transport

Department:
Transport
REPUBLIC OF SOUTH AFRICA

REQUEST FOR PROPOSAL

TENDER NUMBER	DLCA/2021/04
DESCRIPTION	Provision of pre-printed smart polycarbonate cards for a period of 5 years.
TENDER BRIEFING	As a result of COVID-19 pandemic, there will be no physical briefing but only a compulsory online information session will be held as indicated below. Failure to attend compulsory online session will lead to disqualification. Date : 26 October 2021: 10h00 – 12h00 Zoom link: Join Zoom Meeting https://dot-gov-za.zoom.us/j/98798794676?pwd=WkRsZlFKRTU4MGVRYXlaSTYwMGptZz09 Meeting ID: 987 9879 4676 Passcode: 5#NgWg0h
ENQUIRIES	Enquiries must be in writing ONLY and directed as follows: **Administration:** Supply Chain Management - tenders@dlca.gov.za **Technical:** Project Management Office - pmo@dlca.gov.za
CLOSING DATE	**Date**: 19 November 2021 **Time:** 11H00 (GMT +2) at above mentioned address **Address**: 459b Tsitsa Street, Erasmuskloof, Pretoria, 0048 **NB: BIDDERS MUST ENSURE THAT THEY SIGN THE REGISTER AT THE RECEPTION WHEN DELIVERING THEIR BIDS.**

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ACRONYMS, ABBREVIATIONS AND TERMS

The information listed below is binding to the bidder

Term	Definition
AES	Advanced Encryption Standard
Blank Card	An ID-1 format (ANSI/ISO/IEC 7810 compliant) which is made from 100% polycarbonate and is non-personalised but contains pre-printed security features.
Blank smart card	An ID-1 format (ANSI/ISO/IEC 7810 compliant) which is made from 100% polycarbonate, is non-personalised, but contains pre-printed security features and contains a programmable contactless chip.
Chip	It is a slice of semi-conductor material processed to have specified electrical characteristics.
Compliance with laws and consents	Parties shall comply with all relevant laws and consents. The Successful Bidder to indemnify DLCA from and against any and all liabilities, damages, claims, fines, penalties, fees, costs and expenses of whatever nature arising out of or resulting from any failure by the Successful Bidder to comply with the relevant laws and obligations.
Confidentiality	The provisions of the Definitive Agreement shall be kept strictly confidential, except when disclosure is required under any law or to give effect to the provisions of the Definitive Agreement.
Consents	The Parties shall each acquire and maintain all consents, approvals and/or authorisations which are necessary for the matters contemplated in the Definitive Agreement and to performance of their respective obligations under the Definitive Agreement.
Consequential loss	Neither Party shall be liable to the other under the Definitive Agreement or any applicable law, for any kind of indirect or consequential loss or damage (including loss of use, loss of profit, loss of any contract, loss of production or business

Term	Definition
	interruption, loss of revenue) arising out of or in connection with the Definitive Agreement, except in relation to wilful misconduct or gross negligence.
Defects guarantee	The Successful Bidder shall guarantee that the Solution is free of defects. The Successful Bidder shall (among other things) promptly at its cost repair, replace and/or make good any and all defects, omissions or damage that arise prior to Acceptance of Delivery. The Successful Bidder shall bear all costs of removal, associated with the repair, replacement or making good of any defect. DLCA may rectify any defect or deficiency at the Successful Bidder's cost where the Successful Bidder fails to do so within a reasonable time.
Delivery and transfer of ownership and risk	Delivery will be Incoterm: DDP (Delivered Duty Paid), delivered at the Premises. Ownership of, benefits in and risk to the Solution shall only pass to DLCA after DLCA has accepted delivery of the Solution and has confirmed in writing that it is satisfied with the quality and functioning of the Solution after it is installed and tested ("Acceptance of Delivery"). If DLCA does not confirm its satisfaction with the quality and functioning of the Solution or does not indicate that it is not satisfied within 5 (five) Business Days after installation and testing, ownership of, benefits in and risk to the Solution shall pass from the Successful Bidder to DLCA on the 6th (sixth) Business Day. If DCLA indicates that it is not satisfied, the Successful Bidder shall, at its own costs, remedy the cause of complain within a reasonable time as specified by DLCA until DLCA confirms in writing that it is satisfied with the quality of the Solution. DLCA's right to cancel the Definitive Agreement to be reserved.
DLCA	Driving Licence Card Account
EAC	Extended Access Control
ECC	Elliptic Curve Cryptography

