



RFP NUMBER:	RFP/SASSETA/24251117
DESCRIPTION:	Appointment of a service provider for the provision of licenses, support and maintenance, consulting and hosting of Enterprise Performance and Risk Management System (EPRMS)
PUBLISH DATE:	06 September 2024
CLOSING DATE:	30 September 2024
CLOSING TIME:	11h00 am
COMPULSORY BRIEFING SESSION DATE	N/A
VALIDITY PERIOD:	120 days from the closing date
PREFERENCE POINT SYSTEM	80/20
BID RESPONSES TO BE SUBMITTED ELECTRONICALLY ONLY	Proposals to be submitted electronically via email to software@sasseta.org.za Quoting the reference (RFP/SASSETA/24251117)
ATTENTION:	Ms. Lebo Hlombe
The email address software@sasseta.org.za is for the submission of tender proposals and will only be accessed by SASSETA after the tender closing date and time. Queries related to this tender are to be sent to scm01@sasseta.org.za.	

NB: The SASSETA logo and other intellectual property rights are owned by SASSETA and are protected by applicable intellectual property laws. Unless authorized in writing, you are prohibited from using the SASSETA logo or any of its intellectual property in any manner whatsoever. Any unauthorized use of the SASSETA Logo may result in legal action.

If you receive any suspicious calls asking for payment to secure an award of a bid or that the outcome of a tender can be influenced in your favour, please immediately inform the SASSETA Anti-Corruption Hotline at 0800 204 143 for further investigation.

DOCUMENTS IN THIS BID DOCUMENT PACK

Bidders are to ensure that they have received all pages of this document, which consist of the following documents:

SECTION A

1. RFP Submission Conditions and Instructions
2. Terms of Reference
3. Selection Process

SECTION B

1. Invitation to Quote (SBD 1)
2. Pricing Schedule (SBD 3.3)
3. Bidder's Disclosure (SBD 4)
4. Preference Points Claim form in terms of Preferential Procurement Regulations 2022 (SBD 6.1).
5. Submission Checklist
6. General Conditions of Contract (Annexure A)
7. Pricing schedule (Annexure B)

NB.: Bidders are required to return the SASSETA attached StandardBidding (SBD) forms and not submit SBD forms from other entities.

1. RFP SUBMISSION CONDITIONS AND INSTRUCTIONS

1.1 FRAUD AND CORRUPTION

- 1.1.1 All Service Providers are to take note of the implications of contravening the Prevention and Combating of Corrupt Activities Act, Act No 12 of 2004 and any other Act applicable.

1.2 COMPULSORY BRIEFING SESSION

- 1.2.1 There will be no briefing session for this Request for Proposal

1.3 CLARIFICATIONS/QUERIES

- 1.3.1 Any clarification required by a bidder regarding the meaning or interpretation of the Terms of Reference, or any other aspect concerning the bid, is to be requested in writing (e-mail) from **Ms. Lebo Hlombe** at scm01@sasseta.org.za by 12h00 on the **20 September 2024**. The bid **number** should be mentioned in all correspondence. **Telephonic requests for clarification will not be accepted.**

1.4 SUBMITTING BIDS

- 1.4.1 Proposals to be submitted electronically only via email to:
software@sasseta.org.za (maximum size of the email 30MB)
- 1.4.1.1 Bidders are advised to compress their email submission(s) to a maximum of 30MB file/folder. **Any submission(s) exceeding 30MB will be automatically rejected by the server.**
- 1.4.1.2 Submission(s) that exceed 30MB can be made through the method of, WeTransfer, google drive etc. **Bidders are advised NOT to set expiry date on the submission(s) made.**
- 1.4.1.3 Bidders are advised to double-check their submission(s) before responding to the bid.

1.5 Closing date and time **30 September 2024 @11h00**

1.6 LATE BIDS

- 1.6.1 Bids received late shall not be considered. A bid will be considered late if it arrived only one second after 11h00 or any time thereafter. Bids arriving late will not be considered under any circumstances. Bidders are therefore strongly advised to ensure that bids be sent allowing enough time for any unforeseen events that may delay the delivery of the bid.

