



Request for Proposal

**DOCUMENTUM UPGRADE AND MIGRATION
OF WEBTOP TO DOCUMENTUM D2**

Contract No.

CDC/205/21

Name of Bidder: _____

11 May 2021

DOCUMENT CONTROL SHEET

The purpose of this form is to ensure that documents are reviewed and approved prior to issue. The form is to be bound into the front of all documents released by the CDC.

PROJECT NAME : Appointment Of Consultants for Documentum upgrade And Migration to D2

DOCUMENT TITLE : *REQUEST FOR PROPOSAL: DOCUMENTUM UPGRADE AND MIGRATION OF WEBTOP TO DOCUMENTUM D2*

DOCUMENT No. : CDC-IRS-REP-027-21

SIGNING OF THE ORIGINAL DOCUMENT

We, the undersigned, accept this document as a stable work product to be placed under formal change control as described by the Change Control Procedure document.

ORIGINAL	Prepared by	Reviewed by	Approved by
Date:	Name: Kolisile Mbete	Name: Crevlyn Edgar	Name: Monde Mawasha
22 April 2021	Signature:	Signature:	Signature:
	Digitally Signed by: Kolisile Mbete Functional Analyst a4f7ef6c-da48-4f50-a7e1-bfd743952296 IP Address: 10.0.56.35 Date: 2021/05/26 2:55:02 PM	 Crevlyn Edgar f6b52530-a832-4d12-bd79- ed52f3d2f6a7 2021/05/26 3:58:04 PM	 Monde Mawasha 086d46c2-ae23-4949- 8ab6-bb4c14fdac2f 2021/05/26 4:50:23 P

Distribution:	<i>Bid Specification Committee</i>
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SBD 1

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	CDC/544/20	CLOSING DATE:	31 May 2021	CLOSING TIME:	12:00
DESCRIPTION					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
Coega Business Centre, Cnr Alcyon Road and Zibuko Street					
Zone 1, Coega SEZ, Port Elizabeth					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	SCM Unit Head: Zine Mtanda		CONTACT PERSON	N/A	
TELEPHONE NUMBER	Not allowed to phone		TELEPHONE NUMBER	N/A	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	tenders@coega.co.za		E-MAIL ADDRESS	N/A	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] ☐ Yes ☐ No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				☐ YES	☐ NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				☐ YES	☐ NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				☐ YES	☐ NO

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

☐ YES ☐

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

☐ YES ☐

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

PART A
PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER:

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

DATE:

1. INTRODUCTION

The Coega Development Corporation, herein after referred to as "the CDC" is a Government owned Services Group with its head office located in Port Elizabeth, Eastern Cape. As a public entity, the CDC is regulated through the PFMA. Annually, it receives allocations from the Public Fiscus, and also generates its own income.

In terms of its core areas of focus, it has the following product lines:

- The Coega Special Economic Zone (SEZ) is located within the Nelson Mandela Metropolitan Municipality, covering 11 000 hectares that includes the new deepwater Port of Ngqura. This initiative aims to position South Africa as a platform for global export manufacturing through foreign and local investments.
- The CDC has developed a service offering to service investors and the requirements for human capital development, that seeks to engage in all aspects of training and development of staff that will be required in the SEZ and the region.
- Further, management consulting work which focuses on strategy development and implementation of project. This initiative is designed to assist the government departments and other State-Owned Enterprises to ensure that they are ideally structured to pursue the mandate effectively and efficiently.

The SEZ programme in South Africa was established to meet four primary objectives:

- Promote competitiveness of South African enterprises through the export of value-added manufactured products with linkages to South Africa's economy and natural resources;
- Attract foreign direct investment (FDI);
- Select and attract targeted advanced foreign production and technology methods in order to gain experience in global manufacturing and production networks;
- Develop linkages between domestic and zone-based industries to optimize infrastructure, technology / skills transfers; and
- Create employment and other economic and social benefits in the region in which it is located.

This Procurement Plan gives the motivation for the appointment of a service provider to render the services of conducting Documentum Upgrade and Migration of WebTop to D2 proposed in the Coega SEZ.

2. SCOPE OF SERVICES

The CDC is inviting capable and competent Service Providers to submit proposals for the Migrating of the current Document management solution, Documentum version 7.2 and the Webtop version 6.8.1 to Documentum D2. The D2 solution should be able accommodate all the customisations which are currently in COEGA Development Corporation WebTop solution.