Term	Definition
Infringement of intellectual property	The Solution should accord with the specifications, designs and instructions set out in the RFT. DLCA shall not be liable for any infringement of any patent, trademark, copyright or manufacturing design and Successful Bidder to accept full responsibility for and indemnify DLCA against any claims that may be brought against DLCA by reason of any alleged infringement of a trademark, patent, copyright, design or otherwise arising out of the production, reproduction or use of the Solution or other documents in relation thereto. Despite this, the Successful Bidder shall not be relieved of liability to DLCA in the event that the Successful Bidder is restrained from supplying the Solution and shall be liable to DLCA for the full loss it sustains as a result of any breach under the Definitive Agreement. It shall be the responsibility and obligation of the Successful Bidder to contest any action brought against GPW which would attempt to restrain production, sale or distribution of the Solution or alleges any infringement of any trademark, patent, copyright or design by the Successful Bidder.
Insurance	Insuring the Solution until Acceptance of Delivery date shall be the responsibility of the Successful Bidder.
ISO standards	Refers to the latest version of the relevant standard published by the International Standard Organisation.
NDP	National Development Plan
PACE	Password Authenticated Connection Establishment
Packaging	Crating/Packaging of the Solution shall be of sufficient quality to protect the relevant component against any damage that may occur during transportation.
Payment	Payment to be made as follows: a. Consignment to be delivered quarterly based on timelines agreed upon with the DLCA.

Term	Definition
	b. Full value of a consignment's amount will be paid within30 days subject to the Bidder having issued DLCA with a valid tax invoice c. Payment will be made in ZAR or any other currency, depending on what is agreed in the Definitive Agreement.
P-ICC	Proximity Integrated Circuit Card
Price	The contract price will be as set out in the Successful Bidder's Tender Submission. Prices to be all-inclusive (i.e. inclusive of any taxes, packaging, insurance, transportation, etc.).
RFP	Request for proposal
RNG	Random Number Generator
RSA	Rivest, Shamir and Adleman
SHA	Secure Hash Algorithm
Smart Card	Polycarbonate card containing a contactless chip (P-ICC)
Validity period	This is the period that the bid submission is valid for as from the bid closing date. For this this bid, the bid shall remain valid for 120 days from the Closing Date. DLCA reserves the right to reject any Tender Submission that is valid for a period less than 120 days.
Warranties	Bidder to give warranties and undertakings as are usually found or reasonably expected in the agreements of the nature of the Definitive Agreement. Most warranties and/or undertakings would have already been given by the Bidder under the RFP

VOLUME 1: BIDDING INFORMATION

Section 1: Introduction

1.1 Purpose

The Driving Licence Card Account (DLCA) is a trading entity of the Department of Transport responsible for the production and delivery of driving licence cards in South Africa.

The DLCA would to invite Bid Proposals from prospective/interested bidders to provide blank smart polycarbonate(PC) cards for a period of five (5) years. The PC cards will be used for the production of driving licence cards as part of the new driving licence card project.

1.2 New Driving Licence Card Project

As part of its strategy, the DLCA has embarked on a project to introduce a new driving licence card which will involve the following:

a. A new card design with improved security features, durable and is ISO-18013 compliant;

b. Procurement of raw material; (Scope of this proposal)

c. Procurement of equipment and related services;

d. Procurement of related IT and supporting infrastructure; and

e. Re-engineering of card production processes.

1.3 Current production environment

The current driving licence card and supporting infrastructure was introduced in 1998.
The DLCA currently produces and delivers on average 2,5 million driving licence cards annually. Using a centralized production model, enrolment data is collected through enrollment units and produced in-house at the DLCA card production facility. The production process includes verification of data, personalization, quality control and packaging of the cards produced. The cards are then dispatched to the relevant centres. The current

production environment is using old technology which is no longer efficient and must be overhauled.

