- 18.1.1 examining this RFP and any documents referenced or attached to this RFP and any other information made or to be made available by the DBSA to Bidders in connection with this RFP;
 - 18.1.2 fully informing themselves in relation to all matters arising from this RFP, including all matters regarding the DBSA's requirements for the provision of the Services;
 - 18.1.3 ensuring that their Bids are accurate and complete;
 - 18.1.4 making their own enquiries and assessing all risks regarding this RFP, and fully considering and incorporating the impact of any known and unknown risks into their Bid;
 - 18.1.5 ensuring that they comply with all applicable laws in regard to the Tendering Process particularly as specified by National Treasury Regulations, Guidelines, Instruction Notes and Practice Notes and other relevant legislation as published from time to time in the Government Gazette; and
 - 18.1.6 submitting all Compulsory Documents.
- 18.2 South African bidders with annual total revenue of ZAR10 million or less qualify as Exempted Micro Enterprises (EMEs) in terms of the B-BBEE Act must submit a certificate issued by a registered, independent auditor (who or which is not the Bidder or a part of the Bidder) or an accredited verification agency.
- 18.3 South African bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy, or a sworn affidavit thereof, substantiating their B-BBEE status. The submission of such certificates must comply with the requirements of instructions and guidelines issued by National Treasury and be in accordance with the applicable notices published by the Department of Trade and Industry in the Government Gazette.
- 18.4 The DBSA 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 DBSA.
- 18.5 Failure to provide the required information may result in disqualification of the Bidder.

19. PREPARATION OF BIDS

19.1 Bidders must ensure that:

- 19.1.1 their Bid is submitted in the required format as stipulated in this RFP; and
- 19.1.2 all the required information fields in the Bid are completed in full and contain the information requested by the DBSA.

19.2 The DBSA may in its absolute discretion reject a Bid that does not include the information requested or is not in the format required.

19.3 Unnecessarily elaborate responses or other representations beyond that which is sufficient to present a complete and effective tender proposal are not desired or required. Elaborate and expensive visual and other presentation aids are not necessary.

19.4 Where the Bidder is unwilling to accept a specified condition, the non-acceptance must be clearly and expressly stated. Prominence must be given to the statement detailing the non-acceptance. It is not sufficient that the statement appears only as part of an attachment to the Bid or be included in a general statement of the Bidders usual operating conditions.

19.5 An incomplete Bid may be disqualified or assessed solely on the information completed or received with the Bid.

20. ILLEGIBLE CONTENT, ALTERATION AND ERASURES

20.1 Incomplete Bids may be disqualified or evaluated solely on information contained in the Bid.

20.2 The DBSA may disregard any content in a Tender that is illegible and will be under no obligation whatsoever to seek clarification from the Bidder.

20.3 The DBSA may permit a Bidder to correct an unintentional error in its Bid where that error becomes known or apparent after the Closing Time, but in no event will any correction be permitted if the DBSA reasonably considers that the correction would materially alter the substance of the Bid or effect the fairness of the Tendering Process.

21. OBLIGATION TO NOTIFY ERRORS

If, after a Bidder's Response has been submitted, the Bidder becomes aware of an error in the Bidders Response (including an error in pricing but excluding clerical errors which would have no bearing on the evaluation of the Bid), the Bidder must promptly notify the DBSA of such error.

22. RESPONSIBILITY FOR BIDDING COSTS

- 22.1 The Bidders participation or involvement in any stage of the Tendering Process is at the Bidders sole risk, cost and expense. The DBSA will not be held responsible for, or pay for, any expense or loss that may be incurred by Bidders in relation to the preparation or lodgement of their Bid.
- 22.2 The DBSA is not liable to the Bidder for any costs on the basis of any contractual, promissory or restitutionary grounds whatsoever as a consequence of any matter relating to the Bidders participation in the Tendering Process, including without limitation, instances where:
 - 22.2.1 the Bidder is not engaged to perform under any contract; or
 - 22.2.2 the DBSA exercises any right under this RFP or at law.

23. DISCLOSURE OF BID CONTENTS AND BID INFORMATION

- 23.1 All Bids received by the DBSA will be treated as confidential. The DBSA will not disclose contents of any Bid and Bid information, except:
 - 23.1.1 as required by law;
 - 23.1.2 for the purpose of investigations by other government authorities having relevant jurisdiction;
 - 23.1.3 to external consultants and advisors of the DBSA engaged to assist with the Tendering Process; or for the general information of Bidders required to be disclosed as per National Treasury Regulations, Guidelines, Instruction Notes or Practice Notes.

24. USE OF BIDS

- 24.1 Upon submission in accordance with the requirements relating to the submission of Bids, all Bids submitted become the property of the DBSA. Bidders will retain all ownership rights in any intellectual property contained in the Bids.
- 24.2 Each Bidder, by submission of their Bid, is deemed to have licensed the DBSA to reproduce the whole, or any portion, of their Bid for the sole purposes of enabling the DBSA to evaluate the Bid.

25. BID ACCEPTANCE

All Bids received must remain open for acceptance for a minimum period of 120 (one-hundred and twenty) days from the Closing Time. This period may be extended by written mutual agreement between the DBSA and the Bidder.

26. EVALUATION PROCESS

26.1 The Bids will be evaluated and adjudicated as follows:

26.1.1 First Stage – Test for administrative Responsiveness

The test for administrative responsiveness will include the following:

Stage 1: Responsiveness

The Tenderer should be able to provide all the relevant information required in the Supplier Information Form (SIF) which will include but not limited to;

A. Tenderers who do not adhere to those criteria listed a PRE-QUALIFIER, will be disqualified immediately.

Responsiveness Criteria		Prequalifying Criteria	Applicable to this Tender (Y/N)
1	Adherence to submitting Tender as a two-folder tender. Folder 1: Functionality and returnable submission separate from Folder 2: Pricing proposal submission	Pre-Qualifier	Y
2	Attendance Register of the Compulsory Briefing Session attended by the Tenderer.	Pre-Qualifier	Y

B. Tenderers who do not adhere to the indicated response time for clarifications requested by the Employer will be deemed to be non-responsive and their submissions will not be evaluated further.

Responsiveness Criteria		Clarification Time	Applicable to this Tender (Y/N)
1	Standard conditions of tender as required.	48 hours	Y
2	Returnable documents completed and signed.	48 hours	Y
3	Submission of Proof of Registration with National Treasury Central Supplier Database (CSD) Summary Report or A Valid and Active Tax Compliance Status Pin issued by SARS for Tax Compliance Status Verification: N.B - Bidder must be fully registered & tax compliant to do business with the DBSA.	7 Working days	Y

Only those Bidders which satisfy all the Pre-Qualifying Criteria of the First Stage will be eligible to participate in the Tendering Process further. Bids which do not satisfy all the Pre-Qualifying Criteria of the First Stage will not be evaluated further.

