the dtic

Department:
Trade, Industry and Competition
REPUBLIC OF SOUTH AFRICA

THE TERMS OF REFERENCE

To invite bids to appoint a service provider to review, maintain and enhance the business continuity management process and plan (BCMP) of the Department of Trade, Industry and Competition **(the dtic)** *for a period of thirty-six (36) months*

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REQUEST FOR PROPOSALS:

The Department of Trade and Industry (**the dtic**) invites interested Service Providers to submit proposals to appoint a service provider to review, maintain and enhance the business continuity management process and plan (BCMP) of the Department of Trade, Industry and Competition **(the dtic)** for a period of thirty-six (36) months

NOTE: Should a vendor have reason to believe that the specification / Terms of Reference are not open to promote competition or that it is written based on a particular brand / product / entity; the vendor shall notify the Bid Office of **the dtic** within ten (10) calendar days after publication of the bid.

1. PURPOSE

The purpose of the project is to review, maintain and enhance the business continuity management process and plan (BCMP) of the Department of Trade, Industry and Competition **(the dtic)** for a period of thirty-six (36) months.

2. BACKGROUND

2.1. The Department of Trade, Industry and Competition (**the dtic**) is mandated to promote inclusive economic growth, industrialisation, and trade development in South Africa. Ensuring the continuity of its operations is essential to fulfilling this mandate, particularly in the face of potential disruptions such as cyber incidents, power outages, pandemics, or other operational crises.

2.2. **the dtic** had appointed a contractor to support the Office of the Chief Risk Officer (OCRO) with the development and maintenance of its BCM programme, however, the previous contractor's term ended in January 2024, and no internal resource has since been allocated to continue the work due to severe capacity constraints within the OCRO.

2.3. Given the critical importance of establishing and maintaining effective business continuity management, there is an urgent need to procure a qualified and experienced external BCM service provider. The appointed service provider will be expected to assist **the dtic** in designing, implementing, and institutionalising a department-wide BCM framework aligned with ISO 22301 and relevant legislative and governance requirements.

3. OBJECTIVES

3.1. The objective of this procurement is to assist the Office of the Chief Risk Officer (OCRO) to provide business continuity management support to the department.

3.2. The Business Continuity Management (BCM) coordinates recovery of critical business processes and systems in the event of a disruption or disaster occurring in the department, minimising disruption to business operations and ensuring continuity of the business.

3.3. Business Continuity Plans (BCPs) cover and plan for short and long-term disasters or other disruptions that may be caused by incidences such as pandemics, fire, floods, earthquakes, explosions, terrorism, tornadoes, extended power interruptions, hazardous chemical spills and other natural or man-made disasters.

3.4. Identify and mitigate risks that could impact business operations, including natural disasters, cyber-attacks, and supply chain disruptions.

3.5. Safeguard physical and digital assets, including data, infrastructure and human resources.

4. METHODOLOGY

4.1. The bidder is expected to develop a detailed proposed project plan and methodology to clearly outline and explain the approach to address the below scope of work

4.1.1. The bidding company's proposal should demonstrate established processes for:

- Business impact analysis;
- Business Continuity Policy, processes, strategy, disaster management and BCM testing

4.1.2. Must supply measures to identify continuity requirements analysis

5. SCOPE OF WORK

The successful service provider will be responsible for performing the following activities/functions:

5.1. BCM Governance

- Review and update the BCM Policy.
- Review of the existing disaster recovery plan, disaster management plan, evacuation plan, and other associated plans, policies, and strategies.
- Update business continuity strategy, which must include, but not be limited to:
  - ✓ Key risks and mitigation measures;
  - ✓ Recovery team functions, roles, and responsibilities of those individuals who are assigned specific responsibilities, and procedures on how each team member is to be notified (emergency management team, disaster recovery team, IT technical services);

- ✓ Emergency recovery processes (emergency evacuation procedures, business continuity plan, communications priorities and processes);
- ✓ Business recovery processes;
- ✓ Team procedures which determine what activities and tasks are to be performed, in what order, and by whom, for successful recovery; and
- ✓ Appendices such as employee telephone list, recovery priorities for critical business functions, alternative site recover resources requirements etc.