1.7 PRICING

- 1.7.1 Service Providers are requested to provide an all-inclusive cost of this project assignment on SBD 3.3

Where the contract requires the successful bidder to travel to a venue different from SASSETA, the following travel and disbursement processes will be undertaken:

- Claim travel mileage costs applicable to this contract as per the Department of Transport rates
- Book only economy-class flights

- Book Group A hire cars, otherwise Group B are to be used following SASSETA's approval
- Utilise cost-effective mode of transport such as Uber/Taxify/Gautrain or shuttle
- services when traveling to and from the airport.
- Book only Bed and Breakfast, Hotels, or other equivalent accommodations up to a Rand value of R1 400/ per night per person (including dinner, breakfast, and parking).
- Submit all applicable invoices/receipts for the travel undertaken and also, a google map of the trip where travel by private car was undertaken for payment.
- All travel to be approved by SASSETA before being undertaken

1.8 NEGOTIATION

1.8.1 SASSETA has the right to enter into a negotiation with a prospective service provider.

1.8.2 A contract will only be deemed to be concluded when reduced to writing in a contract form signed by the designated responsible person of both parties.

1.9 REASONS FOR REJECTION

1.9.1 SASSETA shall reject a bid for the award of a contract if the recommended bidder has committed a proven corrupt or fraudulent act in competing for the particular contract.

1.9.2 SASSETA shall disregard the bid of any bidder if that bidder, or any of its directors:

1.9.2.1 have abused the Supply Chain Management systems of SASSETA.

1.9.2.2 have committed proven fraud or any other improper conduct in relation to such systems.

1.9.2.3 have failed to perform on any previous contract and the proof exists.

1.9.2.4 Such actions shall be communicated to the National Treasury.

2. TERMS OF REFERENCE

2.1. BACKGROUND

- 2.1.1 The GCR Unit is currently using the Enterprise Performance and Risk Management System (EPRMS) for streamlining the SASSETA risk and compliance review processes, providing a suitable repository for risk and compliance review information and for reporting purposes.
- 2.1.2 SASSETA ERM Framework is based on ISO 31000 and uses a 1 to 5 rating scale for both impact and probability. EPRMS is running on an Ubuntu Linux-based system 24.04 LTS Platform. The system is a web-based solution operating on the following technological architecture:
- Processor: Intel Xeon E5- 1620 3.5 GHz
 - Disk; 2 x 960GB Micron 5200 ECO SSD
 - Memory: 32 GB DDR4 ECC
- 2.1.3 SASSETA uses a Ubuntu Linux-based system. The middleware is the esPMS enterprise system which uses PostgreSQL as its database engine.

2.2. PURPOSE

- 2.2.1. The TORs seek to outline the scope and terms of the tender for the EPRMS system to the bidders who wish to bid for the tender. SASSETA requires a suitable and experienced service provider to provide licenses, support and maintenance, consulting, and hosting of the Enterprise Performance and Risk Management System (EPRMS) as outlined above.

2.3. SCOPE OF WORK AND REQUIRED DELIVERABLES

- 2.3.1. The appointed service provider will be required to:
- 2.3.1.1 Host, provide licenses and support, and maintenance (daily backup, Disaster Recovery services, security upgrades, and maintenance) on EPRMS for a period of contract.
 - 2.3.1.2 The appointed service provider will be required to host the EPRMS on Ubuntu Linux-based system Systems (Server) and make provision for scalable growth.
 - 2.3.1.3 The service provider will be required to provide Software Customization and Configuration.
 - 2.3.1.4 The service provider will be required to provide system Implementation and Deployment
 - 2.3.1.5 The service provider will be required to cater to the Continuous Improvement and Optimization of the EPRMS.
 - 2.3.1.6 The service provider will be required to conduct user training and provide user manuals, and support for SASSETA end users.
 - 2.3.1.7 The service provider will be required to supply, configure, and install the required services within two (2) months from the date of receiving the purchase order.
 - 2.3.1.8 The service provider will be required to submit quarterly reports.
 - 2.3.1.9 The service provider will be responsible for the migration of the system from the current environment.

2.4. SYSTEM ENVIRONMENTAL REQUIREMENTS

2.4.1 Application Software

- 2.4.1.1 The working station operating system is Windows 10 and 11.
- 2.4.1.2 The main browsers used are Windows Edge and Google Chrome.
- 2.4.1.3 The solution must be compatible with laptops and other mobile devices.

