



*Request for Proposal*

**THE ACQUISITION OF A RESEARCH AND  
TECHNOLOGY PARTNER TO ACHIEVE THE  
INTEGRATION, REDESIGN, COMPLETION AND  
FUNCTIONALITY OF THE HCS LABOUR  
MANAGEMENT SYSTEMS**

**Contract No.  
CDC/212/21**

**June 2021**

**Name of Bidder:** \_\_\_\_\_

## **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** : *THE ACQUISITION OF A RESEARCH AND TECHNOLOGY PARTNER TO ACHIEVE THE INTEGRATION, REDESIGN, COMPLETION AND FUNCTIONALITY OF THE HCS LABOUR MANAGEMENT SYSTEMS*

**DOCUMENT TITLE** : *REQUEST FOR PROPOSAL*

**DOCUMENT No.** : *CDC/212/21*

---

### **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.

| <b>ORIGINAL</b>     | <b>Prepared by</b>                                                                                                                                                                                                                                                                                         | <b>Reviewed by</b>                                                                                                                                                                                                                                                                                                  | <b>Approved by</b>                                                                                                                                                                                                                                                                                                |
|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Date:               | Name:<br><b>Meike Wetsch</b>                                                                                                                                                                                                                                                                               | Name:<br><b>Indu Pramod</b>                                                                                                                                                                                                                                                                                         | Name:<br><b>Bonginkosi Mthembu</b>                                                                                                                                                                                                                                                                                |
| 2021-06-23 05:15:18 | Signature:<br><br><small>Digitally Signed by:<br/>Meike Wetsch<br/>Programme Manager- HCS Capital Solutions<br/>b0d458e-c5a2-4e76-ba95-667ac118aa2a<br/>IP Address: 10.0.56.240<br/>Date: 2021/06/23 5:15:18 PM</small> | Signature:<br><br><small>Digitally Signed by:<br/>Indu Pramod<br/>Solution Architect, ITC, Research &amp; Strategy<br/>a1302850-3fb7-48b9-acc0-fa3194d6d99c<br/>IP Address: 10.0.56.119<br/>Date: 2021/06/23 9:51:27 AM</small> | Signature:<br><br><small>Digitally Signed by:<br/>Bonginkosi Mthembu<br/>Executive Manager - Corporate Services<br/>c03f7800-62cd-42f7-9e45-f414892f93d6<br/>IP Address: 10.0.99.131<br/>Date: 2021/06/23 4:38:38 PM</small> |

|                      |                                           |
|----------------------|-------------------------------------------|
| <b>Distribution:</b> | <b><i>Bid Specification Committee</i></b> |
|----------------------|-------------------------------------------|

## **TABLE OF CONTENTS**

|    |                                         |                              |
|----|-----------------------------------------|------------------------------|
| 1. | INTRODUCTION.....                       | Error! Bookmark not defined. |
| 2. | SCOPE OF SERVICES .....                 | Error! Bookmark not defined. |
| 3. | CONDITIONS OF TENDER.....               | Error! Bookmark not defined. |
| 4. | TERMS OF REFERENCE .....                | 9                            |
| 5. | BID EVALUATION CRITERIA.....            | 9                            |
| 6. | DISQUALIFICATION.....                   | 12                           |
| 7. | COPYRIGHT .....                         | 13                           |
| 8. | CONFIDENTIALITY AND MEDIA PROTOCOL..... | 13                           |

|                   |                                                                                                       |
|-------------------|-------------------------------------------------------------------------------------------------------|
| <b>Annexure A</b> | <b>SBD 1 Invitation to the Bid</b>                                                                    |
| <b>Annexure B</b> | <b>SBD 4 Compulsory Declaration of Interest</b>                                                       |
| <b>Annexure C</b> | <b>SBD 8 Declaration of bidders past supply chain practices</b>                                       |
| <b>Annexure D</b> | <b>SBD 9 Certificate of independent bid determination</b>                                             |
| <b>Annexure E</b> | <b>Supplier Information Sheet</b>                                                                     |
| <b>Annexure F</b> | <b>Pricing Schedule and Form of Offer</b>                                                             |
| <b>Annexure G</b> | <b>SBD 6.1 Preference point claims form in terms of the Preferential Procurement Regulations 2017</b> |
| <b>Annexure H</b> | <b>Functionality Assessment and Scoring method</b>                                                    |
| <b>Annexure I</b> | <b>EME and QSE Affidavit Templates</b>                                                                |
| <b>Annexure J</b> | <b>Confirmation of Key Staff Participating in the Project</b>                                         |

## 1. INTRODUCTION

The Coega Development Corporation (CDC) is a Government owned Services Group with its head office located in Qeberha Eastern Cape. As a public entity, the CDC is regulated through the PFMA. Annually, it receives allocations from the Public Fiscus, and generates its own income.

The Coega Human Capital Solutions (Coega HCS) is a sub-unit of the CDC responsible for providing an integrated human capital and business management solution to the Coega SEZ and extensive social facilitation support to the CDC's revenue generating infrastructure portfolio.