The solution will encompass the integration of the following areas:

- The upgrade of CDC Documentum Software from (Documentum 7.2) to the latest version of Documentum D2 and apply latest patches;
- Migration of Documentum WebTop 6.8.1 to Documentum D2. The D2 solution should be able accommodate all the customisations which are currently implemented for COEGA Development Corporation WebTop solution;
- Implementation of Documentum workflow to allow reviewing and approval of documents;
- Implementation of backup and recovery, must be well documented;
- Migrating webtop business logic to D2;
 1. Import documents
 2. Create new document
 3. Checkin Documents
 4. Checkout
 5. Version Control
 6. Apply security
 7. Start business process
- Implement Record Management and Retention policy modules to meet compliance goals;
- Configure Integration with Microsoft Office;
- Develop Upgrade and Migration Strategy;
- Configure to kick off approval process in workflow and be able approve or decline;
- Configuration of all Business units and Programs;
- Configure Integration with Microsoft teams;
- Configure Integration with Active Directory;
- Configure reports;
- upgrade Captiva and upgrade the Captiva processes and apply latest patches
- Implement Documentum Content Connect;
- The Solution should be configured to provide Audit trail of activities in the repository;
- The solution should provide fast and advanced retrieval and search capabilities;
- Upgrade of Captiva 7.6 to the latest version, integration done with oracle should work;
- Configure system to be mobile compactable;
- Auto creation of folders based on object types
- Integration with existing Captiva System;

- Integration with existing Oracle;
- Integration with an existing E-Signature ;
- Support and maintenances for 3 years;
- Training of users;
- Implement Back and recovery process;

2.1 Expertise Required

The skills and expertise required will mainly reside in the Software Support and configuration of Solution, Training and handover of solution and support of solution. These will encompass the following skills areas:

- System Support;
- Security of Information;
- End-user Support; and
- System Configuration;
- Excluding license fees.

2.2 Services Required

The Services that the CDC requires are as follows:

- a) Planning, design and implementation;
- b) General systems support and maintenance of the solution;
- c) Skills transfer to Coega representatives to perform 1st line support of the solution; and
- d) Additional hardware and software if required to implement the solution.

Designated specialist staff identified in the proposal must have proven success, capability and appropriate experience and skills in the solution providing. In addition, the CDC encourages the involvement of Historically Disadvantaged Individuals in order to broaden access to the ICT technology and management field.

2.2.1 Critical Success Factors

For the Service Provider to be considered successful, certain features must be reflected in the final deliverables. These will include:

- Support and systems availability on a 24 x 7x 365 basis;
- High-availability and user-friendly systems;
- A good technical support for the system;
- Well-documented System Configuration; and
- Systems that are secure.

2.2.2 Key Performance Indicators

- Delivery – On-time delivery within budget
- Status reporting – regular report back to CDC on Systems performance and risks;
- Purchase of additional hardware and Software as required;
- Software - up-to-date Software; and
- Implementation of security features

The contract will commence upon final signature of the Service Level Agreement with the appointed Respondent. The contract will be valid for a period of 36 months with an option to extend for further 12 months.

3. CONDITIONS OF TENDER

- (a) Preference will be given to respondents who comply with the CDC's Procurement Policy & Procedures.
- (b) Public Finance Management Act (PFMA) shall apply. Preferential Procurement Policy Framework Act (PPPFA) 2000: Preferential Procurement Regulations, 2017 will apply.
The scores will be determined as follows:
 - (i) Price - 80
 - (ii) BBBEE Score - 20
- (c) Bidders must be VAT registered and bids must be submitted VAT inclusive. Non-VAT vendors who submit bids for contracts that would, if successful, take their annual turnover above the threshold of R 1 million are obliged to include VAT in the prices quoted and must therefore immediately upon award of the contract register with the South African Revenue Services (SARS) as VAT vendors. The award of contract would be conditional pending the successful bidder submitting proof of registration as a VAT vendor with SARS
- (d) Bidders must be registered with CIPC (formerly CIPRO) as CDC will not award any tender to any business that is not registered with CIPC.
- (e) Bidders with less than 51% black shareholding (QSEs & Generics) are to submit a valid SANAS Accredited B-BBEE Verification Certificate (with the full applicable B-BBEE elements) Bidders with more than 51% black shareholding (EMEs & QSEs) are to submit a sworn affidavit stamped and signed by the Commissioner of Oaths as per the DTI B-BBEE template. In case of a JV, a consolidated B-BBEE certificate must be submitted as well as individual B-BBEE Certificates/affidavit of their entities to confirm the type of enterprise.
- (f) The empowerment and development objectives (33% SMME Involvement) will be controlled by implementing the procedure listed in (e) below, where the bidder in terms of the Amended BBBEE Codes is a Generic Entity (Turnover of over R50mil).