5.2. **Business Impact Assessment (BIA)**

Develop or update BIA, which include, as a minimum:

- Critical business processes;
- Critical systems;
- Resources required;
- Impact of disruption;
- Critical service providers; and
- Recovery time objectives.

5.3. Develop a **branch Business Continuity Plans (BCPs)** and a **departmental BCP**.

5.4. **Training and awareness.**

- Develop training and awareness plan;
- Develop training and awareness material;
- Provide training to **the dtic** employees online for 2 hours once per quarter on MS Teams;
- Develop BCM awareness newsflashes (**the dtic's** internal communication platform) and ensure quarterly circulation department-wide; and
- Develop postcard/flashcard for senior management and BCM custodians.

5.5. **Testing of plans**

- Review and update the test strategy;
- Develop test scenarios and test plans;
- Coordinate the BCP tests in conjunction with Branches and IT;
- Make revisions on the plans post the testing;
- Document test results;
- Analyse and present the results to the management committees; and
- Amend the BCPs based on test results.

6. DELIVERABLES

6.1. BCM Governance

- Updated BCM policy, strategy, and plan;
- Disaster recovery policy, strategy, and plan; and
- Other associated plans and policies.

6.2. Business Impact Assessment (BIA) and BCPs

Updated and approved BIAs and BCPs, and a high-level BCP for the Department.

6.3. Training and awareness

- Training plan, attendance register, and training evaluation forms;
- Training material and training slides;
- Communication Plan;
- Decision tree for Communication;
- Awareness plan;
- Provide content for BCMS posters/banners on the campus for awareness; and
- Provide content for leaflets/handouts to senior management on steps during a disaster

6.4. Testing of plans

- Test strategy;
- Test plans and test scenarios;
- Test reports;
- Amended BIAs and BCPs post the test;
- Reports to Opscom, Audit Committee (AC), Information and Communication Technology (ICT) Steering committee (SteerCom), Risk Management Committee (RMC) meetings, etc. at least every quarter;
- Disaster Management Plan as required by the National Disaster Management Centre; and
- Compile a report on recommendations for automation of the BCMS

7. QUALIFICATIONS, EXPERIENCE, AND EXPERTISE

7.1. The proposed key staff for this project should comply with the following requirements:

7.1.1. The proposed key staff should be in possession of Business/Risk/IT qualifications (copies of qualifications are required and if the qualification states a broad field e.g. Bachelors in Commerce which does not communicate the exact/specific field then a transcript of the qualification must accompany the copy of the qualification to ensure that the exact field is clearly communicated as BEC members cannot make assumptions and will not be able to score a proposal that does not clearly communicate exact information).

7.1.2. Team leader

- The team leader must possess a minimum of five (5) years of experience in BCM.
- NQF level 7 in Business/Risk/IT qualification. The team leader must be Certified by the Business Continuity Institute (CBCI) or Broadcast Captioning & Consulting Services (closed-captioning service) BCCS and any relevant business continuity certification.

7.1.3. Team members

- Each team member must have a minimum of three (3) years' relevant Business/Risk/IT degree/National Diploma (NQF6) qualification.
- Each team member must have a minimum of three (3) years' experience in Business/Risk/IT.
- Minimum of three (3) team members are required

7.1.4. Bidders must submit comprehensive CV's of all proposed key staff in the following format: **1st Column**: Name and ID number of key staff member; **2nd column**: Relevant qualification(s) and courses successfully completed; **3rd column**: number of years' relevant experience indicated in numerical format; **4th column**: case studies to prove relevant experience and knowledge in field of expertise (as indicated in below table).

Name and surname of key staff member	Relevant qualification(s) and courses successfully completed	Number of years' relevant experience in numerical format (Only indicate the number of years performing this specific work / services).	Only relevant case studies or relevant other proof and relevant references to prove relevant experience and knowledge in field of expertise.