26.1.2 Second Stage – Functional criteria

26.1.1 Only those Bidders who score **[70% of 100 Points]** during the functional evaluation of the Second Stage will be evaluated further. Bidders are required to submit supporting documentation evidencing their compliance with each requirement, where applicable.

Bidders will be assessed on the functional criteria (Second Stage) as set out in this RFP. Only those Bidders which comply with the eligibility criteria will proceed to the Third Stage.

- a. Stage Gate 1(a) - Functional evaluations: a minimum score threshold score of 70% (59.5 / 85 points) will be considered for demonstrations.
- b. Stage Gate 1(b) - Demonstrations: a minimum score threshold of 70% (10.5 / 15 points) will be considered for price and preference.
- c. Stage Gate 2: A combined overall minimum score of 70% (functional evaluation – 59.5+ 10.5 points including demonstration) will progress to the Price and Preference evaluation.

Stage Gate 1(a)

Stage Gate 1 (a) – Functional evaluations: a minimum score threshold of 70% of 85 (59.5 / 85 points) is required to be considered for demonstrations.

Section	Requirement	Minimum Score	Guidelines	Points
1	Company Experience Provide three (3) references, that include the Scope of Work completed, Impact and Value of work completed and Contact details where a similar assignment(s) were completed successfully within the last 5 years. Reference must be in a company letterhead where the solution was deployed. Reference information must include services provided, company contact name, email and number.	7	1) Poor (0 points maximum) Irrelevant or no submission. 2) Average (3 points maximum) One (1) relevant reference. 3) Good (7 points maximum) Three (3) relevant references for a PAM solution tool Implementation. 4) Excellent (10 points maximum) More than three (3) relevant references for a PAM solution Tool Implementation.	10
2	Functional and Non-Functional Please refer to the requirements as specified in sections 5 and 6. The bidder is required to respond on the accompanying document	28	1) Poor (0 points maximum) Insufficient submission or irrelevant submission or no submission. 2) Good (28 points maximum) Sufficient and relevant submission covering at least	40

Section	Requirement	Minimum Score	Guidelines	Points
	(refer to Annexure A – PAM solution Tool Vendor Evaluation Requirements), over and above the required submission documents.		70% of the business and functional requirements as specified in the document. Evidence needs to be included in the response showing how the Bidders solution meets the specified requirements. 3) Excellent (40 points maximum) Sufficient and relevant submission covering 100% of the business and functional requirements. Evidence needs to be included in the response showing how the Bidder solution meets the specified requirements.	
3	Implementation Approach The bidder must provide a customised and detailed project implementation approach and plan including: • How Implementation will be done • Change Management and Training Strategy • Hosting Options and Legislative Considerations The service provider will be expected to propose a training and knowledge transfer strategy and change management plan (for supporting the environment to the DBSA). As part of the response, the service provider must describe and discuss in detail the approach to be used for training and knowledge transfer to DBSA ICT Specialists.	3.5	1) Poor (0 points maximum) Insufficient submission or irrelevant submission or no submission. 2) Average (1 points maximum) Detailed implementation plan provided (including project management methodology, initiation phase, planning phase, execution phase, close-out phase, project schedule, project documents for each phase, project resources). 3) Good (3 points maximum) Detailed implementation plan and Data Import Strategy. 4) Excellent (5 points maximum) Detailed implementation plan, Data Import Strategy, Change Management	5

Section	Requirement	Minimum Score	Guidelines	Points
			Strategy and Training Strategy.	
4	Support Strategy, Methodology and Approach The service provider must provide a detailed Support Strategy to support the DBSA, including the proposed methodology whether remote, on premise, after hours, holiday support, access to systems, and escalation procedures.	7	1) Poor (0 points maximum) Insufficient submission or irrelevant submission or no submission. 2) Average (5 points maximum) Support Strategy information provided. Support only provided remotely. 3) Good (7 points maximum) Support Strategy information provided. Support provided remotely and on premise but no holiday and after hour support. 4) Excellent (10 points maximum) Support Strategy information provided. Support provided remotely, On-premise, after hour and during holidays.	10
5	Resource List, CVs The service provider must please provide brief CV's of their own resources. Resources may include, Project Manager, Technical Specialists, etc. The CV's must focus on the summaries of the following key attributes: • Names, • Age, • Gender, • Nationality, • Years of Experience, • Skills, • Relevant Work experience,	3.5	1) Poor (0 point maximum) No submission. 2) Average (3 point maximum) Covering all (30%) of the requirements. (All relevant information supplied as requested.) 3) Good (4 points maximum) Covering all (70%) of the requirements. (All relevant information supplied as requested.)	5

Section	Requirement	Minimum Score	Guidelines	Points
	Relevant Qualifications and certificates		4) Excellent (5 points maximum) Covering all (100%) of the requirements. (All relevant information supplied as requested.)	
6	Testing Strategy - describe the overall approach to testing and how users will confirm if the solution is ready for operational use.	3.5	No information provided = 0 points High-level testing strategy provided (includes but not limited to: testing approach, test plan and user acceptance testing) = 3.5 points Detailed testing strategy provided (includes but not limited to: testing approach, test plan and user acceptance testing) = 5 points	5
7	Training and Knowledge Transfer Strategy The service provider will be expected to propose a training and knowledge transfer strategy (for supporting the environment to the DBSA). As part of the response, the service provider must describe and discuss in detail the approach to be used for training and knowledge transfer to DBSA ICT Specialists.	3.5	Poor to Average (1 points maximum) No mechanism in place for managing knowledge transfer or training or irrelevant submission. Above Average to Good (3 points maximum) Only able to provide training. More than Good to Excellent (5 points maximum) Able to provide both knowledge transfer and training plus additional value add.	5
Total Weight				85
Threshold				70%
Points				59.5

Stage Gate 1(b)

Section	Description	Minimum Score	Points Allocation	Points
8	Bidders must provide demonstrations of their PAM solution tool. The demonstrations must cover the following requirements, as stipulated in sections 5 and 6: 5. Functional Requirements 5.1 Informational Requirements 6. Non-Functional Requirements 6.1 Integration Requirements 6.2 Security Requirements 6.3 Transition Requirements	10.5	No demo provided or irrelevant demo = 0 points Demo provided addressing all 70% of functional and non-functional requirements = 10.5 points Demo provided addressing all functional and non-functional requirements = 15 points	15
Total Weight				15
Threshold				70%
Points				10.5

Stage Gate 1 (b) - Demonstrations: a minimum score threshold of 70 or higher out of 100 (10.5 / 15 points) is required to be considered for price and preference.

26.1.2 Third Stage – price

26.1.2.1 Those Bidders which have passed the First Stage (Responsiveness Test) and Second Stage (Functional Evaluation) of the tender process will be eligible to be evaluated on the Third Stage, based on price, in accordance with the PPPFA regulations.

26.1.2.2 The recommended preferred Bidder will be the Bidder with the lowest overall price in the Third Stage of the Bid evaluation, unless the DBSA exercises its right to cancel the RFP, in line with the PPPFA Regulations.