- (g) The appointed service provider must sub-contract entities from previously disadvantaged groups (black, female and/or with disability) and/or local (within NMBM) black-owned companies (with a turnover of less than R50mil), where scope and credentials permit.
- (h) Proof of registration with Treasury's Centralized Supplier Database (CSD) or provide a Treasury CSD registration number e.g. MAAA.
- (i) CDC will only award the tender to a bidder who is tax compliant. The tax compliance status of the bidders will be verified through CSD and SARS website, therefore prospective bidders must ensure that they are Tax Compliant throughout the validity period of the bid in review.
- (j) Public Servants are prohibited from conducting any form of business with organs of state, whether in their own capacity as individuals or through companies in which they are directors. Verification will be done and bidders will be disqualified should they be found to be in contravention with the regulations. A letter of confirmation must be provided with this bid document should a bidder have been granted permission by National Treasury to conduct business with an organ of state.
- (k) The successful bidder will be required to comply with the Occupational Health and Safety Act and Regulations, Act (85 of 1993) and Compensation for Occupational Injuries and Disease Act, Act (130 of 1993) and, all relevant and applicable legislations. Upon appointment of the successful bidder, the service provider will be required to develop Occupational Health, Safety and Environmental Management Systems to comply with the SANS Norms and Standards. CDC SHEQ Unit will monitor compliance and implementation of the Occupation Health and Safety, Environmental and Quality requirements for the duration of the contract.
- (l) The tender validity for this project is twelve (12) weeks from closing date

RFP documents will be downloaded from the CDC website (www.coega.com) from Friday, 04 June 2021;

Due to the outbreak on COVID-19, there will be no briefing meeting; however, Briefing Notes will be made available to all the bidders who downloaded the RFP document from the CDC Website.

Bidders will be requested to send electronic mails via tenders@coega.co.za, for any enquires related to the bid, between the periods of 04 June 2021 to 18 June 2021. CDC will compile a schedule of questions, answers and circulate to all the bidders that have downloaded the RFP document. No new queries received after 18 June 2021 will be entertained

The closing date and time for the receipt of completed proposals is Monday, 28 June 2021 at 12H00. One original of the completed bid document shall be placed in a sealed envelope clearly marked: **"CDC/205/21 – Documentum UPGRADE AND MIGRATION OF WEBTOP TO DOCUMENTUM D2"**. Bids are to be placed at the reception desk of the Coega Business Centre, Cnr Alcyon Rd and Zibuko Street, Zone 1, Coega SEZ, Port Elizabeth. Bids will not be opened in public and no late submissions will be considered.

Failure to provide any **mandatory information** required in this bid will result in the submissions being deemed non-responsive.

Telegraphic, telexed, tippexed, facsimiled or e-mail submissions will not be accepted.

No telephonic or any other form of communication with any other CDC member of staff, other than the named individual below, relating to this request for tender will be permitted. All enquiries regarding this tender must be in writing only, and must be directed to:

Ms Zine Mtanda, Supply Chain Manager; e-mail: tenders@coega.co.za

The CDC reserves the right not to accept the lowest proposal in part or in whole or any proposal.

4. BID EVALUATION CRITERIA

The bid evaluation process will consist of the following stages:

- (a) Responsiveness Assessment
- (b) Functionality Assessment
- (c) Quantitative Assessment
- (d) Qualitative Assessment

4.1 Responsiveness Assessment

The following criteria will be used in assessing the responsiveness of tenders:

Table 1: Mandatory Requirements to be submitted

NO.	DESCRIPTION	YES	NO
(1)	Completed and signed SBD 1 form. In case of a Joint Venture/Consortium, a separate SBD 1 form in respect of each party to the JV must be completed and submitted		
(2)	Signed Attendance Register for attending Mandatory Briefing Meeting. One person is not allowed to represent more than two companies at the Mandatory Briefing Meeting.		
(3)	Signed Letter of Intent to enter into Joint Venture / Consortium. To be signed by all parties in the JV (where applicable)		
(4)	Authority of Lead Partner to sign JV/Consortium documents. To be signed by all parties in the JV (where applicable)		
(5)	Bidders must submit a hand-written original Pricing Schedule, fully completed and clearly legible with permanent ink and signed. Annexure		
(6)	Bidders must complete and sign the Form of Offer		
(7)	Completed and signed Declaration of Interest Register (SBD 4). In case of a Joint Venture/Consortium, a separate declaration of interest form in respect of each party to the JV must be completed and submitted		

(8)	Completed and Signed Declaration of Bidder's Past Supply Chain Management Practices (SBD8). In case of a Joint Venture/Consortium, a separate SBD 8 in respect of each party to the JV must be completed and submitted		
(9)	Completed and signed Certificate of Independent Bid Determination (SBD 9). In case of a Joint Venture/Consortium, one consolidated Certificate of Independent Bid Determination in respect of the JV must be completed and submitted		

NB: Failure to submit and complete all mandatory information will result in submissions being deemed null and void and shall be considered "non-responsive" and therefore not considered.

Table 2: Additional Information Required

NO.	DESCRIPTION	YES	NO
(1)	Bidders with less than 51% black shareholding (QSEs & Generics) are to submit a valid SANAS Accredited B-BBEE Verification Certificate (with the full applicable B-BBEE elements). Bidders with more than 51% black shareholding (EMEs & QSEs) are to submit a sworn affidavit stamped and signed by the Commissioner of Oaths as per the DTI B-BBEE template. In case of a JV, a consolidated B-BBEE certificate must be submitted as well as individual B-BBEE Certificates/affidavit of their entities to confirm the type of enterprise		
(2)	Certified Copy of South African Identity Document of the Owners or Shareholders of the Company		
(3)	Completed and signed Form SBD 6.1 preference points claim form in terms of the Preferential Procurement Regulations 2017		
(4)	Proposed methodology covering and demonstrating coherence of the: i. Work organisation programme, ii. Resource plan, iii. Methodology for executing the work.		