1.4 Objectives

With the issuance of this bid, the DLCA intends to contribute to the following National Development Plan (NDP) and DLCA strategic objectives:

a. **Creation of jobs** - The NDP Vision 2030 set a target of reducing unemployment to 6 percent by 2030. The aim of this project is to ensure that there are direct and/or indirect jobs created through the implementation process.
b. **Localisation** – the 2019 – 2024 medium term strategic framework (MTSF) will focus on industrialisation and localisation to enable economic growth and development. This will involve the inclusion of SMMEs in localisation of services and provide access to markets that have traditionally been protected by natural trade barriers. The project must ensure that localisation objectives are taken into consideration.
c. **Skills Development –** Commitment 1 of the country's Human Resource Development Strategy seeks to urgently overcome the shortages in the supply of people with the priority skills needed for the successful implementation of current strategies to achieve accelerated economic growth. The project is to ensure that there is skills development and/or transfer in the delivery of the project.
d. **Regional Harmonisation –** there is an initiative to facilitate the development of a more competitive, integrated and liberalised regional road transport market in the tripartite region (SADC, EAC, COMESA) through the adoption and/or implementation of driver regulations and standards that conform with international best practices and to allow the use of domestic driving licences for international travel. The new driving licence card project will ensure compliance to regional requirements.

1.5 Structure of the document

The bidding documents consists of two (2) volumes:

Volume 1: Bidding information

Section 1: Introduction

Section 2: Bid Conditions

Section 3: SBD Forms

Volume 2: Requirements for the provision of blank smart polycarbonate cards

Section 4: Functional requirements

Section 5: Non-Functional Requirements

Section 6: Evaluation Criteria

Section 7: Annexures

Section 2: Bidding Conditions

The below-mentioned information in this section contains the bid conditions.

2.1 Eligibility

a. The bidder must be a suitably qualified, preferably, South African manufacturer and/or supplier of polycarbonate cards.

b. Be a company registered under the Companies Act of South Africa or similar registration institution for businesses outside of South Africa and **must be operating** in South Africa.

2.2 General Bidding Conditions

All bidders must adhere to the bid conditions as stated below:

2.2.1 The DLCA reserve the right not to award the tender.

2.2.2 The DLCA may request clarity of further information regarding any aspect of the bid at any time prior to the closing date. Any prospective bidder should supply the requested information within forty-eight (48) hours after the request has been made by the DLCA.

2.2.3 The DLCA reserves the right to conduct a security background check or screening of the bidder.

2.2.4 The DLCA reserves the right to conduct mandatory site inspection to the offices of the bidder.

2.2.5 Any conditions imposed by the bidder that is restrictive or contrary to any part of these Terms of Reference or request for proposal will automatically disqualify the bidder.

2.2.6 The bidder will be held liable for any damage or loss suffered by the DLCA, because of the bidder's own or his/her employees' negligence or intent, which originated at the site. The bidder will have to pay damages or replace any stolen item damaged or stolen due to the negligence or intent of the bidder's own employees.

2.2.7 The bidder must, at his/her own expenses, take out sufficient insurance against any claims, cost, loss and/or damage ensuing from his/her obligations and shall ensure that such insurance remains operative for the duration of this agreement.

2.2.8 A copy of such insurance contract must be handed to the DLCA Representative on commencement of the service. Evidence that such insurance premiums have indeed been paid, or is being sought must be furnished on request.

2.2.9 DLCA does not bind itself to accept the lowest pricing

2.2.10 The DLCA reserves the right to invite bidders for presentation at bidders own cost.

2.2.11 Any shortcomings in this specification must be identified by the Bidder prior to the awarding of the bid and raised with the DLCA for rectification and agreement.

2.2.12 Any shortcomings identified by the Bidder after the bid has been awarded and that would have had an impact on the bid price will be for the account of the bidder.

2.2.13 The Successful Bidder must be willing to sign a service level agreement with the DLCA.

2.2.14 By initialling the document, the bidder confirms that they have read, understood and agreed to the contents of this document.

2.3 Special Conditions

2.3.1 DLCA does not bind itself to make any selection from the proposals, or quotations received.

2.3.2 The local content requirement of 80% is applicable and as a result, only products manufactured local will be considered.

2.3.3 DLCA reserves the right, at its sole discretion, to cancel this request for proposals and/or not to make any selection of the bidder/s at all.

2.3.4 All prices quoted must be in ZAR and be VAT inclusive.

2.3.5 DLCA will not make any upfront payments before the rendering of services.

2.3.6 The Successful Bidder shall provide the service required based on the set timelines and as per the schedule to be provided by DLCA.

2.3.7 The Successful Bidder will have to undergo a security vetting process.

2.3.8 The DLCA reserves the right to have the certificates of compliance submitted by bidders to be verified.

2.3.9 A pricing schedule with one of the specified elements omitted from the costing may be considered non-responsive.

2.3.10 The price proposal must be valid for 120 days.

2.4 Format and Submission of the Proposal

2.4.1 All the official forms (SBD in Section 3) must be completed and signed in all respects by bidders. Failure to comply will invalidate a bid.