The Coega HCS was created to give effect to the socio-economic development mandate of the Coega Development Corporation, and specifically to:

- 1.1. Ensure a stable labour and community environment for SEZ investors and in support of Coega implemented infrastructure projects elsewhere in the country. Coega HCS has maintained an international best practice lost day due to labour unrest statistic of 0.12% over the past fourteen years and is regarded as a global best practice site for fair labour standards by the ILO.
- 1.2. Ensure local labour absorption on all Coega projects and the SEZ, with more than 190,000 unemployed people placed in gainful employment over the past 14 years.
- 1.3. Ensure an adequate skills supply line in support of investor requirements and complex infrastructure projects, with more than 86,000 unemployed people benefitting from the Coega HCS's occupational training initiatives and employability support outreaches to communities.

The strategic imperative going forward is to further expand the Coega HCS business model to:

- 1.4. Extend the range and depth of the social facilitation, conflict resolution and labour management offerings in support of the National Infrastructure Plan, which will include the packaging and deployment of the HCS systems to third parties.
- 1.5. To further develop the quantitative and predictive capability of our labour and community model which already complies with the International Finance Corporation's Standard 6 (Labour and Social Risk Management) supporting the Equator Principles. This will allow developmental finance institutions and participating banks to adequately assess the risk of project disruption and delay to better inform the pricing of large infrastructure project finance, project disruption risk assessment and mitigation and the resulting covenants. Given the extent of large project infrastructure finance requirements in support of the national recovery plan, this capability is essential for our partners.

1.6. Improve the capability of the extensive ICT systems deployed by the unit, data security and analytical capability (specifically behavioural analysis and predictive capability) by migrating to a stable open source architecture and embedding artificial intelligence.

The research and technology partner will be required to leverage the brief to provide practical research and experiential learning opportunities to advanced students, post-doctoral fellows and academic staff to apply existing research and further the body of knowledge on the design of ICT systems within a developing country context inclusive of behavioural design an analytics and user accessibility within the communities Coega HCS serves. This will allow Coega HCS to achieve two objectives:

- (a) A fully functioning, integrated suite of labour management systems that is accessible to, and responsive to the needs of the communities we serve and the broader national developmental context, that incorporates best practice and research findings in this field.
- (b) The enablement of further contributions by South African researchers to this body of knowledge in that this opportunity allows for the development, testing, prototyping and deployment of a working system and the development of further research products.

## 2. INVITATION AND SCOPE OF SERVICES

The CDC is inviting capable and competent Research and Innovation Partners to submit proposals for the integration, redesign, completion, and functionality of the Human Capital Solutions (HCS) Labour Management Systems of the CDC.

Respondents are required to have relevant experience and knowledge in the evaluation, people-centred design, integration, delivery, and deployment of ERP Systems. The respondent will be expected to provide the following.

- (a) Engage with the HCS and ICT teams to understand the current systems functionality and where they fall short in terms of expected output, usability, performance, and reliability.
- (b) The research and innovation partner is to conduct a detailed system diagnostic to identify areas of improvement, data architecture challenges, and fitness for purpose. The output of this exercise is to identify and estimate the works required to present HCS with a set of integration of all HCS systems, interoperable systems that serves the HCS scope of works and operational model, and a roadmap on how to get there.
- (c) A key element in this is to provide a modular route which will leave HCS with intact systems at the completion of all project milestones, and a clear indication of what we can expect for the budget

allocated, and what can be achieved at which cost in the outer years. This will also require the research and innovation partner to develop a complete functional specification that will guide the system's development.

- (d) The consolidation of all data repositories driving the various systems and hosted in different formats into a single data repository that will drive all HCS systems. This requires extensive data architecture redesign and the cleaning of data currently sitting on the systems.
- (e) The integration of G20 (the job seekers system), Ncedo (the labour management system) and Funda (the training management system), so that the systems interface and provide complete line of sight from where a stakeholder first lists with the CDC for opportunities to training, employment and demobilization.
- (f) The completion of the outstanding modules in the systems.

The solution must be based on open standards and it should be accessible from both desktop and mobile devices, integrated with social media applications, and deployed on the web. The solution should follow industry best practice and ISO standards will improve effectiveness of organisational controls and compliance levels. Factors such as ease of use, user-centric design, security, and industry standards should be adhered to.

The skills and expertise required will mainly reside in the initial systems diagnostics, the ability to facilitate the definition of user requirements and the design of the functional specifications. Substantive experience in people-centred and development systems development is required, as the HCS systems are social systems that need to be accessible to a wide range of external stakeholders.

## 2.1 Expertise Required

The skills and expertise required will mainly reside in the initial systems diagnostics, the ability to facilitate the definition of user requirements and the design of the functional specifications. Substantive experience in people-centred and development systems development is required, as the HCS systems are social systems that need to be accessible to a wide range of external stakeholders, and configuration of Solution, Training and handover of solution and support of solution. These will encompass the following skills areas:

- (a) System Support.
- (b) Security of Information.
- (c) End-user Support; and
- (d) System Configuration and integration

## 2.2 Services Required

The Services that the CDC requires are as follows:

- (a) System diagnostic, business analysis, mapping of user requirements and functional specification of the solution
- (b) Planning, design, and implementation.
- (c) Systems integration and interoperability
- (d) Skills transfer to Coega representatives to perform 1st line support of the solution; and
- (e) Hardware and software required for the implementation of the solution.
- (f) Solutions must be user friendly.