4.2 Functionality Assessment

Only tenderers that score a minimum of 60% out of a possible 100% shall be considered further and evaluated in terms of the Price and B-BBEE scoring components of the project.

Functionality criteria and score indicators are indicated below

Table A1: FUNCTIONAL CRITERIA SCORE

	Functional Criteria	Weight (%)	Requirements from Bidders
1.	Proposed methodology demonstrating the understanding of Scope and approach to execute the project. i. Work organisation programme ii. Resource plan iii. Methodology for executing the work	40	Bidders should propose all activities for the implementation of Upgrade and Migrate to D2 services, describing the methodology, critical path milestones, work schedule and resource plan in relation to the scope of works.
2.	Track Record: Demonstrate experience / past performance in the implementation of Documentum upgrade and migration to D2 services	30	This criterion covers the experience and knowledge that the bidder has in the implementation of Documentum D2 and Captiva upgrade services. The bidders are to provide reference letters from previous projects completed with project value.
3	Demonstrate qualifications, competency and availability of key personnel	30	The bidders are to provide information that covers the level of qualifications and competency, including copies of qualifications and CVs.

Minimum combined weighted point threshold must equal be 60% for further consideration of the tender.

If the combined weighed score is less than 60% then the tender is disqualified from further evaluation.

TABLE A2: INDICATORS FOR THE SCORING OF FUNCTIONALITY CRITERIA

#	Functionality criteria	No response (score 0%)	Evaluation Indicators			
			Poor (25%)	Satisfactory (50%)	Good (75%)	Very Good (100%)
1.0	Proposed methodology and demonstrating understanding of: i. Work organisation programme ii. Resource plan iii. Methodology for executing the work	Failed to provide information	Methodology does not meet the requirements - <u>Project Methodology not defined</u> - <u>No resource plan</u> - <u>No work organisation Programme</u>	Methodology meets the requirements - <u>Project Methodology defined</u>	Methodology meets the specified requirements and is understood and defined. - <u>Project Methodology defined</u> - <u>resource plan defined</u>	Methodology exceeds the specified requirements and is understood and clearly defined. - <u>Project Methodology defined</u> - <u>resource plan defined</u> - <u>work organisation Programme Defined</u>
2.0	Demonstrate experience / past performance in the implementation of Documentum Upgrade and Migration from	Failed to provide information	<u>Submit at least one (1) reference letter</u> for a project a similar nature to the value of between R 500 000 and R 750 000 completed in the last 5 years	<u>Submit two (2) reference letters for projects</u> of a similar nature to the value of R750 000 and <R 1 million completed in the last 5 years	<u>Submit three (3) reference letters for projects</u> of a similar nature to the value of R 1 million and <R1.5 million completed in the last 5 years	<u>Submit four (4) or more reference letters for projects</u> of a similar nature to the value of R1.5 million and above

#	Functionality criteria	Evaluation Indicators				
		No response (score 0%)	Poor (25%)	Satisfactory (50%)	Good (75%)	Very Good (100%)
	Webtop to D2 services					completed in the last 5 years
3.0	Demonstrate qualifications, competency and availability of key personnel listed below					
	Project leader / manager	Failed to provide information	Less than 2 years' experience in relevant field. Short Courses in relevant field.	At least 3 years' experience in relevant field. Certificate in Relevant Field.	At least 4 years' experience in relevant field. Diploma in Relevant Field.	At least 5 years' experience in relevant field. Higher Diploma in Relevant Field.
	Senior Developer	Failed to provide information	Less than 2 years' experience in relevant field. Short Courses in relevant field.	At least 3 years' experience in relevant field. Certificate in Relevant Field.	At least 4 years' experience in relevant field. Diploma in Relevant Field.	At least 5 years' experience in relevant field. Higher Diploma in Relevant Field.
	System Tester	Failed to provide information	Less than 2 years' experience in relevant field. Short Courses in relevant field.	At least 3 years' experience in relevant field. Certificate in Relevant Field.	At least 4 years' experience in relevant field. Diploma in Relevant Field.	At least 5 years' experience in relevant field. Higher Diploma in Relevant Field.

4.3 Quantitative Assessment

Bids that achieve the minimum threshold for functionality will be evaluated further on Price and B- BBEE.