7.2. The bidding company

The bidding company for this project should comply with the following requirements:

7.2.1. Minimum three-year demonstrable experience for the company in the development and implementation of business continuity management and plan.

7.2.2. Proof of relevant experience should be provided by means of case studies detailing the type of project, the period of the project, the magnitude of the project, and the result of the project. At least three (3) reference letters from former clients not older than 5 years must be submitted.

NB: **the dtic** reserves the right to vet all documentation and information provided by bidders to prove their relevant experience and ability to perform the service.

8. DUE DILIGENCE

The bidder must have current technical and logistical capacity to perform the work required. **the dtic** reserves the right to perform due diligence on facilities, resources and capacity of a bidder prior to the appointment of a service provider.

9. SPECIAL CONDITIONS

A Service Level Agreement must be signed with the successful bidder before work commences. A contractual relationship will only commence once a Service Level Agreement is signed between the parties.

9.1. Proposed key staff members must participate actively and be available to perform services in accordance with the contract. In instances where a proposed key staff member is not available to perform services at a specific period in time, the bidder will be responsible to provide a replacement with similar qualifications and experience in order to guarantee the same standard of work to **the dtic**. Each key team member's role must be clearly outlined in the project plan.

9.2. A project plan detailing the tasks, activities and target dates for the work to be undertaken should be submitted to **the dtic** within 10 working days after appointment of the successful Service Provider. Each key team member's role must be clearly outlined in the project plan;

9.3. As previously indicated **the dtic** reserves the right to vet all qualifications and other documentation provided by bidders to prove relevant qualifications, experience and expertise prior to the appointment of a Service Provider;

9.4. Copyright and intellectual property rights to all documentation, reports etc. that emanate from this assignment will vest with **the dtic**.

9.5. This bid and all contracts emanating there from will be subject to the General Conditions of Contract issued in accordance with Treasury Regulation 16A published in terms of the Public Finance Management Act, 1999 (Act 1 of 1999). Special Conditions of Contract are supplementary to that of the General Conditions of Contract. Not all bids will contain special conditions of contract. Where, however, the Special Conditions of Contract are in conflict with the General Conditions of Contract, the Special Conditions of Contract prevail.

9.6. Bids received after the closing date and time, at the address indicated in the bid documents, will not be accepted for consideration and where possible, be returned unopened to the bidder.

9.7. Bidders' attention is drawn to the fact that amendments to any of the Bid Conditions or setting of counter conditions by bidders may result in the invalidation of such bids.

9.8. The State reserves the right to conduct supplier due diligence prior to final award or at any time during the contract period. This may include site visits.

9.9. The Bid Office Officials of **the dtic** may communicate with bidders where clarity is sought after the closing date of the bid and prior to the award of the contract, or to extend the validity period of the bid, if necessary.

9.10. All communication between the bidder and the Bid Office Officials of **the dtic** must be done in writing.

9.11. Bidders must ensure that they are registered on the Central Supplier Database of the National Treasury as this is compulsory in order for bidders to be considered for bids.

9.12. Bidders must ensure that their tax matters are in order in line with the Preferential Procurement Policy Framework Act and the Treasury Regulations.

9.13. Bidders' whose tax matters are not declared to be in order will be disqualified.

9.14. Bidders' attention is drawn to the tax requirements stated on the SBD 1 form.

9.15. Where applicable acceptance of a bid will be subject to the condition that both the contracting firm and its personnel providing the service must be cleared by the appropriate authorities to the level of CONFIDENTIAL/SECRET/TOP SECRET (whichever one is stipulated in the relevant specification / ToR). Obtaining a positive recommendation is the responsibility of the contracting firm concerned. If the principal contractor appoints a subcontractor, the same provisions and measures will apply to the subcontractor. Acceptance of the tender is also subject to the condition that the contractor will implement all such security measures as the safe performance of the contract may require." (Minimum Information Security Standards. Chapter 5).

9.16. The points scored for functionality, price and preferential procurement points will be rounded off to the nearest 2 decimals.