## 2.3 . Critical Success Factors

For the research and technology partner to be considered successful, certain features must be reflected in the final deliverables. These will include:

- (a) A stable, well-functioning, modular design that can be added to in future without destabilizing the existing architecture.
- (b) A consistently reliable system that produces accurate reporting and data that HCS can place absolute reliance on in the execution of its duties.
- (c) A system that is accessible to multiple users on different levels of user authorization that is easy to use, requires minimal end user training, is responsive and can be accessed from mobile devices with very little data (job seekers specifically).
- (d) A system that is designed with mobile compatibility and compatible with modern technology.
- (e) A system that is fully integrated, provides a single and complete line of sight and is hardened against manipulation of job seeker pools, the allocation of employment opportunities and manipulation of reporting and provides an audit trail of all activities.
- (f) Security of the system must be managed, and it needs to be aligned to CDC IT Information security requirement.

- (g) A system that can produce detailed pre-determined reports accurately, completely, and quickly with dashboards and allow for report customization within a re-defined range.
- (h) Well documented functional specification, design notes, architecture, integration and configuration notes, and user manuals (both end-user and technical support).
- (i) All systems must be developed on either open source or custom designed software that will not attract license fees or limitations in its deployment and must be web-enabled and accessible to all smart devices.

## **2.4 Key Performance Indicators: System Performance**

- (a) System downtime as a percentage of total use – reliability indicator
- (b) Cycle time – the time it takes the system to complete a transaction / process, i.e. system responsiveness and number of steps required to complete a specific transaction.
- (c) Speed of adoption by users, both staff, clients, and communities – ease of use and accessibility
- (d) Frequency of use and preferential use (the extent to which it displaces the use of legacy systems and outside system work (i.e. Excel and other iterations developed by users to achieve deliverables, or job seekers still coming in to register personally instead of accessing the system online)
- (e) Accuracy and of reporting inclusive of data integrity
- (f) Minimization of user errors including data upload (drop-down menus and auto-populate functionality)
- (g) Data security
- (h) The extent to which the system is adaptive to user requirements (e.g. neural design, predictive capability, data learning)
- (i) Status reporting – regular report back to CDC on Systems performance and risks.

## 2.5 Key Performance Indicators: Project Performance

- (a) Adherence to production plans, milestones, and project deliverables
- (b) Adherence to cost
- (c) Speed of deployment
- (d) Innovation
- (e) Skills incubation and research outputs

## 3. CONDITIONS OF TENDER

- (a) Public Finance Management Act (PFMA) shall apply. Preferential Procurement Policy Framework Act (PPPFA) 2000: Preferential Procurement Regulations, 2017 will apply. The following scores will be determined as follows:
  - (i) Price - 80
  - (ii) BBBEE Score - 20
- (b) 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 1million 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 would be conditional pending the successful bidder submitting proof of registration as a VAT vendor with SARS.
- (c) 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.
- (d) Bidders must be registered with CIPC (formerly CIPRO) or in the case of a public entity, registered in terms of the PFMA as CDC will not award any tender to any business that is not registered.
- (e) Bidders 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 an affidavit stamped and signed by the Commissioner of Oaths as per the DTI B-BBEE template.
- (f) The successful bidder will be expected to employ and involve interns on this particular contract

once work commence on a project or service. Details will be provided to the successful bidder.

- (g) Proof of registration with Treasury's Centralized Supplier Database (CSD) or provide a Treasury CSD registration number e.g. MAAA....
- (h) 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.
- (i) The successful bidder will be required to comply with the Occupational Health and Safety Act and Regulations, Act (85 of 1993); Compensation for Occupational Injuries and Disease Act, Act (130 of 1993) and Disaster Management Act, Act (57 of 2002) read with COVID-19 Regulations and, all relevant legislations throughout the duration of the contract.
- (j) The CDC reserve the right to negotiate the tendered price after the adjudication process have been concluded before an award is made.
- (k) The tender validity period shall be twelve (12) weeks from closing date.

RFP documents can be downloaded from the CDC website: [www.coega.com](http://www.coega.com) from 12h00 on **02 July 2021**. No RFP documents will be available at the mandatory briefing meeting.

**A virtual non-compulsory briefing meeting** will be held on **08 July 2021 at 14h00**. [Click here to join the meeting](#).

To enable the bidders to conduct the initial diagnostics needed to prepare their proposals, costings, and work plans, they would require access to the HCS Labour Management systems, and systems documentation. All potential bidders requiring this access are to sign a non-disclosure, non-circumvention agreement supplied as part of the tender pack and provide a register of all staff who will have access to the systems, prior to such access being granted to the procurement office at their earliest convenience. Upon download of the tender documents from the CDC website, bidders will be asked to register, sign the NDA online upon which a link will be given to access the HCS systems and supporting documents.

One original of the completed RFP document shall be placed in a sealed envelope clearly marked: **"CDC/221/21– THE ACQUISITION OF A RESEARCH AND TECHNOLOGY PARTNER TO ACHIEVE THE INTEGRATION, REDESIGN, COMPLETION AND FUNCTIONALITY OF THE COEGA HCS LABOUR MANAGEMENT SYSTEMS."**

The **closing date and time** for the receipt of completed proposals is **12h00, 28 July 2021** at the reception desk of the CDC main office Coega Business Centre, Cnr Alcyon Road and Zibuko Street, Zone 1, Coega SEZ, Port Elizabeth. Late proposals will not be considered. RFP documents will not be opened in public; however, the results will be published on the CDC website.