Bids will be evaluated according to the Preferential Procurement Policy Framework Act, 2000: Preferential Procurement Regulations, 2017

Table 6: Allocation of Points

Area of Adjudication	Maximum Points
Tendered Price (S_P)	80.00
B-BBEE Points (S_E)	20.00
Total Points (S)	100.00

PREFERENCE POINT SYSTEMS

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

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

$P_{\min}$ = Comparative price of lowest acceptable bid

4.4 Qualitative Assessment

A Qualitative Assessment will be conducted on the top three (3) highest scoring bidders to determine the acceptable lowest tender price and to ascertain other possible risks about the bidder's capacity, past performance and risks i.e. financial etc. The prices will be scrutinized to check for arithmetic errors to communicate with the bidders to acknowledge and decide if their bottom-line price still stands. Tender offers were compared against the cost estimate as well as the market average to confirm if the tender offers are market-related with no risks around the pricing. The bidders will be assessed on their procurement integrity to establish whether the bidder or any of its directors been convicted of a corrupt or fraudulent act in competing for or executing any contract, whether the bidder or any of its directors is currently government employees and whether there is conflict of interests

and/ or collusion. The bidders will also be checked if they do not appear on the National Treasury's Database of Restricted Suppliers and the Register for Tender Defaulters.

5. PERFORMANCE MEASUREMENT

Upon appointment of the successful bidder, CDC shall thereafter formalise the three-year support service with a Service Level Agreement (SLA) that would contain requisite detail of services and associated clauses and costs.

6. DISQUALIFICATION

Bidders will be immediately disqualified if, during the tendering stage or during the tender evaluation and adjudication stage or after the contract has been awarded, they are found to have conducted or committed any of the following:

Bid Submissions may be disqualified or disregarded if:

- (a) The bid is non-responsive in terms of meeting the requirements of tender as stipulated in the tender documents;
- (b) There has been an effort by the bidder, representative of the bidder or acquaintance of the bidder to influence the processing of submissions which may be interpreted as a corrupt or fraudulent act or improper conduct;
- (c) The bidder has communicated with other members of CDC Member or CDC Agent about the Contract other than the specified contact person;
- (d) The bidder has misrepresented information submitted;
- (e) There is an evidence of Fraud, fronting, etc.;
- (f) The submission is late (as determined in this document);
- (g) The bid submission is faxed or e-mailed (or not on original documents);
- (h) The bid documents have been filled in pencil and/or have correction fluid markings; or not duly signed where changes are made;
- (i) Form of offer not signed as required;
- (j) Alternative bid has been submitted without the original bid; or
- (k) National Treasury's Database of Restricted Suppliers and the Register for Tender Defaulters

7. COPYRIGHT

Copyright of this Document is vested in the CDC. It cannot be copied, in whole or in part, in any form or in any format without the prior written consent of the CDC.

8. CONFIDENTIALITY AND MEDIA PROTOCOL

Any information relating to the submissions, through the process or otherwise shall be treated in strict confidence. The CDC reserves the right to announce the names of Bidders to the media. In submitting a response, a Bidder shall not be entitled to any information disclosed by another

applicant to the CDC, which the CDC has determined to be of a confidential nature. The content and details of the evaluation of submissions will remain confidential to the CDC.

9. LIST OF ANNEXURES

- Annexure A : SBD 1 Invitation to the BID
- Annexure B : SBD 4 Declaration of Interest Form
- Annexure C : SBD 8 Declaration of bidders Past Supply Chain Practices
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- Annexure E : Supplier Information Sheet
- Annexure F : Pricing Schedule
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- Annexure H : SBD 6.1 Preference point claims form in terms of the Preferential Procurement Regulations 2017
- Annexure I : CONFIRMATION OF KEY STAFF PARTICIPATING IN THE PROJECT

- Annexure J : EME AND QSE AFFIDAVIT TEMPLATES
- Annexure K : CURRENT SERVICE PROVIDER'S ASSET REGISTER

ANNEXURE B – SBD 4 DECLARATION OF INTEREST

ANNEXURE B – SBD 4 COMPULSORY DECLARATION OF INTEREST

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where:

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

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

2.1 Full Name of bidder or his or her representative:

2.2 Identity Number:

2.3 Position occupied in the Company (director, trustee, shareholder²):

2.4 Company Registration Number:

2.5 Tax Reference Number.....

2.6 VAT Registration Number:

- 2.6.1** The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹“State” means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);

- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

² "Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state? YES / NO

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

Name of state institution at which you or the person

connected to the bidder is employed:

Position occupied in the state institution

Any other particulars.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.3 If yes, did you attached proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.4 If no, furnish reasons for non-submission of such proof:

.....
.....
.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:

.....
.....
.....

2.9 Do you, or any person connected with the bidder, have **YES / NO**
any relationship (family, friend, other) with a person
employed by the state and who may be involved with
the evaluation and or adjudication of this bid?

2.9.1 If so, furnish particulars:

.....
.....
.....

2.10 Are you, or any person connected with the bidder, **YES/NO**
aware of any relationship (family, friend, other) between
any other bidder and any person employed by the state
who may be involved with the evaluation and or adjudication
of this bid?

2.10.1 If so, furnish particulars:

.....
.....
.....