9.17. In cases where the tenderer use sub-contracting, then it is the responsibility of the tenderer to select competent sub-contractors that meet all the requirements of the tender in order to ensure that the bidders tender is not jeopardized by the subcontractor during evaluation. Bidders are responsible for all due diligence on their subcontractors.

9.18. In cases where above market related prices are quoted the right is reserved to negotiate with the three preferred bidders (three highest on final points for price and preferential procurement points).

9.19. Bidders to take note that the award of the tender may be subject to price negotiation with the preferred bidder.

9.20. This bid is subject to the PPPFA and its Regulations and **the dtic's** SCM Policy.

9.21. Bidders must submit concrete proof of the existence of joint ventures and/or consortium arrangements. **the dtic** will accept signed agreements as acceptable proof of the existence of a joint venture and/or consortium arrangement.

9.22. The joint venture and/or consortium agreements must clearly set out the roles and responsibilities of the Lead Partner and the joint venture and/or consortium party. The agreement must also clearly identify the Lead Partner, who shall be given the power of attorney to bind the other party/parties in respect of matters pertaining to the joint venture and/or consortium arrangement.

9.23. Regulation 13 (c) of the Public Service Regulations 2016 determines that an employee shall not conduct business with an organ of state or be a director of a public or private company conducting business with an organ of state unless such employee is in an official capacity a director of a company listed in schedule 2 and 3 of the Public Finance Management Act. **As this regulation prohibits public service employees from conducting business with an organ of state; either in a personal capacity or as a director of a private or public company, non-compliance with this regulation will lead to automatic disqualification of a bid**.

the dtic reserves the right:

9.23.1. To award this tender to a bidder that did not score the highest total number of points, only in accordance with section 2(1)(f) of the PPPFA (Act 5 of 2000).

9.23.2. To negotiate with one or more preferred bidder(s) identified in the evaluation process, regarding any terms and conditions, including price without offering the same opportunity to any other bidder(s) who has not been awarded the status of the preferred bidder(s).

9.23.3. To accept part of a tender rather than the whole tender.

9.23.4. To carry out site inspections, product evaluations or explanatory meetings in order to verify the nature and quality of the services offered by the bidder(s), whether before or after adjudication of the Bid.

9.23.5. To correct any mistakes at any stage of the tender that may have been in the Bid documents or occurred at any stage of the tender process.

9.23.6. To cancel and/or terminate the tender process at any stage, including after the Closing Date and/or after presentations have been made, and/or after tenders have been evaluated and/or after the preferred bidder(s) have been notified of their status as such.

9.23.7. Award to multiple bidders based either on size or geographic considerations.

9.24. ***Bidders will be afforded an opportunity to pose questions relating to this bid/ToR up to 7 calendar days before closing date of the bid. Thereafter no queries/clarification requests will be responded to. Questions raised will be responded to one by one as received from potential bidders to assist in compilation of proposals. During the final week of advertisement, the Bid Office of*** **the dtic** ***will post all questions asked and responses provided on the e-tender portal of National Treasury as well as the dtic's website where the original tender invitation is posted for transparency purposes.***

9.25. If the bidder failed to comply with any of the administrative pre-qualification requirements, or if **the dtic** is unable to verify whether the pre-qualification requirements are met, then **the dtic** reserves the right to –

9.25.1. Reject the bid and not evaluate it, or

9.25.2. Accept the bid for evaluation, on condition that the bidder must submit within seven (7) calendar days any supplementary information to achieve full compliance, provided that the supplementary information is administrative and not substantive in nature.

9.26. Incomplete pricing will lead to automatic disqualification as it will not be possible to compare the price with other bid prices.

9.27. Pricing in figures and pricing in words must be the same. Any discrepancy in these two will result in the pricing in figures will be deemed the bid price and will be used for comparison and contract purposes.

9.28. Additional pricing may also lead to automatic disqualification in case where it hinders the comparison of prices (comparing apples with apples).