26.2 NB: Bidders are required to submit, as Annexure J to their Bids, any documentation which supports the responses provided in respect of the Eligibility Criteria below.

26.3 **First Stage: Pre-Qualifying Criteria**

Only those Bidders which satisfy all the Pre-Qualifying Criteria will be eligible to participate in the Tendering Process further. Bids which do not satisfy all the Pre-Qualifying Criteria will not be evaluated further. Please refer to the table above

Note: A tender that fails to meet any Pre-Qualifying Criteria stipulated herein in the tender documents is an unacceptable tender. Please refer to the table above

26.4 **Second Stage: Functional Criteria**

The technical proposal will be evaluated according to the following criteria and scoring system. The technical score will be calculated out of 100 points, and only those bids that achieve a threshold of **70** points for the technical proposal will move to the next level of evaluation where a score for price and BBBEE.

26.5 A minimum of **70% of 100 points** for the functional evaluation will qualify the Bid to move on to the Third Stage of evaluation, which is price and preferential point's evaluation. Bidders that do not score **70% of the 100 points** (inclusive of the presentation score) or higher at this stage of the evaluation will not be evaluated during the Third Stage of the evaluation.

26.6 **Third Stage: Price**

26.6.1 The Third Stage of evaluation of the Bids will be in respect of price and preference.

27. **Risk Analysis and Objective Criteria**

Risk Analysis and Objective Criteria (This must only be included in the tender document if it is applicable, ensure that the list is specific as to what your objective criteria are)

The DBSA reserves the right to award the tender to the tenderer who scores the highest number of points overall in line with Section (2) (1) (f) of the PPPFA, unless there are objective criteria which will justify the award of the tender to another tenderer. The objective criteria that the DBSA may apply in this bid process includes:

- i. Any bidder that has a cumulative order book totaling 3 Awards with outstanding value, **may be excluded from further evaluation.**
- ii. Where a bidder has 3 active Awards with an outstanding value and the outstanding value is 10% or less, indicating the project is nearing completion, the bidder may be included **for further evaluation and/or recommendation for award.**
- iii. Where a bidder has 3 active Awards with an outstanding value and at least one of the projects has stalled for a period of 6 months or more, or the client has placed the project on hold indefinitely, the bidder may be included **for further evaluation and/or recommendation for award.**
- iv. The DBSA has the discretion to apply an objective criterion.

28. Due Diligence

DBSA shall perform a due diligence exercise on the preferred bidder to determine its risk profile. The due diligence exercise may take the following factors into account inter alia.

a. Judgements and criminal convictions

DBSA may consider previous civil judgements against the preferred bidder as part of its risk assessment. DBSA may also consider whether the preferred bidder or any of its directors have been convicted of a serious offence.

b. Pending litigation/liquidation/business rescue (distinct from Working Capital)

DBSA may consider any pending litigation in a court of law or administrative tribunal as part of its risk assessment.

c. Performance

DBSA will not consider the Service provider having a history of poor performance on any task orders/purchase orders or contracts, including poor performance in respect of compliance with policies or procedures regarding safety, health, quality control or environment, or having committed a serious and gross breach of contract.

d. Reputational harm

If DBSA is likely to suffer substantial reputational harm because of doing business with the preferred service provider, it may take this into account as part of its risk assessment.

e. Restricted/Blacklisted

Is not under restrictions, or has principals who are under restrictions, preventing participating in the employer's procurement.

f. Vetting

The DBSA reserves the right to conduct vetting on the tenderer or any of its directors.

g. PEP Checks for both Companies and Individual directors, as well as Procure Check and or any other systems that the DBSA may choose to utilize (which may be conducted by an authorized third party) that would be done to assess all risks, including but not limited to

- a. Financial stability of the bidder based on key ratio analysis ;
- b. Efficiency ;
- c. Profitability ;
- d. Financial Risk;
- e. Liquidity ;
- f. Acid Test ;
- g. Solvency; and
- h. Commercial relationship with a politically exposed and brand risk

- i. The DBSA reserves the right to award the scope in full or part thereof, subject to budget availability.
- ii. The DBSA reserves the right to negotiate to ensure the value for money principle is not compromised.

29. Generally, suppliers have their own business standards and regulations. Although DBSA cannot control the actions of our suppliers, we will not tolerate any Illegal activities. These include, but are not limited to:

- Misrepresentation of any kind (e.g. origin of manufacture, specifications, intellectual property rights, etc.);
- Collusion;
- Failure to disclose accurate information required during the sourcing activity

- (ownership, financial situation, BBBEE status, etc.);
- Corrupt activities listed above; and
- Harassment, intimidation or other aggressive actions towards DBSA's employees.

30. STATUS OF BID

- 30.1 Each Bid constitutes an irrevocable offer by the Bidder to the DBSA to provide the Services required and otherwise to satisfy the requirements of the Specification as set out in this RFP.
- 30.2 A Bid must not be conditional on:
 - 30.2.1 the Board approval of the Bidder or any related governing body of the Bidder being obtained.
 - 30.2.2 the Bidder conducting due diligence or any other form of enquiry or investigation.
 - 30.2.3 the Bidder (or any other party) obtaining any regulatory approval or consent.
 - 30.2.4 the Bidder obtaining the consent or approval of any third party; or
 - 30.2.5 the Bidder stating that it wishes to discuss or negotiate any commercial terms of the contract.
- 30.3 The DBSA may, in its absolute discretion, disregard any Bid that is, or is stated to be, subject to any one or more of the conditions detailed above (or any other relevant conditions).
- 30.4 The DBSA reserves the right to accept a Bid in part or in whole or to negotiate with a Bidder in accordance with the provisions of this RFP and the applicable laws and regulations.

31. CLARIFICATION OF BIDS

- 31.1 The DBSA may seek clarification from and enter into discussions with any or all of the Bidders in relation to their Bid. The DBSA may use the information obtained when clarification is sought or discussions are held in interpreting the Bid and evaluating the cost and risk of accepting the Bid. Failure to supply clarification to the satisfaction of the DBSA may render the Bid liable to disqualification.
- 31.2 The DBSA is under no obligation to seek clarification of anything in a Bid and reserves the right to disregard any clarification that the DBSA considers to be unsolicited or otherwise impermissible or irrelevant in accordance with the rules set out in this RFP.

32. DISCUSSION WITH BIDDERS

- 32.1 The DBSA may elect to engage in detailed discussions with any one or more Bidder(s), with a view to maximising the benefits of this RFP as measured against the evaluation criteria and in fully understanding a Bidder's offer.
- 32.2 Where applicable, the DBSA will invite Bidders to give a presentation to the DBSA in relation to their submissions.
- 32.3 The DBSA is under no obligation to undertake discussions with, and Bidders.
- 32.4 In addition to presentations and discussions, the DBSA may request some or all Bidders to:

- 32.4.1 conduct a site visit, if applicable.
- 32.4.2 provide references or additional information; and/or
- 32.4.3 make themselves available for panel interviews.