Failure to submit mandatory information required in the RFP will result in the submissions being deemed null and void and shall be considered 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 bid will be permitted. All enquiries regarding this bid must be in writing only, and must be directed to:**

Zine Mtanda: Unit Head: Supply Chain Management e-mail: [tenders@coega.co.za](mailto:tenders@coega.co.za)

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

## 4. TERMS OF REFERENCE

The primary objective of the CDC is to be able to attract local as well as international investors into the Coega SEZ. Thus, the Coega SEZ is being developed as a world-class investment destination. The SEZ should reflect South Africa as a high-calibre world-class competitive investment destination. It is, thus, imperative that the ICT infrastructure and systems are efficiently operated, well maintained, secure and user-friendly.

## 5. 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
- (e) Recommendation to CDC approval structures
- (f) Appointment of recommended service provider

### Responsiveness Assessment

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

**Table 1: Mandatory Requirements to be submitted**

**Table 1: MANDATORY REQUIREMENTS**

| NO. | DESCRIPTION                                                                                                                                                                                                                                   | YES | NO |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| (1) | Completed and signed <b>SBD 1</b> form. In case of a JV/Consortium, a separate SBD 1 form in respect of each party to the JV/Consortium must be completed and submitted                                                                       |     |    |
| (2) | Original fully completed and handwritten priced and signed financial proposal / Pricing Schedule clearly legible with permanent ink                                                                                                           |     |    |
| (3) | Completed and signed Declaration of Interest Register ( <b>SBD 4</b> ). In case of a JV/Consortium, a separate declaration of interest form in respect of each party to the JV/Consortium must be completed and submitted                     |     |    |
| (4) | Completed and Signed Declaration of Bidder's Past Supply Chain Management Practices ( <b>SBD 8</b> ). In case of a JV/Consortium a separate SBD 8 in respect of each party to the JV/Consortium must be completed and submitted               |     |    |
| (5) | Completed and signed Certificate of Independent Bid Determination ( <b>SBD 9</b> ). In case of a JV/Consortium, one consolidated Certificate of Independent Bid Determination in respect of the JV/Consortium must be completed and submitted |     |    |
| (6) | Confirmation of key staff participating in the project (Annexure J)                                                                                                                                                                           |     |    |

**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 are to submit a valid SANAS Accredited B-BBEE Verification Certificate (with the full applicable B-BBEE elements).                                                                           |     |    |
| (2) | Certified Copy of South African Identity Document of the Project Team members who will have access to the HCS systems and system documentation and who will be participating in the development team |     |    |
| (3) | Completed and signed Form <b>SBD 6.1</b> preference points claim form in terms of the Preferential Procurement Regulations 2017.                                                                     |     |    |
| (4) | Proposed methodology covering and demonstrating coherence of the:<br>i. Work organisation programme with clear timelines,<br>ii. Methodology for executing the work.                                 |     |    |

## 5.2. Functionality Assessment

Functionality criteria will be applied in accordance with the provisions attached to this Procurement Plan, as follows: -

- (a) **Table H1:** Functionality Criteria Score
- (b) **Table H2:** Indicators for the Scoring of Functionality Criteria

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 in **Annexure H**.

## 5.2 Quantitative Assessment

Bids that pass the mandatory requirements 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 3: Allocation of Points for Price and B-BBEE**

| Area of Adjudication                 | Maximum Points |
|--------------------------------------|----------------|
| Tendered Price ( $S_P$ )             | 80.00          |
| Preference Points ( $S_E$ )          | 20.00          |
| <b>Total Points (<math>S</math>)</b> | <b>100.00</b>  |

### PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price using the formula below:

$$P_s = 80 \left[ 1 - \frac{P_t - P_{min}}{P_{min}} \right]$$

Where:

$P_s$  = Points scored for comparative price of tender or offer under consideration.

$P_t$  = Comparative price of tender or offer under consideration; and

$P_{min}$  = Comparative price of lowest acceptable tender or offer.

## 5.3. 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 and where necessary, communicate with the bidders to acknowledge and decide if their bottom-line price still stands.

Tender offers will be compared against the cost estimate. 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. Bidders who appear on the National Treasury's Database of Restricted Suppliers and the Register for Tender Defaulters will be disqualified.

**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.**

### **Performance Measurement**

Upon appointment of the successful bidder, CDC shall thereafter formalise a two-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 during the tender period;
- (d) The bidder has misrepresented information submitted;
- (e) There is an evidence of Fraud, fronting, or other corrupt practices;
- (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.