2.4.2 System Requirements

- 2.4.2.1 Describe the solutions logical security related.
- 2.4.2.2 Describe the change management, upgrade, and patch management Policies and procedures
- 2.4.2.3 Describe systems administration/management capabilities including monitoring of performance measures, intrusion detection, and error resolution.
- 2.4.2.4 The Bidder should describe the training approach and timelines.

2.5. TIMEFRAMES FOR DELIVERY OF THE WORK

- 2.5.1 The appointed service provider will be responsible for providing licenses on Enterprise Performance and Risk Management System (EPRMS), to SASSETA, from the date of appointment until 31 March 2030.

2.6. MANDATORY REQUIREMENTS

- 2.6.1. The service provider to ensure compliance to the Protection of Personal Information Act (POPIA). The bidder is required to submit a valid registration certificate with the Information Regulator of South Africa in the name of the bidding company. **Non-submission of a valid registration certificate with the Information Regulator of South Africa will lead to automatic disqualification.**

2.7. SUBMISSION REQUIREMENTS

2.7.1. Proposed Implementation Plan

- 2.7.1.1 The Bidder is required to provide an implementation plan in narrative format supported by an activity-level project plan that details:
 - 2.7.1.1.1 Understanding and experience in the scope of work;
 - 2.7.1.1.2 Methodology as to how the project will be executed;
 - 2.7.1.1.3 Describe the vendor-hosted model including hosting, integration, help desk, provisioning and desktop management capabilities, deployment model (dedicated servers, shared environment, etc.), data center and storage facilities, impact on SASSETA's network and bandwidth, and any partners that may be involved in service delivery.
 - 2.7.1.1.4 Describe the proposed service level agreement, including any tiered levels of service, response times, and standard metrics.
 - 2.7.1.1.5 Provide SASSETA with an effective and efficient manner of query resolution and management.
 - 2.7.1.1.6 Provide assurance that all the data and systems that are used are protected against any form of loss or risk including but not limited to accidental loss, malicious loss, theft,

- unauthorized access, sabotage, and most importantly privacy.
 - 2.7.1.1.7 Provide a detailed proposal or plan on how these risks can be mitigated to ensure that there is minimal or no damage if such occurrence take place.
 - 2.7.1.1.8 Have at least 5 years of running Enterprise Performance and Risk Management Systems on cloud-based systems;
- 2.7.2. The Bidding Company to have undertaken a minimum of three (3) assignments with Public/Private Institutions or Entities in Supporting Ubuntu Linux-based system and submit a minimum of three (3) signed reference letters on client letterhead with contactable references.
- 2.7.3. The Team Leader to have a minimum of 10 years' experience in running and administering Ubuntu Linux-based system. The CV of the Team Leader must be attached. The Team Leader to have a certificate in Business Process Management and Solutions Management through SITA/ Oracle and bachelor's degree in engineering or computer science (NQF 8). **International qualifications must be verified by SAQA and a copy of letter confirming the validity of the qualifications must be attached. The certified copy should not be older than six (6) months.**

2.8. DURATION

- 2.8.1. The assignment is expected to be from the date of appointment until 31st March 2030.
- 2.8.2. The implementation phase is estimated to be completed within sixty (60) days from the date of appointment. The support and maintenance services will continue from day sixty-one (61) until the end of the contract (31st March 2030).

2.9. PRICING

- 2.9.1. Service Providers are requested to provide an all-inclusive price on SBD 3.3 of this tender.

2.10. ACCOUNTABILITY AND REPORTING

- 2.10.1. The service provider will report directly to the SASSETA Governance, Risk and Compliance Manager for the duration of the contract.

2.11. SUBMISSION OF THE GENERAL CONDITIONS OF CONTRACT (GCC)

- 2.11.1 Bidders are requested to initial each page of the General Conditions of Contract (GCC) and submit their response to this Request for Quotations. The GCC will form part of the contract with the successful Bidder.