33. SUCCESSFUL BIDS

- 33.1 Selection as a successful Bidder does not give rise to a contract (express or implied) between the successful Bidder and the DBSA for the supply of the Services. No legal relationship will exist between the DBSA and a successful Bidder for the supply of the Services until such time as a binding contract is executed by them.
- 33.2 The DBSA may, in its absolute discretion, decide not to enter into pre-contractual negotiations with a successful Bidder.
- 33.3 A Bidder is bound by its Bid and all other documents forming part of the Bidder's Response and, if selected as a successful Bidder, must enter into a contract on the basis of the Bid with or without further negotiation.

34. NO OBLIGATION TO ENTER INTO CONTRACT

- 34.1 The DBSA is under no obligation to appoint a successful Bidder or Bidders (as the case may be), or to enter into a contract with a successful Bidder or any other person, if it is unable to identify a Bid that complies in all relevant respects with the requirements of the DBSA, or if due to changed circumstances, there is no longer a need for the Services requested, or if funds are no longer available to cover the total envisaged expenditure. For the avoidance of any doubt, in these circumstances the DBSA will be free to proceed via any alternative process.
- 34.2 The DBSA may conduct a debriefing session for all Bidders (successful and unsuccessful). Attendance at such debriefing session is optional.

35. BIDDER WARRANTIES

- 35.1 By submitting a Bid, a Bidder warrants that:
 - 35.1.1 it did not rely on any express or implied statement, warranty or representation, whether oral, written, or otherwise made by or on behalf of the DBSA, its officers, employees, or advisers other than any statement, warranty or representation expressly contained in the RFP;
 - 35.1.2 it did not use the improper assistance of DBSA's employees or information unlawfully obtained from them in compiling its Bid;
 - 35.1.3 it is responsible for all costs and expenses related to the preparation and lodgement of its Bid, any subsequent negotiation, and any future process connected with or relating to the Tendering Process;
 - 35.1.4 it accepts and will comply with the terms set out in this RFP; and

- 35.1.5 it will provide additional information in a timely manner as requested by the DBSA to clarify any matters contained in the Bid.

36. DBSA'S RIGHTS

- 36.1 Notwithstanding anything else in this RFP, and without limiting its rights at law or otherwise, the DBSA reserves the right, in its absolute discretion at any time, to:
 - 36.1.1 cease to proceed with or suspend the Tendering Process prior to the execution of a formal written contract.
 - 36.1.2 alter the structure and/or the timing of this RFP or the Tendering Process;
 - 36.1.3 vary or extend any time or date specified in this RFP
 - 36.1.4 terminate the participation of any Bidder or any other person in the Tendering Process.
 - 36.1.5 require additional information or clarification from any Bidder or any other person;
 - 36.1.6 provide additional information or clarification.
 - 36.1.7 negotiate with any one or more Bidder;
 - 36.1.8 call for new Bid.
 - 36.1.9 reject any Bid received after the Closing Time; or
 - 36.1.10 reject any Bid that does not comply with the requirements of this RFP.

37. GOVERNING LAWS

- 37.1 This RFP and the Tendering Process are governed by the laws of the Republic of South Africa.
- 37.2 Each Bidder must comply with all relevant laws in preparing and lodging its Bid and in taking part in the Tendering Process.
- 37.3 All Bids must be completed using the English language and all costing must be in South African Rand (ZAR).



Terms of Reference

ICT PRIVILEGED ACCESS MANAGEMENT TOOL

OCTOBER 2024

Introduction

The Development Bank of Southern Africa (the “DBSA” or the “Bank”) primarily plays a key role in the planning, preparation, funding, building and maintenance phases of the infrastructure development value chain. All the value chain components incorporate fundamental administrative activities such as documentation, procurement, and reporting. The diagram below illustrates our infrastructure value chain, numerous services, and key target markets per value chain segments.

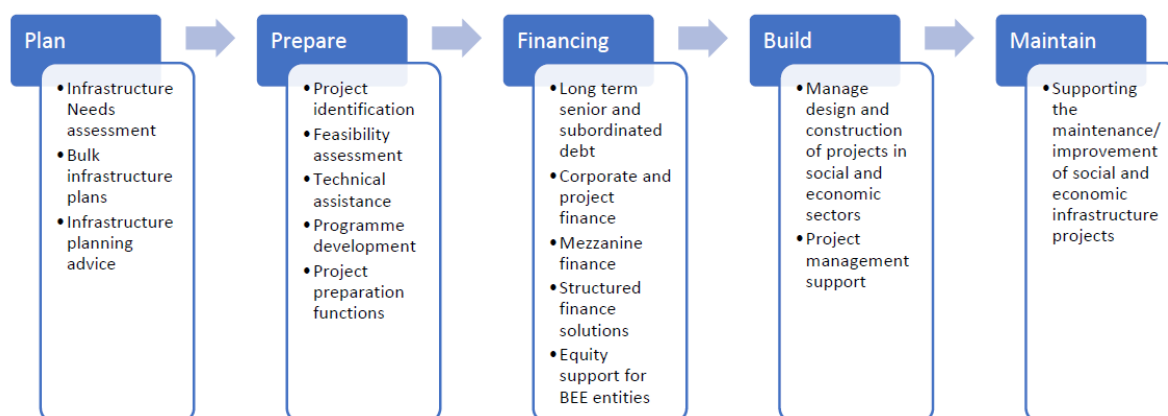


FIGURE 1: DBSA VALUE CHAIN

South Africa has concluded various binational and trade agreements with countries across the continent to support broader regional integration in line with the SADC (Southern African Development Community) Integrated Infrastructure Development Plan, the Programme for Infrastructure Development in Africa (PIDA) and AU (African Union) Africa Agenda 2063. The regional development and integration strategy of the DBSA is aimed at both SADC and the rest of Africa.

Purpose

The DBSA would like to procure the services of an experienced service provider to provide and implement an ICT Privileged Access Management Tool, for protecting DBSA's infrastructure and sensitive data.

Objectives

As cyber threats targeting privileged accounts have increased, the need for a robust PAM solution has become essential. The objectives for DBSA in acquiring a Privileged Access Management (PAM) solution are to enhance the organisation's security posture by

protecting critical assets and mitigating insider threats while ensuring compliance. The solution should streamline privileged access management, improve operational efficiency, and automate key identity and access security processes. Additionally, it must integrate seamlessly with existing infrastructure, support scalability for future growth, and offer a user-friendly interface to promote adoption.