## ANNEXURE A – SBD 1 INVITATION TO BID

### INVITATION TO BID

|                                                                                                   |                                                                                                                                                                           |                                                                                    |                     |                                                             |              |
|---------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|---------------------|-------------------------------------------------------------|--------------|
| <b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/PUBLIC ENTITY)</b>   |                                                                                                                                                                           |                                                                                    |                     |                                                             |              |
| BID NUMBER:                                                                                       | <b>CDC/212/21</b>                                                                                                                                                         | CLOSING DATE:                                                                      | <b>28 July 2021</b> | CLOSING TIME:                                               | <b>12H00</b> |
| DESCRIPTION                                                                                       | <b>THE ACQUISITION OF A RESEARCH AND TECHNOLOGY PARTNER TO ACHIEVE THE INTEGRATION, REDESIGN, COMPLETION AND FUNCTIONALITY OF THE COEGA HCS LABOUR MANAGEMENT SYSTEMS</b> |                                                                                    |                     |                                                             |              |
| <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b> |                                                                                                                                                                           |                                                                                    |                     |                                                             |              |
| 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                                                                                    |                                                                                                                                                                           |                                                                                    |                     |                                                             |              |
| <b>SUPPLIER INFORMATION</b>                                                                       |                                                                                                                                                                           |                                                                                    |                     |                                                             |              |
| NAME OF BIDDER                                                                                    |                                                                                                                                                                           |                                                                                    |                     |                                                             |              |
| POSTAL ADDRESS                                                                                    |                                                                                                                                                                           |                                                                                    |                     |                                                             |              |
| STREET ADDRESS                                                                                    |                                                                                                                                                                           |                                                                                    |                     |                                                             |              |
| TELEPHONE NUMBER                                                                                  | CODE                                                                                                                                                                      |                                                                                    | NUMBER              |                                                             |              |
| CELLPHONE NUMBER                                                                                  |                                                                                                                                                                           |                                                                                    |                     |                                                             |              |
| FACSIMILE NUMBER                                                                                  | CODE                                                                                                                                                                      |                                                                                    | NUMBER              |                                                             |              |
| E-MAIL ADDRESS                                                                                    |                                                                                                                                                                           |                                                                                    |                     |                                                             |              |
| VAT REGISTRATION NUMBER                                                                           |                                                                                                                                                                           |                                                                                    |                     |                                                             |              |
|                                                                                                   |                                                                                                                                                                           | TCS PIN:                                                                           |                     | OR                                                          | CSD No:      |
| B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]                                | <input type="checkbox"/> Yes<br><input type="checkbox"/> No                                                                                                               | B-BBEE STATUS LEVEL SWORN AFFIDAVIT                                                |                     | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |              |
| IF YES, WHO WAS THE CERTIFICATE ISSUED BY?                                                        |                                                                                                                                                                           |                                                                                    |                     |                                                             |              |
|                                                                                                   |                                                                                                                                                                           |                                                                                    |                     |                                                             |              |
| AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND                      | <input type="checkbox"/>                                                                                                                                                  | AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)           |                     |                                                             |              |
|                                                                                                   | <input type="checkbox"/>                                                                                                                                                  | A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS) |                     |                                                             |              |

|                                                                                                                                                                     |                                                                                    |                                                                                                                                                                           |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| NAME THE APPLICABLE IN THE TICK BOX                                                                                                                                 | <input type="checkbox"/>                                                           | A REGISTERED AUDITOR                                                                                                                                                      |  |
|                                                                                                                                                                     |                                                                                    | NAME:                                                                                                                                                                     |  |
| <b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT(FOR EMEs &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b> |                                                                                    |                                                                                                                                                                           |  |
| ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS / SERVICES / WORKS OFFERED?                                                                     | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES ENCLOSE PROOF] | ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS / SERVICES / WORKS OFFERED?<br><input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES ANSWER PART B:3 BELOW ] |  |
| SIGNATURE OF BIDDER                                                                                                                                                 | .....                                                                              | DATE                                                                                                                                                                      |  |
| CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)                                            |                                                                                    |                                                                                                                                                                           |  |
| TOTAL NUMBER OF ITEMS OFFERED                                                                                                                                       |                                                                                    | TOTAL BID PRICE (ALL INCLUSIVE)                                                                                                                                           |  |
| <b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>                                                                                                              |                                                                                    | <b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>                                                                                                                          |  |
| DEPARTMENT/ PUBLIC ENTITY                                                                                                                                           |                                                                                    | CONTACT PERSON                                                                                                                                                            |  |
| CONTACT PERSON                                                                                                                                                      |                                                                                    | TELEPHONE NUMBER                                                                                                                                                          |  |
| TELEPHONE NUMBER                                                                                                                                                    |                                                                                    | FACSIMILE NUMBER                                                                                                                                                          |  |
| FACSIMILE NUMBER                                                                                                                                                    |                                                                                    | E-MAIL ADDRESS                                                                                                                                                            |  |
| E-MAIL ADDRESS                                                                                                                                                      |                                                                                    |                                                                                                                                                                           |  |

## **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 ONLINE.
- 1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
- 1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
- 1.5. 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 LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.

#### **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 VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE [WWW.SARS.GOV.ZA](http://WWW.SARS.GOV.ZA).
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.

2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.

2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

### **3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES  
☐ NO

3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA? ☐ YES  
☐ NO

3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES  
☐ NO

3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES  
☐ NO

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

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

## **ANNEXURE B – SBD 4 COMPULSORY DECLARATION OF INTEREST**

### **DECLARATION OF INTEREST**

1. Any legal person, including persons employed by the state<sup>1</sup>, 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, shareholder<sup>2</sup>): .....

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.

<sup>1</sup>“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.

<sup>2</sup>"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**

2.7.2.1 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.

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

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

2.8 Did you or your spouse, or any of the company's directors / **YES / NO**

trustees / shareholders / members or their spouses conduct  
business with the state in the previous twelve months?

2.8.1 If so, furnish particulars:

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

2.9 Do you, or any person connected with the bidder, have  
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?

**YES / NO**

2.9.1. If so, furnish particulars:

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

2.10 Are you, or any person connected with the bidder,  
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?

**YES/NO**

2.10.1 If so, furnish particulars:

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

2.11 Do you or any of the directors / trustees / shareholders / members  
of the company have any interest in any other related companies  
whether or not they are bidding for this contract?