2.12. INTELLECTUAL PROPERTY

- 2.12.1. The service provider will be contracting with SASSETA. All data of this project, in whatever format raw or analysed, will be confidential information for utilisation by SASSETA. All information and documents received from SASSETA is to be kept confidential and may not be used or distributed in any format without the written approval of SASSETA. To this end, the service provider will be required to sign a confidentiality agreement within the SLA.

2.13. PROTECTION OF PERSONAL INFORMATION ACT

2.13.1. All Service Providers are to take note of the implications of POPI Act and any other data privacy Act applicable that SASSETA complies to. In compliance to the act, please be advised that the following are applicable to the treatment of vendor information:

2.13.1.1 All requested bid information will be solemnly utilized for the purpose of the bid evaluation processes. The vendor hereby consents the information provided as part of this bid will be utilized for supply chain processes of SASSETA and may be subject to multiple processing to enable the evaluation of this bid.

2.13.1.2 The vendor consents that the information collected will be retained for the duration of the evaluation and archived for records management purposes. The information will be disposed as per the SASSETA records management policies as prescribed by the national archives Act. Furthermore, the information owner acknowledges that the information provided will be scanned into digital records which are retained on the SASSETA backup servers and that are replicated to backup media. SASSETA does confirm that the organization adopts industry best practice with regards to the safeguarding of digital records whether locally stored or retained in backup media.

2.13.1.3 SASSETA confirms that all submitted records will be retained in their original form and will not be altered with to preserve the quality and originality of the information provided.

2.13.1.4 SASSETA confirms that the Information Officer is duly responsible for vendor information provided and exercises stringent measures to ensure that information is secured and solemnly utilized for the purpose of use. No vendor records will be distributed or utilized for any processes outside the current bid that the information has been requested for.

3. PROPOSED SELECTION CRITERIA

3.1. Compliance with minimum requirements

- 3.1.1. All bids duly lodged will be examined to determine compliance with bidding requirements and conditions.

3.2. Conditions for selection/shortlisting

3.2.1. Phase 1 – Service Providers to:

- Email their proposal by the closing date and time. **Proposals received after the closing date and time will be disqualified from further evaluation.**
- The service provider to ensure compliance to the Protection of Personal Information Act (POPIA). The bidder is required to submit a valid registration certificate with the Information Regulator of South Africa in the name of the bidding company. **Non-submission of a valid registration certificate with the Information Regulator of South Africa will lead to automatic disqualification.**
- Complete and submit all Standard Bidding Documents (SBD) forms mentioned above on page 2 of this document, namely: SBD1, SBD3.3, SBD4, and SBD 6.1
- Be registered on the National Treasury Central Supplier Database (CSD) by the closing date and time of this request for quotation. Bidders are to provide SASSETA with a copy of their CSD registration report downloaded from the National Treasury CSD Website.
- Initial each page of the General Condition of Contract (Annexure A) and submit with the proposal

3.2.2. Phase 2 – Functionality evaluation

- Bidders who meet the mandatory items requirements above will be evaluated on functionality requirements on a scale of 0 to 2:

0: Document/item not submitted; Unacceptable, does not meet set criteria;
Weak, less than acceptable. Insufficient for performance requirements

1/2: Exceptional mastery of the requirement should ensure extremely effective performance.

ELEMENT	FUNCTIONALITY EVALUATION		FUNCTIONALITY WEIGHT	TOTAL SCORE
Proposed Technical approach and methodology of the bidder	Rating out of 1	Evaluation criteria	40%	
The Bidder is required to provide an implementation plan in narrative format supported by an activity level project plan that details: 1. Understanding and experience in the scope of work; 2. Methodology as to how the project will be executed; 3. Describe the vendor-hosted model including hosting, integration, help desk, provisioning and desktop management capabilities, deployment model (dedicated servers, shared environment, etc.), data centre and storage facilities, impact to SASSETA's network and bandwidth, and any partners that may be involved in service delivery. 4. Describe the proposed service level agreement, including any tiered levels of service, response times, and standard metrics. 5. Provide SASSETA with an effective and efficient manner of query resolution and management. 6. Provide assurance that all the data and systems used are protected against any form of loss or risk including but not limited to accidental loss, malicious loss, theft, unauthorised access, sabotage and most importantly privacy. 7. Provide a detailed proposal or plan on how these risks can be mitigated to ensure that there is minimal or no damage if such occurrence take place. 8. Have at least 5 years of running Enterprise Performance and Risk Management Systems on cloud-based systems;(40 points);	0	The submitted technical approach does not meet all the requirements in line with the criteria	40%	
	1	The submitted technical approach meets all the requirements in line with the criteria		
Suitability of the bidder:	Rating out of 2	Evaluation criteria	30%	
The Bidding Company to have undertaken a minimum of three (3) assignments with Public/Private Institutions or Entities in Supporting Ubuntu Linux Systems and submit a minimum of three (3) signed reference letters from different clients on the client's letterhead with contactable references (30 points)	0	The Bidder has supported less than three (3) or no Ubuntu Linux-based systems, with Public/Private Institutions or Entities.	30%	
	1	The Bidder has supported three (3) Ubuntu Linux-based		