Scope of Work

The scope of this exercise encompasses:

- The implementation of the PAM solution which includes installation, configuration of the required functions, integration points, and testing of the proposed system.
- Test specification documentation drawn up by the successful bidder, to be used for conducting related testing, which must be handed over to the DBSA team to confirm the deliverables.
- The successful bidder must compile the solution architecture and deployment documents that show the physical components of the solution intended to be deployed which include the following:
 - Physical Designs that show business or system use cases or application functions, data models and the technology/infrastructure to host the system.
 - Detailed Deployment Model.
 - Configuration Documents.
 - Standard reports and analytics.
 - Standard metadata (field descriptions, formats, and rules) for the system fields.
- Proposal of a training and knowledge transfer strategy to be used for training and knowledge transfer to the DBSA ICT Specialists.
- System / Application Support - The support and maintenance of the system is required for a period of three years. Industry best practices, processes and methodologies for managing, maintaining and enhancing the system will need to be adhered to. Based on the DBSA ICT support Model, the 1st level support is performed by DBSA Help Desk, 2nd level support performed by ICT Solutions and ICT Infrastructure teams, the bidder is expected to perform the 3rd and 4th level support. The support model documents will be provided to the successful bidder. In addition to the above, bidder is required to provide the product roadmap for the PAM solution Tool.

Functional Requirements

The following functional/ business requirements are listed below to ensure a common understanding by all stakeholders of the scope regarding the implementation of the PAM solution Tool:

Req. No	Domain	Requirement Title	Requirement Description	Requirement Priority
FR01	Access Control	Centralized Access Control	Centralized management of all privileged accounts with role-based access control.	High
FR02	Credential Management	Secure Credential Storage	Automated, secure storage and management of credentials, including password rotation.	High
FR03	Audit and Reporting	Comprehensive Audit Trails	Generate detailed audit trails for all privileged activity with customizable reporting features.	Medium
FR04	Integration and Compatibility	Seamless Integration with IT Systems	Integrate seamlessly with existing IT infrastructure, including cloud, on-premise, and hybrid environments.	Medium
FR05	Security and Compliance	Data Encryption and Compliance	Ensure the PAM solution meets industry standards for encryption and complies with regulatory requirements.	High
FR06	Scalability and Performance	Scalable Architecture	Provide a scalable architecture that can support organizational growth without compromising performance.	Medium
FR07	User Experience	Intuitive User Interface	Deliver a user-friendly interface that simplifies the management of privileged accounts and access.	Low
FR08	Implementation and Deployment	Flexible Deployment Options	Offer flexible deployment options (cloud, on-premises, or hybrid) with minimal disruption.	Medium
FR09	Support and Maintenance	24/7 Vendor Support	Provide 24/7 support for troubleshooting, patches, and updates as per SLAs.	High
FR10	Elevated Privileges	Elevated Privileges for Windows Systems	Elevates the access of a logged-in user to permit authorized commands or applications for Windows systems to run under elevated privileges.	High
FR11	User Experience	User-Friendly Interfaces	Provides easily understood, friendly interfaces with	Medium

			intuitive designs to facilitate user engagement.	
FR12	Credential Management	Non-Human Credential Management	Governs access to credentials like passwords, OAuth tokens, and SSH keys for machines, applications, services, and processes (DevSecOps pipelines).	High
FR13	Cloud Entitlements	Cloud Entitlements Governance	Manages cloud entitlements for cloud infrastructure via administration time controls and uses analytics to detect entitlement anomalies.	Low
FR14	Credential Vaulting and Management	Credential Vaulting and Secrets Management	Protects and manages privileged credentials, including generation, vaulting, rotation, and retrieval, for both human and non-human entities.	High
FR15	Privileged Account Discovery	Privileged Account Discovery	Discovers identifies and tracks privileged accounts. Supports periodic and automatic discovery of target services and systems.	High
FR16	Integration	Integration with Security Tools	Supports interaction and integration with adjacent security and service management capabilities like SIEM and ITSM tools	High
FR17	On-Demand Access	On-Demand Privileged Access	Provides on-demand privileged access without requiring shared accounts, enabling non-privileged accounts to gain time-bound access.	High
FR18	Performance and Scalability	Performance and Scalability	Enables tracking of performance and scalability. Supports redundancy for disaster recovery and scales to meet demand.	High
FR19	Account Life Cycle Management	Privileged Account Life Cycle Management	Manages the full life cycle of privileged accounts, from creation to decommissioning, including the assignment and management of ownership.	Medium
FR20	Disaster Recovery	Disaster Recovery Support	Supports processes such as disaster recovery, rollbacks, extraction, and eradication.	High

TABLE 1:FUNCTIONAL REQUIREMENTS

5.1 Informational Requirements

The following informational requirements are listed below to ensure there is a common understanding by all stakeholders of the scope regarding the implementation of the PAM solution:

Req. No	Requirement	Description	Priority
INF01	Reporting	- Automated reports – auto generated reports in instances where exceptions or critical actions occur - System should provide standard reports - Ability to configure own reports to produce custom reports	High
INF02	Alerts	Alerts triggered when anomalous credential usage activity is detected.	High
INF03	Notifications	PAM solution must provide the ability to configure notifications through standard communication channels like e-mail	High

TABLE 2: INFORMATIONAL REQUIREMENTS

Non-Functional Requirements

The following non-functional requirements are listed below to ensure there is a common understanding by all stakeholders of the scope regarding the implementation of the PAM Solution:

Non-Functional Requirements			
Req. No	Requirement	Description	Priority
NF01	Availability	The implemented solution is available 98% of the time, 24/7. Planned downtime should be conducted outside of working hours (07:00 – 17:00)	High
NF02	Interoperability	The implement solution can operate with other products or systems in the present and future without any restricted access or implementation complexities	High
NF03	Performance	The implemented solution provides fast response times with high throughput, low utilisation of computer resources, high system availability, low bandwidth usage, and fast data transmission speeds.	High
NF04	Platform compatibility	The implemented solution is compatible with the existing hardware, operating systems, and browser capabilities with the ability to extend to a cloud-based platform.	High
NF05	Response time	The implemented solution's response time to a request for a service is quick (not more than 5 seconds) during normal system operations.	High
NF06	Data storage	Provides required data storage capacity, file types and locations. Supports processes such as disaster recovery, rollbacks, extraction or eradication.	High
NF07	Data management	Supports encryption and security for data at rest and in motion.	High
NF08	Data sharing	Sends data to external systems such as large language models and uses insights from connected engines such as generative AI to deliver product functionality. Enables users to manage all aspects of data sharing, including full disablement.	low

NF09	Network	Leverages network technologies like software-defined wide area networks and over-the-top monitoring to ensure the optimal performance of the solution.	Medium
NF10	Compliance and third-party certification	Complies with relevant standards like NIST, GDPR and third-party or government certifications such as SOC 2, ISO 27001 and FedRAMP.	Medium
NF11	Developer tools and customization	Allows customization of the standard deployed solution with custom user interfaces, data tables, process components and business logic.	Low

TABLE 3: NON-FUNCTIONAL REQUIREMENTS

6.1 Integration Requirements

The following integration requirements are listed below to ensure there is a common understanding by all stakeholders of the scope regarding the implementation of the PAM solution:

Req. No	Requirement	Description	Priority
IR01	Integration	Integrates with all relevant applications, data sources and technologies.	High

TABLE 4: INTERGRATION REQUIREMENTS

6.2 Security Requirements

The following security requirements are listed below to ensure there is a common understanding by all stakeholders of the scope regarding implementation of the PAM solution:

Req. No	Requirement	Description	Priority
SC01	Authentication	The substantiation of the identity of a person or entity related to the enterprise or system	High
SC02	Authentication and Authorisation	Enforcement of permitted capabilities for a person or entity whose identity has been established	High

Req. No	Requirement	Description	Priority
SC03	Audit	- Enables configurable controls that extend data and transaction security and compliance to third-party platforms or the solution's hosting providers. - Documents security policies, audits, verifications or evaluations for compliance needs - The ability to provide logs verifying that the system has been used in accordance with security policies to maintain its integrity - The ability to integrate logs with SIEM technology	High
SC04	Information Asset Protection	The protection of information assets from loss or unintended disclosure, and resources from unauthorised and unintended use	High
SC05	Session Management	- Ensures that Sessions are unique to each individual and cannot be guessed or shared. - Sessions are invalidated when no longer required and timed out during periods of inactivity	High
SC06	Secured Communications	- Ensures that Transport Layer Security (TLS) and Secure Sockets Layer (SSL) is used where sensitive data is transmitted - TLS 1.3 OR TLS 1.2, should also support cipher strength above 3des and sha256 or above hashing algorithm.	High

TABLE 5: SECURITY REQUIREMENTS

6.3 Transition Requirements

The following transition requirements are listed below to ensure there is a common understanding by all stakeholders of the scope regarding implementation of the PAM solution Tool:

Req. No	Requirement	Description	Priority
TR01	Business Continuity	Enables processes such as disaster recovery, rollbacks and version control.	• Medium
TR02	Support formats	Allows access to support across multiple formats including phone, email, chat and online knowledge base.	• High
TR03	Policies, Procedures and Forms	Policy management and administration processes and procedures must be well defined, documented and published for the enhancements to the PAM solution.	• Low
TR04	Deployment model	Presents clear rollout options such as staggered, proof of concepts or end-to-end enterprise deployments.	• Medium
TR05	Production Cutover	- Appropriate user and Helpdesk support can be provided. - Operational and application support can be provided once the solution has been developed and implemented.	• Low
TR06	Service levels and SLAS	Aligns sufficient expertise via vendor or partners to deliver all implementation objectives.	• Low
TR07	Training and Education	- Introductory training on new or additional functionality to be provided to each user based on role access. - Supports best-in-class training and assistance for users using online and offline mediums.	• Medium
TR08	Customer support	- Delivers required level of user and technical support, e.g., 24/7, multi-language and global support. - Pre- and post-implementation support are provided to administrative users to ensure a smooth transition from implementation to operations.	• High
TR09	Services resources	Aligns sufficient expertise via vendor or partners to deliver all implementation objectives.	• Low
TR10	Identity and access management	- Ability to set user access and security privileges per user type - Supports capabilities such as user authentication, password policy management, two-factor authorization, single sign on and role-based access.	• Medium

TABLE 6:TRANSITION REQUIREMENTS

Company Track Record and Experience

7.1 Experience and Track record

Demonstrate the experience and knowledge to implement the PAM Solution. The bidder must have a minimum of 5 years' experience in the industry and be an owner or an accredited partner of the proposed Tool.

7.2 Reference Letters

Provide three (3) references, that include the Scope of Work completed, Impact and Value of work completed and Contact details where a similar assignment(s) was completed successfully within the last 5 years.

7.3 Project Approach, Implementation Plan, Resource List and CVs

Provide brief CVs of the human resources to be deployed in the project. The CVs must focus on the summaries of the following key attributes:

- Skills
- Competencies
- Relevant Work Experience in implementation of PAM solution Tool, with a minimum of 3 to 5 years of experience for the Team lead or similar role
- Relevant Qualifications and Certifications based on the proposed roles as specified by the service provider

7.4 Proposed Implementation Approach

The bidder must provide a Project Implementation Approach and Project Plan including, but not limited to the following:

- How implementation will be done (including documented project plan and process)
- Change Management Approach and Training Plan
- Hosting Options (including details on whether the solution will be hosted by the service provider or on DBSA cloud or on-prem) and Legislative Considerations

7.5 Support Strategy

The bidder must describe how the **support** will be done.

- The service provider must provide a detailed Support Strategy to support the DBSA, including the proposed methodology and approach whether remote, on-premise, after-hours, holiday support, access to systems, and escalation procedures.

7.6 Training and Knowledge Transfer Strategy

The service provider will be expected to propose a training and knowledge transfer strategy (for supporting the environment to the DBSA). As part of the response, the service provider must describe and discuss in detail the approach to be used for training and knowledge transfer to DBSA ICT Specialists.

7.7 Value Add

Share any other information on additional value-add that your company will be able to provide to the DBSA should you be the successful bidder.

7.8 Product strategy and roadmap

The Service provider is expected to provide the product's overall strategy and roadmap.

7.9 Additional Requirements

Corporate Identity

Capability to customize the system to include the Corporate Identity.

Offline Access

Synchronised capabilities to work offline.

Training and Handholding

A minimum of a month's handholding and training post implementation, depending on system complexity.

Payments Requirements

- **Payments:** Payment will be made within 30 days of the achievement of the specific work deliverables and milestones as agreed within the Project Scope of Work.
- **Agreed Fees:** The service provider shall be required to undertake the assignment within the agreed fee set as per the proposal and no increase in fees or upfront payment of fees for work not completed will be negotiated.
- **Foreign Exchange Rates:** The service provider is expected to account and take into consideration any fluctuations in foreign exchange rates.
- **Project Costs:** The service provider shall provide the total fixed price for the project based on the Scope of Work.
- **Pricing Proposal:** The service provider shall provide their pricing proposal based on the completion of the scope of work.
- The total pricing must be broken down into the respective audio-visual categories based on their respective audio-visual requirements.

Minimum Proposal Requirements

The qualifying criteria a service provider must meet include:

Functional and Technical Evaluation	Total Score		100
	Minimum Threshold		70
Price & BEE	Price	80	
	BEE	20	

TABLE 7: FUNCTIONAL AND TECHNICAL EVALUATION

Stage 2 - Functional and Technical Criteria

Functional evaluation criteria are structured in three stage gates as indicated below:

- d. Stage Gate 1(a) - Functional evaluations: a minimum score threshold score of 70 or higher out of 100 (59.5 / 85 points) is required to be considered for demonstrations.
- e. Stage Gate 1(b) - Demonstrations: a minimum score threshold of 70 or higher out of 100 (10.5 / 15 points) is required to be considered for price and preference.
- f. Stage Gate 2: A combined overall minimum score of 70 or higher out of 100 (functional evaluation – 56 points including demonstration – 14 points) is required to progress to the Price and Preference evaluation.