**YES/NO**

2.11.1 If so, furnish particulars:

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

**Full details of directors / trustees / members / shareholders.**

| Full Name | Identity Number | Personal Tax<br>Reference Number | State Employee<br>Number / Persal<br>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 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?<br><br><b>(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).</b>               | Yes<br><br><input type="checkbox"/> | No<br><br><input type="checkbox"/> |
| 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)?<br><br><b>To access the Register enter the National Treasury's website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a>, click on the icon "Register for Tender</b> | Yes<br><br><input type="checkbox"/> | No<br><br><input type="checkbox"/> |

|       |                                                                                                                                                                                    |                                 |                                |
|-------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|--------------------------------|
|       | <b>Defaulters” or submit your written request for a hard copy of the Register to facsimile number (012) 3265445</b>                                                                |                                 |                                |
| 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<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 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<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 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 (FORM SBD 9)**

### **CERTIFICATE OF INDEPENDENT BID DETERMINATION**

- 1 This Standard Bidding Document (SBD) must form part of all bids<sup>1</sup> 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).<sup>2</sup> 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. disregard 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:

---

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals

<sup>2</sup> 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.

---

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

---

(Bid Number and Description)

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 consortium<sup>3</sup> 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.
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

---

<sup>3</sup> 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.

## ANNEXURE E – SUPPLIER INFORMATION SHEET

|                                |                                                                                                                                                                           |
|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Contract No.</b>            | <b>CDC/212/21</b>                                                                                                                                                         |
| <b>Description of Contract</b> | <b>THE ACQUISITION OF A RESEARCH AND TECHNOLOGY PARTNER TO ACHIEVE THE INTEGRATION, REDESIGN, COMPLETION AND FUNCTIONALITY OF THE COEGA HCS LABOUR MANAGEMENT SYSTEMS</b> |

**Name of Organization** .....

**Address:** .....  
.....  
..... Code.....

### Name of Directors/Partners

1. .... 4. ....  
2. .... 5. ....  
3. .... 6. ....

BEE Certificate or Sworn Affidavit and Proof of registration with Treasury Centralized Supplier Database (CSD) (please attach).

| Category                     | EME                       |  | QSE                          |                              | GENERIC |  |
|------------------------------|---------------------------|--|------------------------------|------------------------------|---------|--|
|                              | BEE Level                 |  | Expiry Date                  |                              |         |  |
| Shareholding Percentage (%)  | Black ownership (%)       |  |                              | Black woman ownership (%)    |         |  |
|                              | Black youth ownership (%) |  |                              | Black disabled ownership (%) |         |  |
| CSD Supplier number MAAA0... |                           |  | Company Registration Number. |                              |         |  |

### Bank Details

Bankers: .....

Branch Name: .....

Branch Code: .....

Account No: .....

**Accounts Contact Person:**

Name: .....

Telephone No: .....

Email Address: .....

I ..... in my capacity as ..... (Director / Accountant /

Manager) of ..... declare that all the information given above is  
true and correct.

Signed..... Witness .....

Company Stamp

Bank Stamp (if no cancelled cheque provided)

## ANNEXURE F – PRICING SCHEDULE AND FORM OF OFFER

CDC/212/21

THE ACQUISITION OF A RESEARCH AND TECHNOLOGY PARTNER TO ACHIEVE THE INTEGRATION, REDESIGN, COMPLETION AND FUNCTIONALITY OF THE COEGA HCS LABOUR MANAGEMENT SYSTEMS

BIDDERS NAME: \_\_\_\_\_

| Project Phases                                                        | Detailed task list and Disbursements                         | Quantity | Total Cost (Exc. VAT) | Total Cost (Inc. VAT) |
|-----------------------------------------------------------------------|--------------------------------------------------------------|----------|-----------------------|-----------------------|
| 1. System Diagnostics and Development of Functional Specification     |                                                              |          |                       |                       |
|                                                                       |                                                              |          |                       |                       |
|                                                                       |                                                              |          |                       |                       |
|                                                                       | SUB-TOTAL FOR SYSTEM DIAGNOSTIC AND FUNCTIONAL SPECIFICATION |          |                       |                       |
| 2. System Development including the completion of outstanding modules |                                                              |          |                       |                       |
|                                                                       |                                                              |          |                       |                       |
|                                                                       |                                                              |          |                       |                       |
|                                                                       |                                                              |          |                       |                       |
|                                                                       |                                                              |          |                       |                       |
|                                                                       |                                                              |          |                       |                       |
|                                                                       | SUB-TOTAL FOR SYSTEM DEVELOPMENT                             |          |                       |                       |
| 3. Consolidation of data repositories and                             |                                                              |          |                       |                       |
|                                                                       |                                                              |          |                       |                       |
|                                                                       |                                                              |          |                       |                       |

|                      |  |  |  |  |
|----------------------|--|--|--|--|
| data<br>architecture |  |  |  |  |
|                      |  |  |  |  |

| Project Phases                                     | Detailed task list and Disbursements                             | Quantity | Total Cost (Exc. VAT) | Total Cost (Inc. VAT) |
|----------------------------------------------------|------------------------------------------------------------------|----------|-----------------------|-----------------------|
| 4. Integration and interoperability of HCS systems |                                                                  |          |                       |                       |
|                                                    |                                                                  |          |                       |                       |
|                                                    |                                                                  |          |                       |                       |
|                                                    | <b>SUB-TOTAL FOR INTEGRATION AND INTEROPERABILITY OF SYSTEMS</b> |          |                       |                       |
| 5. Disbursements                                   | Project Management cost                                          |          |                       |                       |
|                                                    | Other: 10% Contingency cost                                      |          |                       |                       |
|                                                    | <b>SUB-TOTAL FOR DISBURSEMENTS</b>                               |          |                       |                       |
|                                                    | <b>TOTAL (EXCL. VAT)</b>                                         |          |                       |                       |