10. PRICE

10.1. The bid price must be inclusive of VAT (if registered as a VAT vendor) and quoted in RSA currency.

10.2. The bid price must be an all-inclusive price that represent the total cost for the required services in line with the entire terms of reference which will be payable by **the dtic** to the appointed service provider upon satisfactory work delivery, in accordance with an agreed payment schedule which must be linked to set deliverables. The payment schedule will be stipulated in the Service Level Agreement (SLA).

NB: The pricing MUST be based on fixed prices. No price escalations will be considered. Any price condition that contradicts the fixed price requirement will lead to automatic disqualification of a proposal.

11. the dtic OBLIGATIONS

11.1. **the dtic** Project Manager will serve as the contact person on all matters relating to the project;

11.2. **the dtic** Project Manager will review, evaluate and approve the services provided by the Service Provider against the Service Level Agreement on an ongoing basis and prior to payment is made;

11.3. **the dtic** will supply all reasonable, relevant, available data and information required and requested by the Service Provider for the proper execution of the services and such assistance as shall reasonably be required by Service Provider in carrying out their duties under this contract.

12. SERVICE PROVIDER'S OBLIGATION

12.1. The Service Provider undertakes to act as an independent contractor in respect of the work;

12.2. To work closely with the Project Manager responsible for the project in **the dtic**;

12.3. Attend meetings when required by the Project Manager for the purposes of obtaining information or advice with regard to the work and assignments or any matters arising from or in connection therewith;

12.4. The Service Provider will be responsible for its own computers and technical literature to adequately perform all the functions;

12.5. The Service Provider must exercise all reasonable skill, care and diligence in the execution of the work and shall carry out their obligation in accordance with professional standards;

12.6. The Service Provider must in all professional matters act as a faithful advisor to **the dtic** as well as respecting the laws and customs of any country and provinces in which any business in relation to the project is conducted;

12.7. All information availed to the Service Provider in the course of the project must be deemed confidential and will remain the property of **the dtic**;

12.8. The Service Provider will be required to sign a confidentiality declaration form, undertaking to keep all the information at his/her disposal as a result of being awarded the contract by **the dtic** strictly confidential;

12.9. The Service Provider must not disseminate any information gathered during the conduct of the project, publicize or release media statements in relation to the assignment;

12.10. Any information gathered during the conduct of the assignment is the property of **the dtic** and may not be distributed without prior written approval of **the dtic**;

12.11. The Service Provider will be deemed to have been satisfied as to the correctness and sufficiency of the rates and prices set out in their bid for the services to be rendered;

12.12. The Service Provider must plan and provide for all possible risks that may affect the delivery of the project on time and indicate what mechanisms are in place to manage such risks.

13. BID EVALUATION CRITERIA

13.1. The 80/20 principle and **two envelope / file system** will apply in evaluating the proposals in accordance with the Preferential Procurement Policy Framework Act; Act no 5 of 2000 its subsequent Regulations and the SCM and Preferential Procurement Policy of **the dtic**. The reason for applying the **two envelope / file system** is to ensure that price does not influence the evaluation of the functional proposals.

13.2. Two-envelope system

The two-envelope system is based on the submission of the functional and financial proposals in **two separate envelopes/file. NO financial information may be contained in the functional envelope as this will lead to automatic disqualification**. Submission must be done as follows:

13.3. Functional proposal:

Bidders must submit their functional proposal in a sealed envelope / file with the name of the bidder, closing date and time and the bid number clearly indicated on the envelope / file. This envelope / file should only contain the functional proposal and compulsory forms; SBD 1, 4, 6.1 and General Conditions of Contract; as well as the relevant proof to substantiate claims for preference points. **Financial information in a functional proposal will lead to automatic disqualification of that specific proposal**.

13.4. Financial proposal:

The financial proposal (SBD 3.3) must be submitted in a **SEPARATE** sealed envelope / file with the name of the bidder, closing date and time and the bid number clearly indicated on the envelope / file.