2.11 Do you or any of the directors / trustees / shareholders / members **YES/NO**
of the company have any interest in any other related companies
whether or not they are bidding for this contract?

2.11.1 If so, furnish particulars:

.....
.....
.....

Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Tax Reference Number	State Employee Number / Persal Number

DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF
PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION
PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

ANNEXURE C – SBD 8 DECLARATION OF BIDDERS PAST SUPPLY CHAIN PRACTICES (FORM SBD 8)

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder or any of its directors have:
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
- 4 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 as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on its database were informed in writing of its restriction by National Treasury after the <i>audi alteram partem</i> rule applied).	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)? To access the Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445	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 contract?	Yes ☐	No ☐
4.4.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

ANNEXURE D – SBD9 CERTIFICATE OF INDEPENDENT BID DETERMINATION

ANNEXURE D – CERTIFICATE OF INDEPENDENT BID DETERMINATION
(FORM SBD 9)

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregards the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

¹ Includes price quotations, advertised competitive bids, limited bids and proposals

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

in response to the invitation for the bid made by:

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder.
6. 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 consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation);
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.

³ 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.

8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. 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.
10. 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.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

ANNEXURE F – PRICING SCHEDULE

ANNEXURE F – PRICING SCHEDULE

CDC/544/20-T: DOCUMENTUM UPGRADE AND MIGRATION OF WEBTOP TO DOCUMENTUM D2

BIDDERS NAME: _____

Project Phases	Detailed task list and Disbursements	Quantity	Total Cost (Exc. VAT)	Total Cost (Inc. VAT)
ONCE OF COST				
1.System Development				
	36 months support and maintenance which includes version updates(Patch)	Unlimited number of hours		
	System Set Up (Project initiation, project execution, customization and implementation)			
	System Set Up			
	Systems Customisation			
	System Integration			
	SUB-TOTAL FOR SYSTEM DEVELOPMENT AND LICENSING			
2.System Training	User training			
	Administrator training			
	SUB-TOTAL FOR SYSTEM TRAINING			
3.System Support Cost Schedule (Proposed team)	Description	Quantity	Rate per hours	
	Project Manager			
	Software developer			
	Analyst			
	Administrator			

	Other			
	SUB-TOTAL FOR SUPPORT COST			
4. Disbursements	Project Management cost			
	Other : 10% Contingency cost			
	SUB-TOTAL FOR DISBURSEMENTS			
	TOTAL (EXCL. VAT)			

Total hours in a month			
------------------------	--	--	--

	SUB-TOTAL FOR SUPPORT COST			
4. Disbursements	Project Management cost			
	Other : 10% Contingency cost			
	SUB-TOTAL FOR DISBURSEMENTS			
	TOTAL (EXCL. VAT)			

NB: Bidders attention is drawn into ensuring that all proposed costs do cover the below listed items

Note 1: Ad hoc work shall not exceed the budget as stipulated in the (support cost schedule) for the duration of three years

Note 2: If any, Travel and accommodation costs should be covered under point number 1.

Note 3: System training costs shall be paid on actual number of people trained.

Note 4: Rates provided above shall be governed by call logged as and when service is required.

SUMMARY OF PRICING SCHEDULE:

Section	Deliverables	Cost (Rand value)
1	Once Off Cost Schedule - System development & Licensing	
2	System Training Cost Schedule	
3	System Support Cost Schedule	
4	Disbursement cost	
	TOTAL (Excluding VAT)	

	VAT (15%)	
	TOTAL (Including VAT)	

FORM OF OFFER

We/I _____ in my/our capacity as _____
(name of representative) (state position)

and duly authorized representative for the _____

(Name of the Company or Entity)

offer the total price of R _____ (Incl. of VAT)

(Amount in Words)

for the **CDC/117/21 Documentum Upgrade and migration of Webtop to D2 for CDC SEZ**

Name of Authorised Person: _____ Signature: _____

Date: _____

Witness:

Name: _____ Signature: _____

Date: _____

ANNEXURE G – SBD 6.1 PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution.

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to all bids:
- the 80/20 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).
- 1.2 The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 system shall be applicable.
- 1.3 Preference points for this bid shall be awarded for:
- (a) Price; and
 - (b) B-BBEE Status Level of Contribution.
- 1.3.1 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

- 1.1 Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.2 The purchaser 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 purchaser.