2.4.2 This is a two-stage bidding process in which proposals submitted must include technical and price, submitted in separate envelopes. For this purpose, the bidder must provide in respect of:

a. Clearly marked **Technical**, one (1) original hard copy plus electronic copies in 5 memory/USB sticks. Bidder are encouraged to ensure that the hard copy and electronics are aligned.

b. Clearly marked **price bid sheet**, **one (1)** original hard copy should include the name of bidder and certification that the person signing the proposal entitled to represent the bidder empowered to submit the bid and authorized to sign a contract with the DLCA.

2.4.3 For ease of reference, Technical copy bids should be packaged in the following format:

a. Tab A - Signed Tender Document and Completed SBD Forms (refer to Section 3)

b. Tab B - Mandatory Documents (Refer to Section 6.1)

c. Tab C - Functionality / Technical Proposal (refer to sections 4, 5, and 6.2)

d. Tab D – Pricing in a separate envelope (Section 6.4).

2.5 Contract Performance

2.5.1 Preferred Bidder will enter into a 5-year contract with the DLCA, which with a format, term and conditions set by the DLCA.

2.5.2 The performance of the Bidder shall be reviewed quarterly during the period of the signed Service Level Agreement.

2.5.3 If it is found that information provided is false including the breach of the General Condition of Contract, The DLCA reserves the right to terminate this contract with immediate effect.

2.6 Sub-Contracting, Partnership/Consortium/Joint Venture and Company Requirements

2.6.1 Due to security considerations, the Bidder may not subcontract any of its obligations.

2.6.2 A proposal submitted by a company, close corporation or other legal person must be accompanied by a resolution or agreement of the directors or members and be signed by a duly authorized person.

2.6.3 A proposal submitted by a partnership must be accompanied by a written partnership agreement

2.6.4 A proposal submitted by a consortium or joint venture of two or more parties must be accompanied by a signed memorandum of understanding between the parties to such consortium indicating:

a. the conditions under which the consortium will function;
b. its period of duration;
c. the persons authorized to represent it;
d. the participation of the several parties forming the consortium;
e. the benefits that will accrue to each party;
f. any other information necessary to permit a full appraisal of its functioning.

2.7 Security and Confidentiality of Information

2.7.1 No material or information derived from the provision of the services under the Contract may be used for any purposes other than those of the Entity (DLCA), except where authorized in writing to do so. All information will be held strictly confidential. The successful bidder **shall** be required to sign a Confidentiality Agreement with the DLCA.

2.8 Compulsory Information Session & Enquiries

2.8.1 As a result of COVID-19 pandemic, there will be no physical tender briefing.

2.8.2 However, a mandatory online session would be held as per page one of this document

2.8.3 Enquiries **SHALL** be made in writing to the following:

Supply Chain Management / Admin	Technical
Mr. Kganki Kekana tenders@dlca.gov.za	Project Management Office pmo@dlca.gov.za

2.8.4 The cut-off date for enquiries is **29 October 2021**. Questions submitted after this date will not be answered.

2.9 Closing Date

2.9.1 Proposals must be submitted on or before 19 November 2021 at the DLCA Offices Reception, 495b Tsitsa Street, Erasmuskloof, Pretoria.

2.9.2 There will a submission register which bidder must sign upon submitting their bid.

2.9.3 Bidders are therefore strongly advised to ensure that bids be dispatched allowing enough time for any unforeseen events that may delay the timeous delivery of the bid.

2.10 General conditions of contract (GCC)

2.10.1 The bidder shall have to comply with the GCC which will be defined upon awarding of contract.

2.10.2 The bidder shall, along with the service level agreement, sign the GCC.

Section 3: SBD forms

SBD 1

PART A

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (*NAME OF DEPARTMENT/ PUBLIC ENTITY*)					
BID NUMBER:	DLCA/2021/04	CLOSING DATE:	19 November 2021	CLOSING TIME:	11H00
DESCRIPTION	Provision of blank smart polycarbonate cards				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).					

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT *(STREET ADDRESS)*

495B Tsitsa Street
Erasmuskloof
Pretoria

SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
	TCS PIN:		**OR**	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	☐ Yes ☐ No	
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?					
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	☐	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)			
	☐	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)			
	☐	A REGISTERED AUDITOR NAME:			
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT(FOR EMEs& QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					

ARE YOU THE ACCREDITED REPRESENTATIVE **IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?**	☐Yes ☐No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR **THE GOODS /SERVICES /WORKS OFFERED?**	☐Yes ☐No [IF YES ANSWER PART B3 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)**	**Do Not Complete.** To be included in a separate pricing schedule as indicated in Annexure B
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		**TECHNICAL INFORMATION MAY BE DIRECTED TO:**	
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.
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.