13.5. **FAILURE TO COMPLY WITH THE TWO ENVELOPE / TWO FILE REQUIREMENT WILL AUTOMATICALLY INVALIDATE A BID.**

13.5.1. All proposals will be evaluated in terms of the two-phase process once the pre-qualifying of bids received is done. All bid proposals received are subject to a pre-qualification process to determine compliance with compulsory requirements / conditions. All bids that pass the pre-qualification process will then be evaluated as follows:

13.5.1.1. **First phase: Functional evaluation**. This evaluation is based on the functional proposal submitted in envelope one (functional envelope). For this phase there is a cut-off score of 60% and only the proposals that score 60% and above during the functional evaluation will be considered during the second phase of evaluation.

13.5.1.2. **Second phase: Price and preferential procurement**. During the second phase all Bids that scored 60% and above during the functional evaluation will be considered for the second phase where points will be calculated for price and preferential procurement goals in accordance with the latest PP Regulations pertaining to the Preferential Procurement Policy Framework Act, Act no 5 of 2000 and **the dtic** SCM Policy / Preferential Procurement Policy.

Key scores

Score	**Description**
0 – Non-compliant	No evidence provided to substantiate compliance
1 – Poor	Unacceptable, does not meet set requirements
2 – Average	Reasonable but not sufficient to fully satisfy the set requirements
3 – Good	Fully complies to the set minimum requirements
4 – Very Good	Above average compliance to the set requirements
5 – Excellent	Meets and exceeds the set requirements

PHASE 1: FUNCTIONAL EVALUATION

No.	Criteria	Scoring Criteria	Weighting
1.	**Qualifications and experience of proposed key staff**		
1.1	The Team Leader – Relevant post graduate qualification. Foreign qualifications must be accompanied by SAQA evaluation report.	5 = Masters or higher (NQF level 9) 4 = Honours (NQF level 8) 3 = Post graduate qualification (NQF level 7) 2 = National Diploma (NQF level 6) 1 = Certificate (NQF level 5) 0 = No qualification	**10**
1.2	Key team members All key team members must have a relevant National Diploma in order to score at least 3.	5 = Honours or above (NQF level 8) 4 = A degree or B Tech (NQF level 7) 3 = A three-year diploma (NQF level 6) 1 = A two-year diploma or certificate (NQF level 5) 0 = No qualification	**10**
2.	**Experience and number of years' performing services of team leader, key team members and company**		
2.1	The Team Leader	5 = 10 years + 4 = More than 5 years but less than 10 years 3 = 5 years	**20**

No.	Criteria	Scoring Criteria	Weighting
		2 = more than 4 years but less than 5 years 1 = 1 to 4 years 0 = Less than 1 year	
2.2	Key team members All key team members must have at least 3 years' relevant experience in order to score at least 3.	5 = 5 years + 4 = More than 3 years but less than 5 years 3 = 3 years 2 = more than 2 years but less than 3 years 1 = 1 to 2 years 0 = Less than 1 year	**20**
2.3	Company experience Case studies in line with par. 7.2.1 requirements as proof of successful completion of BCM projects. Minimum three (3) reference letters from former clients not older than 5 years.	5 = 4+ case studies with 4+ reference letters 4 = 4 case studies with 4 reference letters 3 = 3 case studies with 3 reference letters 2 = 2 case studies with 2 reference letters 1 = 1 case study with 1 reference letter 0 = No case studies and reference letters	**10**
3.	**Methodology and research models**		

No.	Criteria	Scoring Criteria	Weighting
3.1	Methodology proposed in line with the requirements stipulated in the Terms of Reference.	Level of detail and innovation (refer Par. 4)	**30**
	TOTAL		**100**
	MINIMUM THRESHOLD		**60%**

PHASE 2: PRICE AND PREFERENCE POINTS

	80/20 PRINCIPLE	**POINTS**
1	Price	**80**
2	Maximum Preferential procurement points **as claimed on the SBD 6.1 form and substantiated by relevant evidence.**	**20**
	MAXIMUM POINTS	**100**

14. CONTRACTUAL PERIOD

The contract will be for a period of 3 years. bidders must please take note that no contract will come into existence before the sla is agreed to and is signed by both parties.