**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       | System diagnostics and the development of a functional specification |                   |
| 2       | Systems development including the completion of outstanding modules  |                   |
| 3       | Consolidation of data repositories and data architecture             |                   |
| 4       | Integration and inter-operability of systems                         |                   |
| 5.      | Disbursements                                                        |                   |
|         | <b>TOTAL (Excluding VAT)</b>                                         |                   |
|         | <b>VAT (15%)</b>                                                     |                   |
|         | <b>TOTAL (Including VAT)</b>                                         |                   |

**FORM OF OFFER**

**CDC/212/21**

**THE ACQUISITION OF A RESEARCH AND TECHNOLOGY PARTNER TO ACHIEVE THE  
INTEGRATION, REDESIGN, COMPLETION AND FUNCTIONALITY OF THE COEGA HCS LABOUR  
MANAGEMENT SYSTEMS**

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/212/21-T**

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 of up to R50 000 000 (all applicable taxes included); and
- a) The value of this bid is estimated to **not exceed** R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or
- b) The 80/20 preference point system will be applicable to this tender.

1.2 Points for this bid shall be awarded for:

- a) Price; and
- b) B-BBEE Status Level of Contributor.

1.3 The maximum points for this bid are allocated as follows:

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

- 1.4 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.
- 1.5 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)
- a) (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 BBEE 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 BBEE 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/firm :.....
- 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:

- (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 paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct.
- (iv) 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:
  - (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) 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
- (e) forward the matter for criminal prosecution.

**SIGNATURE(S) OF BIDDER(S)**

DATE:.....

ADDRESS:.....

.....

**WITNESSES:**

1. ....

2. ....

## **ANNEXURE H – FUNCTIONALITY ASSESSMENT AND SCORING METHOD**

## ANNEXURE A: CDC/117/21 FUNCTIONALITY ASSESSMENT AND SCORING METHOD

**Table C1: FUNCTIONALITY CRITERIA SCORE**

|    | Functional Criteria                                                                                                                                                                                                                                         | Weight (%) | Requirements from Bidders                                                                                                                                                                                                                                                                                                        |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Proposed methodology and demonstrating understanding of: <ul style="list-style-type: none"> <li>i. Work organisation programme</li> <li>ii. Resource plan</li> <li>iii. Methodology for executing the work.</li> </ul>                                      | 30         | Bidders should propose all activities for the implementation of the services, describing the methodology, critical path milestones, work schedule and resource plan in relation to the scope of works.                                                                                                                           |
| 2. | Track record in developing and deployment of social and developmental ICT systems (e.g. public health, public infrastructure, social service delivery, sustainable livelihoods, job seeker and matching applications, eLearning, and mobile learning, etc.) | 40         | This criterion covers the experience and knowledge that the bidder has in the implementation of the social and developmental ICT systems. The bidders are to provide reference letters from previous projects completed with project value.                                                                                      |
| 3. | Demonstrate qualifications, competency, and availability of key personnel indicative of gender                                                                                                                                                              | 30         | The bidders are to provide information that covers the level of qualifications and competency, including copies of qualifications and CVs with specific reference to the participation of women (overall and at project-lead level) and the participation in the project team of unemployed graduates and post-doctoral fellows. |

**Table C2: INDICATORS FOR THE SCORING OF FUNCTIONALITY CRITERIA**

| #   | Functionality criteria                                                                                                                                          | Evaluation Indicators         |                                                                                                                                                                                                                             |                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     |                                                                                                                                                                 | No response<br>(score 0%)     | Poor<br>(25%)                                                                                                                                                                                                               | Satisfactory<br>(50%)                                                                                                                                                                                       | Good<br>(75%)                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Very Good<br>(100%)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 1.0 | Proposed methodology and demonstrating understanding of:<br><br>i. Work organisation programme<br>ii. Resource plan<br>iii. Methodology for executing the work. | Failed to provide information | Methodology does not meet the requirements.<br><br><i>System diagnostic does not clearly define the problems in the system, what needs to be corrected and a clear roadmap on how to achieve immediate system stability</i> | Methodology meets the requirements.<br><br><i>System diagnostic clearly defines the problems in the system, what needs to be corrected and a clear roadmap on how to achieve immediate system stability</i> | Methodology meets the specified requirements and is understood and defined.<br><br><i>System diagnostic clearly defines the problems in the system, what needs to be corrected and a clear roadmap on how to achieve immediate system stability. The methodology indicates specific plans on how to undertake the works in a manner that allows operations to proceed while developments are underway and has clear plans on how to stabilize the data architecture as a priority</i> | Methodology exceeds the specified requirements and is understood and clearly defined.<br><br><i>System diagnostic clearly defines the problems in the system, what needs to be corrected and a clear roadmap on how to achieve immediate system stability. The methodology indicates specific plans on how to undertake the works in a manner that allows operations to proceed while developments are underway and has clear plans on how to stabilize the data architecture as a priority. System stability and core systems integration (Funda, Ncedo and G2O) can be achieved in this financial year</i> |