SBD 3.1

PRICING SCHEDULE – FIRM PRICES (PURCHASES)

NOTE: **ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED**

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder……………………………………	**Bid number:** DLCA/2021/04 ..
Closing Time 11:00	**Closing date**: 19 November 2021…...

OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID.

ITEM QUANTITY DESCRIPTION BID PRICE IN RSA CURRENCY NO.** (ALL APPLICABLE TAXES INCLUDED)

- Required by: ………………………………….
- At: ……………………………….
- Brand and model ………………………………….
- Country of origin ………………………………….
- Does the offer comply with the specification(s)? *YES/NO
- If not to specification, indicate deviation(s) ………………………………….
- Period required for delivery ………………………………….
  *Delivery: Firm/not firm
- Delivery basis …………………………………...

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.** "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

*Delete if not applicable

SBD 4

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state[1], 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[2]): ………………..

2.4 Company Registration Number: ……………………………………………………….

2.5 Tax Reference Number: ………………………………………………………………

2.6 VAT Registration Number: …………………………………………………………

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

[1]"State" means –
(a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
(b) any municipality or municipal entity;
(c) provincial legislature;
(d) national Assembly or the national Council of provinces; or
(e) Parliament.

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

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

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member: ……...……………
Name of state institution at which you or the person connected to the bidder is employed : …………………………
Position occupied in the state institution: ……………………………………

Any other particulars:
………………………………………………………………
………………………………………………………………
………………………………………………………………

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

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

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

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

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

2.8.1 If so, furnish particulars:
…………………………………………………………………..
…………………………………………………………………..
…………………………………………………………………...

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

2.9.1If so, furnish particulars.
…………………………………………………………...
…………………………………………………………..….
………………………………………………………………

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

2.10.1 If so, furnish particulars**.**
………………………………………………………………

……………………………………………………………………
……………………………………………………………………

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

2.11.1 If so, furnish particulars:
……………………………………………………………………………….
……………………………………………………………………………….
……………………………………………………………………………….

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

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

4. DECLARATION

I, THE UNDERSIGNED (NAME)…………………………………………………………

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 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

May 2011

SBD 5

THE NATIONAL INDUSTRIAL PARTICIPATION PROGRAMME

INTRODUCTION

The National Industrial Participation (NIP) Programme, which is applicable to all government procurement contracts that have an imported content, became effective on the 1 September 1996. The NIP policy and guidelines were fully endorsed by Cabinet on 30 April 1997. In terms of the Cabinet decision, all state and parastatal purchases / lease contracts (for goods, works and services) entered into after this date, are subject to the NIP requirements. NIP is obligatory and therefore must be complied with. The Industrial Participation Secretariat (IPS) of the Department of Trade and Industry (DTI) is charged with the responsibility of administering the programme.

1. PILLARS OF THE PROGRAMME

1.1 The NIP obligation is benchmarked on the imported content of the contract. Any contract having an imported content equal to or exceeding US$ 10 million or other currency equivalent to US$ 10 million will have a NIP obligation. This threshold of US$ 10 million can be reached as follows:

(a) Any single contract with imported content exceeding US$10 million.

or

(b) Multiple contracts for the same goods, works or services each with imported content exceeding US$3 million awarded to one seller over a 2-year period which in total exceeds US$10 million.

or

(c) A contract with a renewable option clause, where should the option be exercised the total value of the imported content will exceed US$10 million.

or

(d) Multiple suppliers of the same goods, works or services under the same contract, where the value of the imported content of each allocation is equal to or exceeds US$ 3 million worth of goods, works or services to the same government institution, which in total over a two (2) year period exceeds US$10 million.

____
Initial

1.2 The NIP obligation applicable to suppliers in respect of sub-paragraphs 1.1 (a) to 1.1 (c) above will amount to 30 % of the imported content whilst suppliers in respect of paragraph 1.1 (d) shall incur 30% of the total NIP obligation on a pro-rata basis.

1.3 To satisfy the NIP obligation, the DTI would negotiate and conclude agreements such as investments, joint ventures, sub-contracting, licensee production, export promotion, sourcing arrangements and research and development (R&D) with partners or suppliers.