Stage Gate 1(a)

Section	Requirement	Minimum Score	Guidelines	Points
1	Company Experience Provide three (3) references, that include the Scope of Work completed, Impact and Value of work completed and Contact details where a similar assignment(s) were completed successfully within the last 5 years. Reference must be in a company letterhead where the solution was deployed. Reference information must include services provided, company contact name, email and number.	7	1) Poor (0 points maximum) Irrelevant or no submission. 2) Average (3 points maximum) One (1) relevant reference. 3) Good (7 points maximum) Three (3) relevant references for a PAM solution tool Implementation. 4) Excellent (10 points maximum) More than three (3) relevant references for a PAM solution Tool Implementation.	10
2	Functional and Non-Functional Please refer to the requirements as specified in sections 5 and 6. The bidder is required to respond on the accompanying document (refer to Annexure A – PAM solution Tool Vendor Evaluation Requirements), over and	28	1) Poor (0 points maximum) Insufficient submission or irrelevant submission or no submission. 2) Good (28 points maximum) Sufficient and relevant submission covering at least 70% of the business and functional requirements as specified in the document. Evidence needs to be included in the response	40

Section	Requirement	Minimum Score	Guidelines	Points
	above the required submission documents.		showing how the Bidders solution meets the specified requirements. 3) Excellent (40 points maximum) Sufficient and relevant submission covering 100% of the business and functional requirements. Evidence needs to be included in the response showing how the Bidder solution meets the specified requirements.	
3	Implementation Approach The bidder must provide a customised and detailed project implementation approach and plan including: • How Implementation will be done • Change Management and Training Strategy • Hosting Options and Legislative Considerations The service provider will be expected to propose a training and knowledge transfer strategy and change management plan (for supporting the environment to the DBSA). As part of the response, the service provider must describe and discuss in detail the approach to be used for training and knowledge transfer to DBSA ICT Specialists.	3.5	1) Poor (0 points maximum) Insufficient submission or irrelevant submission or no submission. 2) Average (1 points maximum) Detailed implementation plan provided (including project management methodology, initiation phase, planning phase, execution phase, close-out phase, project schedule, project documents for each phase, project resources). 3) Good (3 points maximum) Detailed implementation plan and Data Import Strategy. 4) Excellent (5 points maximum) Detailed implementation plan, Data Import Strategy, Change Management Strategy and Training Strategy.	5

Section	Requirement	Minimum Score	Guidelines	Points
4	Support Strategy, Methodology and Approach The service provider must provide a detailed Support Strategy to support the DBSA, including the proposed methodology whether remote, on premise, after hours, holiday support, access to systems, and escalation procedures.	7	1) Poor (0 points maximum) Insufficient submission or irrelevant submission or no submission. 2) Average (5 points maximum) Support Strategy information provided. Support only provided remotely. 3) Good (7 points maximum) Support Strategy information provided. Support provided remotely and on premise but no holiday and after hour support. 4) Excellent (10 points maximum) Support Strategy information provided. Support provided remotely, On-premise, after hour and during holidays.	10
5	Resource List, CVs The service provider must please provide brief CV's of their own resources. Resources may include, Project Manager, Technical Specialists, etc. The CV's must focus on the summaries of the following key attributes: - Names, - Age, - Gender, - Nationality, - Years of Experience, - Skills, - Relevant Work experience, - Relevant Qualifications and certificates	3.5	1) Poor (0 point maximum) No submission. 2) Average (3 point maximum) Covering all (30%) of the requirements. (All relevant information supplied as requested.) 3) Good (4 points maximum) Covering all (70%) of the requirements. (All relevant information supplied as requested.) 4) Excellent (5 points maximum)	5

Section	Requirement	Minimum Score	Guidelines	Points
			Covering all (100%) of the requirements. (All relevant information supplied as requested.)	
6	Testing Strategy - describe the overall approach to testing and how users will confirm if the solution is ready for operational use.	3.5	No information provided = 0 points High-level testing strategy provided (includes but not limited to: testing approach, test plan and user acceptance testing) = 3.5 points Detailed testing strategy provided (includes but not limited to: testing approach, test plan and user acceptance testing) = 5 points	5
7	Training and Knowledge Transfer Strategy The service provider will be expected to propose a training and knowledge transfer strategy (for supporting the environment to the DBSA). As part of the response, the service provider must describe and discuss in detail the approach to be used for training and knowledge transfer to DBSA ICT Specialists.	3.5	Poor to Average (1 points maximum) No mechanism in place for managing knowledge transfer or training or irrelevant submission. Above Average to Good (3 points maximum) Only able to provide training. More than Good to Excellent (5 points maximum) Able to provide both knowledge transfer and training plus additional value add.	5
Total Weight				85
Threshold				70%
Points				59.5

TABLE 8 SUB-QUALIFYING CRITERIA (STAGE GATE 1 (A))

Stage Gate 1(b)

Section	Description	Minimum Score	Points Allocation	Points
8	Bidders must provide demonstrations of their PAM solution tool. The demonstrations must cover the following requirements, as stipulated in sections 5 and 6: 5. Functional Requirements 5.1 Informational Requirements 6. Non-Functional Requirements 6.1 Integration Requirements 6.2 Security Requirements 6.3 Transition Requirements	10.5	No demo provided or irrelevant demo = 0 points Demo provided addressing all 70% of functional and non-functional requirements = 10.5 points Demo provided addressing all functional and non-functional requirements = 15 points	15
Total Weight				15
Threshold				70%
Points				10.5

Stage Gate 1 (b) - Demonstrations and site visits: a minimum score threshold of 70 or higher out of 100 (10.5 / 15 points) is required to be considered for price and preference.

Information Supplied by the DBSA

- Access to DBSA staff required for assistance:
- Technology Owner – Management and Technical Direction
- Helpdesk – To assist with all DBSA technical issues raised on the project.
- Enterprise Architect – Provide guidance on DBSA's Enterprise Architecture requirements, standards, deliverables, artefacts, methodology, framework and governance.
- Project Manager – To manage the implementation.
- Subject Matter Experts – As required.

Reservations

The DBSA expressly reserves the following rights:

- ✓ To appoint more than one service provider;
- ✓ To waive any or all irregularities in the proposals submitted;
- ✓ To retain the right not to select any Service Provider.

Confidentiality and Intellectual Property

Information contained in this Request for Proposals is confidential and is the property of the DBSA. Similarly, the Bank shall hold all property rights such as copyrights, patents and registered trademarks on matters related to or derived from the work carried out through this contract.

Response Format to Functional and non-Functional Requirements

The Service Provider is required to respond to the PAM solution Tools/s functional and non-functional requirements by completing the spreadsheet under Annexure A.

Preparation of proposal

- Each respondent is required to submit a proposal containing the following information:
- Proposal to address the scope and requirements detailed in the Terms of Reference (TOR).
- Confirmation of the output that will be delivered by the service provider, based on the scope of the work and requirements above.
- This section gives guidance on how the bidders should submit their pricing. The main components should cover the overall cost of the project implementation. The pricing is inclusive of all the scope items as specified in this document. Please use the below as the guideline on the pricing expected:

NB: Pricing, to be provided separately, should cover these features as well. It should also outline what the annual support will cost and for how many users.