ELEMENT	FUNCTIONALITY EVALUATION		FUNCTIONALITY WEIGHT	TOTAL SCORE
		systems, with Public/Private Institutions or Entities.		
	2	The Bidder has supported four (4) or more Ubuntu Linux-based systems, with Public/Private Institutions or Entities.		
Suitability of the proposed team:	Rating out of 2	Evaluation criteria	30%	
The Team Leader to have a minimum of 10 years' experience in running and administering Ubuntu Linux-based Systems. The CV of the Team Leader must be attached be attached. The Team Leader to have a certificate in Business Process Management and Solutions Management through SITA/ Oracle and bachelor's degree in engineering or computer science (NQF 8). (30 points)	0	The service provider did not indicate who the Team Leader is and/or the proposed Team Leader has less than 10 years' experience in running and administering Ubuntu Linux-based Systems/or no CVs attached. The Team Leader does not have a certificate in Business Process Management and Solutions Management through SITA/ Oracle and bachelor's degree in engineering or computer science (NQF 8).	30%	
	1	The proposed Team Leader has 10 years' experience in running and administering Ubuntu Linux-based Systems. The Team Leader has a certificate in Business Process Management and Solutions Management through SITA/ Oracle and bachelor's degree in engineering or computer science (NQF 8).		

ELEMENT	FUNCTIONALITY EVALUATION		FUNCTIONALITY WEIGHT	TOTAL SCORE
	2	The proposed Team Leader has more than 10 years' experience in running and administering Ubuntu Linux based Systems. The Team Leader has a certificate in Business Process Management and Solutions Management through SITA/ Oracle and bachelor's degree in engineering or computer science (NQF 8).		
TOTAL POINTS			100%	

NB: Bidders need to obtain a minimum of 85% for functionality for them to be evaluated further on the 80/20 preference point system. Bidders who obtain less than 85% for functionality will be eliminated from further evaluation.

3.2.3. Phase 3 – Price and Specific Goals

- The value of this bid is estimated not to exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 system shall be applicable where 80 points will be allocated to price and 20 points for Specific Goals as follows:

Evaluation Criterion on Price and Specific Goals	
Relative competitiveness of proposed price	80
Specific Goals	20
TOTAL FOR PRICE AND PREFERENCE	100

3.2.4. ADJUDICATION OF BID

- The Bid Adjudication Committee will consider the recommendations of the Bid Evaluation Committee (BEC) and make a recommendation to the Award Authority to make the final award. The successful bidder will usually be the service provider scoring the highest number of points or it may be a lower scoring bid based on firm, verifiable and justifiable grounds or no award at all.

PART A - INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR THE REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLICENTITY)					
BID NUMBER:	RFP/SASSETA/24251117		CLOSING DATE:	30 September 2024	CLOSING TIME: 11h00
DESCRIPTION	Appointment of a service provider for the provision of licenses, support and maintenance, consulting and hosting of Enterprise Performance and Risk Management System (EPRMS)				
PROPOSALS TO BE EMAILED:					
Proposals to be submitted electronically only via email to software@sasseta.org.za					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Ms. Lebo Hlombe		CONTACT PERSON	Ms. Lebo Hlombe	
E-MAIL ADDRESS	scm01@sasseta.org.za		E-MAIL ADDRESS	scm01@sasseta.org.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT [TICK APPLICABLE BOX] ☐ Yes ☐ No		
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BESUBMITTED 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 PART B:3] ☐ ☐	
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?				YES	NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				YES	NO
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOTREGISTER AS PER 2.3 BELOW.					