15. CONTACT DETAILS

Please direct all **technical** questions in writing to:

Ms. S Perumal

Office of the Chief Risk Officer (OCRO)
Department of Trade and Industry
Block B (Entirweni), First Floor, **the dti** campus
77 Meintjies Street, Sunnyside, 0002
Email: SPerumal@thedti.gov.za

Please direct all **bid related** questions in writing to:

Mrs. Y Cronje

Office of the Chief Financial Officer (OCFO)
Department of Trade and Industry
Block B (Entirweni), First Floor, **the dti** campus
77 Meintjies Street, Sunnyside, 0002
Email: Ycronje@thedti.gov.za

TOR Approved by

……………………………………………

Ms. S Perumal
Chief Risk Officer
Date: 19 / 11 / 2025

BIDDERS ARE REQUIRED TO SUBMIT EVIDENCE / DOCUMENTATION UNDER ANNEXURES A - F, PER CRITERIA, AS STIPULATED UNDER ANNEXURES A-F FOR EVALUATION PURPOSES TO SUBSTANTIATE COMPLIANCE TO SET CRITERIA. IF THE EVIDENCE FOR A SPECIFIC CRITERIA IS NOT FOUND UNDER THE RELEVANT ANNEXURE IT WILL BE DEEMED AS NOT PROVIDED / NON-COMPLIANT AND EVALUATED AND SCORED ACCORDINGLY.

ANNEXURE A

EVIDENCE FOR EVALUATION CRITERIA 1.1
THE TEAM LEADER – RELEVANT POST GRADUATE QUALIFICATION. QUALIFICATIONS MUST BE ELABORATED UPON IN CV'S
(ADD EVIDENCE OF QUALIFICATIONS UNDER THIS PAGE)
(10 POINTS)

ANNEXURE B

EVIDENCE FOR EVALUATION CRITERIA 1.2

RELEVANT QUALIFICATIONS OF KEY TEAM MEMBERS. ALL KEY TEAM MEMBERS MUST HAVE A RELEVANT NATIONAL DIPLOMA IN ORDER TO SCORE AT LEAST 3. QUALIFICATIONS MUST BE ELABORATED UPON IN CVs

(ADD EVIDENCE OF QUALIFICATIONS UNDER THIS PAGE)

(10 POINTS)

ANNEXURE C

EVIDENCE FOR EVALUATION CRITERIA 2.1
TEAM LEADER RELEVANT EXPERIENCE DETAILING THE TYPE OF PROJECT, THE PERIOD OF THE PROJECT, THE MAGNITUDE OF THE PROJECT AND THE RESULT OF THE PROJECT
(ADD EVIDENCE OF EXPERIENCE UNDER THIS PAGE)
(20 POINTS)

ANNEXURE D

EVIDENCE FOR EVALUATION CRITERIA 2.2

KEY TEAM MEMBER'S RELEVANT EXPERIENCE DETAILING THE TYPE OF PROJECT, THE PERIOD OF THE PROJECT, THE MAGNITUDE OF THE PROJECT AND THE RESULT OF THE PROJECT.

(ADD EVIDENCE OF EXPERIENCE UNDER THIS PAGE)

(20 POINTS)

ANNEXURE E

EVIDENCE FOR EVALUATION CRITERIA 2.3

CASE STUDIES IN LINE WITH PAR. 7.2.1. REQUIREMENTS AS PROOF OF SUCCESSFUL COMPLETION OF SIMILAR PROJECTS. REFERENCE LETTERS FROM FORMER CLIENTS.

(ADD CASE STUDIES AND REFERENCE LETTERS UNDER THIS PAGE)

(10 POINTS)

ANNEXURE F

EVIDENCE FOR EVALUATION CRITERIA 4.

METHODOLOGY PROPOSED IN LINE WITH REQUIREMENTS STIPULATED IN THE TERMS OF REFERENCE.

(ADD METHODOLOGY UNDER THIS PAGE)

(30 POINTS)