ANNEXURE A PRICING SCHEDULE

(Note: This page must be separated from the pre-qualifying and functional proposal. Failure to separate this, will lead to disqualification of the bid)

This template must be completed in full and included to Pricing Proposal submitted.

The Service Provider must provide their pricing proposal based on the pricing table below. The pricing proposal must be aligned i.e., pricing based on deliverables in the pricing summary must be aligned to pricing based on time & material.

Bidders must quote as per below pricing schedule.

Total Summarised Costs (Rand Incl VAT)		
Item(provide details If Any)	Total (Rand Inc VAT)	Comment
Implementation	ZAR 0.00	Break down the costing per project phase and proposed system design methodology with clear visibility of deliverables costings.
License and/or Subscription	ZAR 0.00	License pricing units (e.g. number of users, sessions or API calls), cost of each, and forecast annual and/or monthly volumes.
Support (Service or maintenance fees)	ZAR 0.00	Supports fees related to ongoing support services and maintenance, including tiers and precise deliverables.
Training	ZAR 0.00	Expense to train and support current users for launch, provide their continuing education and onboard future new users.
Mobile App (if applicable)	ZAR 0.00	
Hosting (if Applicable)	ZAR 0.00	
Other	ZAR 0.00	
Grand Total	ZAR 0.00	
An example of the population of the table has been provided. Service Providers MUST populate this template based on their proposed methodology and deliverables *Service Provider must populate the pricing table above. *Service Provider must indicate any additional licenses that may be required based on the proposed solution. *Service Provider must indicate resources that will be required to host the system. *Service Provider must provide detailed breakdown of the cost above.		

CONFIDENTIALITY AND INTELLECTUAL PROPERTY

Information contained in this Request for Proposals is confidential and is the property of the DBSA. Similarly, the Bank shall hold all property rights such as copyright, patents and registered trademarks on matters directly related to or derived from the work carried out through this contract.

(Note: This page must be separated from the pre-qualifying and functional proposal. Failure to separate this, will lead to disqualification of the bid)

FORM OF OFFER AND ACCEPTANCE (AGREEMENT)

THE CONSULTANT IS TO COMPLETE AND SIGN THE FORM OF OFFER

The Employer, identified in the Acceptance signature block, has solicited offers to enter into a contract in respect of the following services:

RFP200/2024: ICT PRIVILEGED ACCESS MANAGEMENT TOOL

The Tenderer, identified in the Offer signature block below, has examined the documents listed in the Tender Data and addenda thereto as listed in the Tender Schedules, and by submitting this Offer has accepted the Conditions of Tender.

By the representative of the Tenderer, deemed to be duly authorised, signing this part of this Form of Offer and Acceptance, the Tenderer offers to perform all of the obligations and liabilities of the consultant under the Contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the Conditions of Contract identified in the Contract Data.

THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF ALL TAXES IS

.....
..... (in words); ZAR (in figures),
.....

This offer may be accepted by the Employer by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document to the Tenderer before the end of the period of validity stated in the Tender Data, whereupon the Tenderer becomes the party named as the consultant in the Conditions of Contract identified in the Contract Data.

Signature(s) _____

Name(s) _____

Capacity _____

For the
Tenderer _____
(Name and address of organisation)

Name and
signature of
witness _____ **Date** _____

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

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.

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:
.....
.....

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

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.

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.

SBD 4

- 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 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

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**

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 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 (namely, BBBEE status level of contributor).

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80/90
PREFERENCE POINTS	20/10
Total points for Price and Preference Points	100

- 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:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ \mathbf{Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)} \end{array}$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

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

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ \mathbf{Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)} \end{array}$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

(Note to organs of state: Where either the 90/10 or 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 (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
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		

(Note: Bidders are required to submit their BBBEE certificates or sworn affidavits (in the case of EMEs/QSEs) in order to be eligible to claim points)

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

..... SIGNATURE(S) OF TENDERER(S) SURNAME AND NAME: DATE:..... ADDRESS:.....
--

RESTRICTED SUPPLIERS

- 1 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied). The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	Yes ☐	No ☐
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes ☐	No ☐
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes ☐	No ☐
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes ☐	No ☐
4.4.1	If so, furnish particulars:		

Annexure D

Bidders are required to include, as Annexure F to their Bids, certified copies of all relevant CIPC registration documents listing all members with percentages, in the case of a close corporation

Annexure E

Bidders are required, as annexure G to their Bids, to submit certified copies of the latest share certificates of all relevant companies

Annexure F

Bidders which submit Bids as an unincorporated joint venture, consortium or other association of persons are required to submit, as Annexure H, a breakdown of how the percentage (%) fees and work will be split between the various people or entities which constitute the Bidder.

Annexure G

Bidders are required to include, as Annexure I to their Bids, supporting documents to their responses to the Pre- Qualifying Criteria and Evaluation Criteria.

Where the supporting document is the profile of a member of the Bidder's proposed team, this should be indicated.

Annexure H

[General Conditions of Contract]

PLEASE NOTE THAT ALL BIDDERS ARE REQUIRED TO READ THROUGH THE GENERAL CONDITIONS OF CONTRACT PRESCRIBED BY THE NATIONAL TREASURY. SUCH GENERAL CONDITIONS OF CONTRACT CAN BE ACCESSED ON THE NATIONAL TREASURY WEBSITE.

PLEASE NOTE FURTHER THAT ALL BIDDERS MUST ENSURE THAT THEY ARE WELL ACQUAINTED WITH THE RIGHTS AND OBLIGATIONS OF ALL PARTIES INVOLVED IN DOING BUSINESS WITH GOVERNMENT.

NOTE: All Bidders are required to confirm (*Tick applicable box*) below:

Item	YES	NO
Is the Bidder familiar with the General Conditions of Contract prescribed by the National Treasury?		

Annexure I

Tax Compliant Status and CSD Registration Requirements

ALL PROSPECTIVE BIDDERS MUST HAVE A TAX COMPLIANT STATUS EITHER ON THE CENTRAL SUPPLIER DATABASE (CSD) OF THE NATIONAL TREASURY OR SARS E FILING PRIOR TO APPOINTMENT/AWARD OF THE BID.

REGISTRATION ON THE CSD SITE OF THE NATIONAL TREASURY IS A COMPULSORY REQUIREMENT FOR A BIDDER TO BE APPOINTED, TO CONDUCT BUSINESS WITH THE DBSA. THE ONUS IS ON THE SUCCESSFUL BIDDER TO REGISTER ON THE CSD SITE AND PROVIDE PROOF OF SUCH REGISTRATION PRIOR TO APPOINTMENT/AWARD OF THE BID.

CSD Registration Number:



**The Development Bank of Southern Africa has a Zero Tolerance on Fraud and Corruption.
Report any incidents of Fraud and Corruption to Whistle Blowers on any of the following:**

**TollFree : 0800 20 49 33
Email : dbsa@whistleblowing.co.za
Free Post : Free Post KZN 665 | Musgrave | 4062
SMS : 33490**