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED—(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, 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 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.

NAME OF SIGNATORY

SIGNATURE OF BIDDER:

N/B.: If a Company has one director as listed on CSD, the one Director to sign these documents on behalf of the Company. Any other member of the Company will require a Company Resolution to be attached to this submission signed by the duly Authorised Director.

N/B.: If the Company has more than one Director as listed on CSD, a signed Company Resolution to be attached to confirm that the one Director can sign on behalf of the Company. Any other member of the Company will require a Company Resolution to be attached to this submission signed by the duly Authorised Directors.

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

DATE:

PRICING SCHEDULE

(Professional Services)

NAME OF BIDDER:

BID NO.: RFP/SASSETA/24251117

CLOSING TIME: **11h00**

CLOSING DATE: 30 September 2024

OFFER TO BE VALID FOR **90** DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
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1. The accompanying information must be used for the formulation of proposals.
2. All delivery costs must be included in the price, for delivery at the prescribed destination. All applicable taxes” include value-added tax (VAT), etc.

NB: Bidders MUST complete this amount on this document, and it MUST be the same as the total amount on the quotation incl. VAT.

ANNUAL COSTS			Cost per year (Incl. of VAT where applicable)					
Cost type	Activities	Cost condition	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Fixed	Annual license fee	Yearly license renewal	R	R	R	R	R	R
	Quarterly Reports	4 reports per annum	R	R	R	R	R	R
	System Migration	Once-off						
Total annual license costs								R

TRAINING COSTS			Cost per year (Incl. of VAT where applicable)					
Cost type	Category	Unit measure	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Variable	Super users	Cost per user	R	R	R	R	R	R
	Standard users		R	R	R	R	R	R
Total training costs								R

OTHER VARIABLE COSTS			Cost per year (Incl. of VAT where applicable)					
Cost type	Activities	Unit measure	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Modification costs	Director	Hourly rate	R	R	R	R	R	R
	Database Administrator		R	R	R	R	R	R
	Data Capturers		R	R	R	R	R	R
	System developer		R	R	R	R	R	R
Variable	Enterprise Performance and Risk Management System Support – Cloud Support (daily backups, security upgrades, and maintenance)	Monthly	R	R	R	R	R	R
Total other variable costs								R

Grand Total

Anticipated costs for the duration of the contract	R
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NB.: For the purposes of evaluation, the sum of Fixed costs and Ad-hoc unit costs will be utilised.

NB.: Bidders to note that SASSETA will apply CPIX on all unit prices on the anniversary of this contract for all ensuing years

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

(To be signed by a duly Authorised Delegate. A signed Company Resolution to be submitted)

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below

Full Name	Identity Number	Name of State institution

N/B. If more space required, Service providers are to copy this table onto their letterhead and provide information as per the table above

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....

3. **DECLARATION**

I, the undersigned, (name) in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium¹ will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5 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 of the awarding of the contract.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

1 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.

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE BID AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to quote:

- the 80/20 system for requirements with a Rand value of up to R1 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

The applicable preference point system for this quotation is the **80/20** preference point system.

- a) The lowest acceptable quotation will be used to determine the accurate system once quotations are received.

1.3 Points for this quotation (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

1.5 The maximum points for this quotation are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.6 Failure on the part of a bidder to submit proof or documentation required in terms of this bid to claim points for specific goals with the quotation, will be interpreted to mean that preference points for specific goals are not claimed.