2. DEFINITIONS

- 2.1 **"all applicable taxes"** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- 2.2 **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 2.3 **"B-BBEE status level of contributor"** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the

- Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 2.4 **"BID"** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
 - 2.5 **"Broad-Based Black Economic Empowerment Act"** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
 - 2.6 **"Comparative price"** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
 - 2.7 **"Consortium or joint venture"** 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;
 - 2.8 **"Contract"** means the agreement that results from the acceptance of a bid by an organ of state;
 - 2.9 **"EME"** means any enterprise with an annual total revenue of R10 million or less.
 - 2.10 **"Firm price"** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
 - 2.11 **"Functionality"** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
 - 2.12 **"Non-firm prices"** means all prices other than "firm" prices;
 - 2.13 **"Person"** includes a juristic person;
 - 2.14 **"Rand value"** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
 - 2.15 **"Sub-contract"** means the primary contractor's assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
 - 2.16 **"Total revenue"** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the Government Gazette on 9 February 2007;
 - 2.17 **"Trust"** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
 - 2.18 **"Trustee"** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

3. ADJUDICATION USING A POINT SYSTEM

- 3.1 The bidder obtaining the highest number of total points will be awarded the contract.
- 3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts.
- 3.3 Points scored must be rounded off to the nearest 2 decimal places.
- 3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- 3.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

4. POINTS AWARDED FOR PRICE

4.1 80/20 PREFERENCE POINT SYSTEMS

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

80/20

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

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

5. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTION

- 5.1 In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14

4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

- 5.2 Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.
- 5.3 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.
- 5.4 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 5.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 5.6 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 5.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 5.8 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

6. BID DECLARATION

- 6.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1

- 7.1 B-BBEE Status Level of Contribution..... = (maximum of 20 points)
(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a Bidders must submit a valid BBBEE Verification Certificate from SANAS Accredited Verification Agency or from a Registered Auditor approved by the Independent Regulatory Board of Auditors IRBA. (In case of JV a consolidated BBBEE certificate must submitted). The Qualifying Small Enterprise (QSE) and Exempted Micro Enterprise (EME) must submit a sworn affidavit confirming the Company Annual Total Revenue and level of black ownership.

8. SUB-CONTRACTING

- 8.1 Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable)
- 8.1.1 If yes, indicate:
- (i) what percentage of the contract will be subcontracted?%
 - (ii) the name of the sub-contractor?
 - (iii) the B-BBEE status level of the sub-contractor.....
 - (iv) whether the sub-contractor is an EME? YES / NO (delete which is not applicable)

9. DECLARATION WITH REGARD TO COMPANY/FIRM

- 9.1 Name of company/fir.....
- 9.2 VAT registration number.....
- 9.3 Company registration number.....
- 9.4 TYPE OF COMPANY/ FIRM
- ☐ Partnership/Joint Venture/Consortium
 - ☐ One-person business/sole propriety
 - ☐ Close corporation
 - ☐ Company
 - ☐ (Pty) Limited
- [TICK APPLICABLE BOX]

- 9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES
-
-

9.6 COMPANY CLASSIFICATION

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional service provider
- ☐ Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

9.7 Total number of years the company/firm has been in business.....

9.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contribution indicated in paragraph 7 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- (a) The information furnished is true and correct.
- (b) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
- (c) In the event of a contract being awarded as a result of points claimed as shown in paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct.
- (d) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have:
- (e) disqualify the person from the bidding process;
- (f) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (g) 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;
- (h) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, 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
- (i) forward the matter for criminal prosecution.

SIGNATURE(S) OF BIDDER(S)

DATE.....

ADDRESS.....

.....

WITNESSES:

1.

2.

ANNEXURE G: CDC/117/21 FUNCTIONALITY ASSESSMENT AND SCORING METHOD

Table A1: FUNCTIONAL CRITERIA SCORE

	Functional Criteria	Weight(%)	Requirements from Bidders
1.	Proposed methodology and demonstrating understanding of: i. Work organisation programme ii. Resource plan iii. Methodology for executing the work	40	Bidders should propose all activities for the implementation of the Documentum Upgrade and Migration of Webtop to D2 services, describing the methodology, critical path milestones, work schedule and resource plan in relation to the scope of works.
2.	Demonstrate experience / past performance in the implementation Documentum Upgrade and Migration of Webtop to D2 services	30	This criterion covers the experience and knowledge that the bidder has in the implementation of Documentum Upgrade and Migration of Webtop to D2 services. The bidders are to provide reference letters from previous projects completed with project value.
3.	Demonstrate qualifications, competency and availability of key personnel	30	The bidders are to provide information that covers the level of qualifications and competency, including copies of qualifications and CVs.

Minimum combined weighted point threshold must equal 60% for further consideration of the tender.

If the combined weighed score is less than 60% then the tender is disqualified from further evaluation.