| #   | Functionality criteria                                                                                                                                                                                                                                                  |                          | Evaluation Indicators         |                                                                                                                                                               |                                                                                                                                                                 |                                                                                                                                                                                           |                                                                                                                                                                                                                          |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     |                                                                                                                                                                                                                                                                         |                          | No response<br>(score 0%)     | Poor<br>(25%)                                                                                                                                                 | Satisfactory<br>(50%)                                                                                                                                           | Good<br>(75%)                                                                                                                                                                             | Very Good<br>(100%)                                                                                                                                                                                                      |
| 2.0 | Demonstrate track record in developing and deployment of social and developmental ICT systems (e.g. public health, public infrastructure, social service delivery, sustainable livelihoods, job seeker and matching applications, eLearning, and mobile learning, etc.) |                          | Failed to provide information | <b>Submit at least one (1) reference letter</b> for a project a similar nature to the value of between R 500 000 and R 750 000 completed in the last 5 years. | <b>Submit two (2) reference letters for projects</b> of a similar nature to the value of R750 000 and < R 1 million completed in the last 5 years               | <b>Submit three (3) reference letters for projects</b> of a similar nature to the value of R 1 million and <R1.5 million completed in the last 5 years                                    | <b>Submit four (4) or more reference letters for projects</b> of a similar nature to the value of R1.5 million and above completed in the last 5 years                                                                   |
|     | Innovation track record in the development of social systems                                                                                                                                                                                                            |                          | Failed to provide information | <i>Bidder has a specialist self-funded unit / institute that delivers ICT systems design to external parties including public and private sector clients</i>  | <i>Bidder has won national recognition for innovation (this may include research fellowships, post-doctoral awards, research funding and innovation awards)</i> | <i>Bidder has won recognition / awards from international bodies for innovation (this may include research fellowships, post-doctoral awards, research funding and innovation awards)</i> | <i>Bidder has won awards from national and international bodies for innovation in <u>social systems design</u> (this may include research fellowships, post-doctoral awards, research funding and innovation awards)</i> |
| 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 5 years' experience in relevant field. Short Courses in relevant field.                                                                             | At least 8 years' experience in relevant field. Diploma in Relevant Field.                                                                                      | Female, and at least 10 years' experience in relevant field. Degree in Relevant Field.                                                                                                    | Female, and at least 15 years' experience in relevant field. Higher Degree in Relevant Field.                                                                                                                            |
|     |                                                                                                                                                                                                                                                                         | Software Developers      | Failed to provide information | Lead software developer has less than 2 years' experience in relevant field. Degree in Relevant Field.                                                        | Lead software developer has 4 years' experience in relevant field. Degree + Hons in Relevant Field.                                                             | Lead software developer has at least 6 years' experience in relevant field. Master's Degree in Relevant Field.                                                                            | Lead software developer has at least 8 years' experience in relevant field. Master's in Relevant Field.                                                                                                                  |

| # | Functionality criteria |               | Evaluation Indicators         |                                                                                             |                                                                                                   |                                                                                                   |                                                                                               |
|---|------------------------|---------------|-------------------------------|---------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
|   |                        |               | No response<br>(score 0%)     | Poor<br>(25%)                                                                               | Satisfactory<br>(50%)                                                                             | Good<br>(75%)                                                                                     | Very Good<br>(100%)                                                                           |
|   |                        | Analysts      | Failed to provide information | Lead analyst has less than 5 years' experience in relevant field. Degree in Relevant Field. | Lead analyst has at least 8 years' experience in relevant field. Degree + Hons in relevant field. | Lead analyst has at least 10 years' experience in relevant field. Degree + Hons in relevant field | Lead analyst has at least 15 years' experience in relevant field. Master's 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.             |

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.

## ANNEXURE I – EME AND QSE AFFIDAVIT TEMPLATES

### SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE - GENERAL

I, the undersigned,

|                                |  |
|--------------------------------|--|
| <b>Full name &amp; Surname</b> |  |
| <b>Identity number</b>         |  |

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:

|                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|--------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Enterprise Name:</b>                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Trading Name (If Applicable):</b>                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Registration Number:</b>                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Enterprise Physical Address:</b>                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Nature of Business:</b>                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Definition of "Black People"</b>                    | <p>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 –</p> <p>(a) Who are citizens of the Republic of South Africa by birth or descent, or</p> <p>(b) Who became citizens of the Republic of South Africa by naturalization-</p> <ol style="list-style-type: none"> <li>Before 27 April 1994; or</li> <li>On or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date</li> </ol> |

- 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          | <b>Level One</b> (135% B-BBEE procurement recognition level)  |  |
| At least 51% Black Owned  | <b>Level Two</b> (125% B-BBEE procurement recognition level)  |  |
| Less than 51% Black Owned | <b>Level Four</b> (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

- 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         | <b>Level One</b> (135% B-BBEE procurement recognition level) |  |
| At Least 51% black owned | <b>Level Two</b> (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 J

### CONFIRMATION OF KEY STAFF PARTICIPATING IN THE PROJECT

| POSITION                 | NAME |
|--------------------------|------|
| Project leader / manager |      |
| Software Developer       |      |
| Analyst                  |      |
| Administrator            |      |
| Other                    |      |

Name: .....

Signature: .....

Date:.....

Organisation: .....

NOTE: CVs and proof of qualifications must be attached.