1.7 The organ of state reserves the right to request a bidder, either before a quotation is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3. POINTS AWARDED FOR PRICE

3.1 THE 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 the price of the quotation under consideration

P_t = Price of the quotation under consideration

P_{min} = Price of lowest acceptable quotation

3.2 POINTS AWARDED FOR SPECIFIC GOALS

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

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

The specific goals allocated points in terms of this bid	Number of points allocated (80/20 system)	Number of points claimed (80/20 system) (To be completed by the bidder)
Black people Ownership (100%)	10	
The promotion of South African-owned enterprises	5	
The Promotion of EMEs and QSEs	5	
Total	20.00	

NB: Specific goals will not be rewarded to bidders who do not record their points in the table above

DECLARATION WITH REGARD TO COMPANY/FIRM

3.3 Name of company/firm.....

3.4 Company registration number:

3.5 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
☐ One-person business/sole propriety
☐ Close corporation
☐ Public Company
☐ Personal Liability Company
☐ (Pty) Limited
☐ Non-Profit Company
☐ State Owned Company[TICK
 APPLICABLE BOX]

3.6 I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the quotation, qualifies the company/firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

.....
SIGNATURE(S) OF BIDDER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

DOCUMENTS REQUIRED FOR CLAIMING SPECIFIC GOALS

As per bullet 1.6 and 1.7 of the Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022, bidders are required to submit the SASSETA verification document(s) in order to be allocated the specific goals claimed:

- a) An Original/Certified copy of a valid B-BBEE Certificate or Sworn Affidavit.
- b) Certified copy/ies of Identity documents of the Company Directors
- c) CSD report
- d) Shareholder Certificates

NB.: Non-submission of the documents required above will lead to specific goal points NOT being awarded.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

(To be signed by a duly authorised Delegate. A signed Company Resolution must be submitted).

If you receive any suspicious calls asking for payment to secure an award of a bid or that the outcome of a tender can be influenced in your favour, please immediately inform the SASSETA Anti-Corruption Hotline at 0800 204 143 for further investigation.

BIDDERS ARE ENCOURAGED TO USE THE FOLLOWING CHECKLIST WHEN SUBMITTING THEIR BIDS:

NO.	DETAILS - Bidders are to set out their bid in the following format:	TICK BY BIDDER
1.	Part 1: Completed and signed the invitation to bid document (SBD 1) To be signed by a duly Authorised Delegate.	
2.	Part 2: Completed and signed pricing schedule (SBD 3.3) To be signed by a duly Authorised Delegate.	
3.	Part 3: Completed and signed the Bidder's disclosure (SBD 4). <i>(In case of a consortium/ joint venture, or where sub-Service providers are utilised, each party to the bid to complete and sign the declaration of interest document).</i> To be signed by a duly Authorised Delegate	
4.	Part 4: Completed and signed the Preference Points Claim form in terms of the Preferential Procurement Regulations 2022 (SBD 6.1) To be signed by a duly Authorised Delegate. Not claiming points as per SBD 6.1 will lead to Specific Goals points not awarded	
5.	Part 5: Submitted the General Conditions of Contract (initialed each page)	
6.	Part 6: Bidders National Treasury Central Supplier Database (CSD) forms indicating the validity of the bidder's registration	
7.	Part 7: Bidder's attached quotation on the Company letterhead inclusive of VAT and any other applicable costs in line with the SBD 3.3	
8.	Part 8: The service provider to ensure compliance to the Protection of Personal Information Act (POPIA). The bidder is required to submit a valid registration certificate with the Information Regulator of South Africa in the name of the bidding company. Non-submission of a valid registration certificate with the Information Regulator of South Africa will lead to automatic disqualification.	
9.	Part 8: The Bidder is required to provide an implementation plan in narrative format supported by an activity-level project plan	
10.	Part 9: The Bidding Company to have undertaken a minimum of three (3) assignments with Public/Private Institutions or Entities in Supporting Ubuntu Linux Systems and submit a minimum of three (3) signed reference letters on client letterhead with contactable references.	
11.	Part 10: The Team Leader to have a minimum of 10 years' experience in running and administering Ubuntu Linux-based Systems. The CV of the Team Leader must be attached.	
12.	Part 11: The Team Leader to have a certificate in Business Process Management and solutions Management through SITA/ Oracle and bachelor's degree in engineering or computer science (NQF 8). International qualifications must be verified by SAQA and a copy of letter confirming the validity of the qualifications must be attached. Certified copy should not be older than six (6) months.	
13.	Part 12: Bidders to submit the following documents. Non-submission of the below-mentioned documents (under 6) will lead to specific goal points NOT being awarded.	
	An Original/Certified copy of a valid B-BBEE Certificate or Sworn Affidavit.	
	Certified copy/ies of Identity documents of the Company Directors	
	CSD report	

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