TABLE A2: INDICATORS FOR THE SCORING OF FUNCTIONALITY CRITERIA

#	Functionality criteria	Evaluation Indicators				
		No response (score 0%)	Poor (25%)	Satisfactory (50%)	Good (75%)	Very Good (100%)
1.0	Proposed methodology and demonstrating understanding of: iv. Work organisation programme v. Resource plan vi. Methodology for executing the work	Failed to provide information	Methodology does not meet the requirements	Methodology meets the requirements	Methodology meets the specified requirements and is understood and defined.	Methodology exceeds the specified requirements and is understood and clearly defined.
2.0	Demonstrate experience / past performance in the implementation of the Documentum Upgrade and Migration of Webtop to D2 services	Failed to provide information	<u>Submit at least one (1) reference letter</u> for a project a similar nature to the value of between R 500 000 and R 750 000 completed in the last 5 years	<u>Submit two (2) reference letters for projects</u> of a similar nature to the value of R750 000 and <R 1 million completed in the last 5 years	<u>Submit three (3) reference letters for projects</u> of a similar nature to the value of R 1 million and <R1.5 million completed in the last 5 years	<u>Submit four (4) or more reference letters for projects</u> of a similar nature to the value of R1.5 million and above completed in the last 5 years
3.0	Demonstrate qualifications, competency and availability of key personnel listed below as per Annexure J of the RFP					
	Project leader / manager	Failed to provide information	Less than 2 years' experience in relevant field. Short Courses in relevant field.	At least 3 years' experience in relevant field. Certificate in Relevant Field.	At least 4 years' experience in relevant field. Diploma in Relevant Field.	At least 5 years' experience in relevant field. Higher Diploma in Relevant Field.

#	Functionality criteria	Evaluation Indicators				
		No response (score 0%)	Poor (25%)	Satisfactory (50%)	Good (75%)	Very Good (100%)
	Software Developer	Failed to provide information	Less than 2 years' experience in relevant field. Short Courses in relevant field.	At least 3 years' experience in relevant field. Certificate in Relevant Field.	At least 4 years' experience in relevant field. Diploma in Relevant Field.	At least 5 years' experience in relevant field. Higher Diploma in Relevant Field.
	Analyst	Failed to provide information	Less than 2 years' experience in relevant field. Short Courses in relevant field.	At least 3 years' experience in relevant field. Certificate in Relevant Field.	At least 4 years' experience in relevant field. Diploma in Relevant Field.	At least 5 years' experience in relevant field. Higher Diploma in Relevant Field.
	Administrator	Failed to provide information	Less than 2 years' experience in relevant field. Short Courses in relevant field.	At least 3 years' experience in relevant field. Certificate in Relevant Field.	At least 4 years' experience in relevant field. Diploma in Relevant Field.	At least 5 years' experience in relevant field. Higher Diploma in Relevant Field.

ANNEXURE J – EME AND QSE AFFIDAVIT TEMPLATES

SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE - GENERAL

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a Member / Director / Owner of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name:	
Trading Name (If Applicable):	
Registration Number:	
Enterprise Physical Address:	
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):	
Nature of Business:	
Definition of "Black People"	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians – (a) Who are citizens of the Republic of South Africa by birth or descent; or (b) Who became citizens of the Republic of South Africa by naturalization- i. Before 27 April 1994; or ii. On or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date

3. I hereby declare under Oath that:
 - The Enterprise is _____% Black Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
 - The Enterprise is _____% Black Woman Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
 - The Enterprise is _____% Black Designated Group Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
 - Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of _____, the annual Total Revenue was R10,000,000.00 (Ten Million Rands) or less

- Please Confirm on the below table the B-BBEE Level Contributor, **by ticking the applicable box.**

100% Black Owned	Level One (135% B-BBEE procurement recognition level)	
At least 51% Black Owned	Level Two (125% B-BBEE procurement recognition level)	
Less than 51% Black Owned	Level Four (100% B-BBEE procurement recognition level)	

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the Owners of the Enterprise which I represent in this matter.
5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: _____

Date: _____

Commissioner of Oaths
Signature & stamp

SWORN AFFIDAVIT – B-BBEE QUALIFYING SMALL ENTERPRISE - GENERAL

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

- The contents of this statement are to the best of my knowledge a true reflection of the facts.
- I am a Member / Director / Owner of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name:	
Trading Name (If Applicable):	
Registration Number:	
Enterprise Physical Address:	
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):	
Nature of Business:	
Definition of "Black People"	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians – (a) Who are citizens of the Republic of South Africa by birth or descent; or (b) Who became citizens of the Republic of South Africa by naturalization- i. Before 27 April 1994; or ii. On or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date

- I hereby declare under Oath that:
 - The Enterprise is _____% Black Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
 - The Enterprise is _____% Black Woman Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
 - The Enterprise is _____% Black Designated Group Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,

- Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of _____, the annual Total Revenue was between R10,000,000.00 (Ten Million Rands) and R50,000,000.00 (Fifty Million Rands),
- Please confirm on the table below the B-BBEE level contributor, **by ticking the applicable box.**

100% Black Owned	Level One (135% B-BBEE procurement recognition level)	
At Least 51% black owned	Level Two (125% B-BBEE procurement recognition level)	

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.
5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: _____

Date: _____

Commissioner of Oaths
Signature & stamp

ANNEXURE I

CONFIRMATION OF KEY STAFF PARTICIPATING IN THE PROJECT

POSITION	NAME
Project leader / manager	
Software developer	
Analyst	
Administrator	

Name:

Signature:

Date:

Organisation:

NOTE: CVs and proof of qualifications must be attached.