1.4 A period of seven years has been identified as the time frame within which to discharge the obligation.

2. REQUIREMENTS OF THE DEPARTMENT OF TRADE AND INDUSTRY

2.1. In order to ensure effective implementation of the programme, successful bidders (contractors) are required to, immediately after the award of a contract that is in excess of R10 million (ten million Rands), submit details of such a contract to the DTI for reporting purposes.

2.2. The purpose for reporting details of contracts in excess of the amount of R10 million (ten million Rands) is to cater for multiple contracts for the same goods, works or services; renewable contracts and multiple suppliers for the same goods, works or services under the same contract as provided for in paragraphs 1.1.(b) to 1.1. (d) above.

3. BID SUBMISSION AND CONTRACT REPORTING REQUIREMENTS OF BIDDERS AND SUCCESSFUL BIDDERS (CONTRACTORS)

3.1. Bidders are required to sign and submit this Standard Bidding Document (SBD 5) together with the bid on the closing date and time.

3.2. In order to accommodate multiple contracts for the same goods, works or services; renewable contracts and multiple suppliers for the same goods, works or services under the same contract as indicated in sub-paragraphs 1.1 (b) to 1.1 (d) above and to enable the DTI in determining the NIP obligation, successful bidders (contractors) are required, immediately after being officially notified about any successful bid with a value in excess of R10 million (ten million Rands), to contact and furnish the DTI with the following information:

- Bid / contract number.
- Description of the goods, works or services.
- Date on which the contract was accepted.
- Name, address and contact details of the government institution.
- Value of the contract.
- Imported content of the contract, if possible.

3.3 The information required in paragraph 3.2 above must be sent to the Department of Trade and Industry, Private Bag X 84, Pretoria, 0001 for the attention of Mr Elias Malapane within five (5) working days after award of the contract. Mr Malapane may be contacted on telephone (012) 394 1401, facsimile (012) 394 2401 or e-mail at Elias@thedti.gov.za for further details about the programme.

4. PROCESS TO SATISFY THE NIP OBLIGATION

4.1 Once the successful bidder (contractor) has made contact with and furnished the DTI with the information required, the following steps will be followed:

a. the contractor and the DTI will determine the NIP obligation;

b. the contractor and the DTI will sign the NIP obligation agreement;

c. the contractor will submit a performance guarantee to the DTI;

d. the contractor will submit a business concept for consideration and approval by the DTI;

e. upon approval of the business concept by the DTI, the contractor will submit detailed business plans outlining the business concepts;

f. the contractor will implement the business plans; and

g. the contractor will submit bi-annual progress reports on approved plans to the DTI.

4.2 The NIP obligation agreement is between the DTI and the successful bidder (contractor) and, therefore, does not involve the purchasing institution.

Bid number ………………………………….. Closing date:………………………………

Name of bidder……………………………………………………………………………………

Postal address ……………………………………………………………………………………

……………………………………………………………………………………

Signature…………………………………….. Name (in print)……………………………..

Date…………………………………………..

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
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2

a) The value of this bid is estimated to exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or

b) The 90/10 preference point system will be applicable to this tender.

1.3 Points for this bid shall be awarded for:

(a) Price; and

(b) B-BBEE Status Level of Contributor.

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

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

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 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

(a) **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;

(b) "**B-BBEE status level of contributor"** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

(c) **"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 goods or services, through price quotations, advertised competitive bidding processes or proposals;

(d) **"Broad-Based Black Economic Empowerment Act"** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);

(e) **"EME"** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;

(f) **"functionality"** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.

(g) **"prices"** includes all applicable taxes less all unconditional discounts;

(h) **"proof of B-BBEE status level of contributor"** means:

1) B-BBEE Status level certificate issued by an authorized body or person;

2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;

3) Any other requirement prescribed in terms of the B-BBEE Act;

(i) **"QSE"** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;

(j) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

80/20 or 90/10

$$Ps = 80\left(1 - \frac{Pt - P\min}{P\min}\right) \quad \text{or} \quad Ps = 90\left(1 - \frac{Pt - P\min}{P\min}\right)$$

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmin = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

4.1 In terms of Regulation 6 (2) and 7 (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 (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5. BID DECLARATION

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

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor: . = ………(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?

(***Tick applicable box***)

YES		NO	

7.1.1 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 or QSE
(Tick applicable box)

YES		NO	

v) **Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:**

Designated Group: An EME or QSE which is at last 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. **DECLARATION WITH REGARD TO COMPANY/FIRM**

8.1 Name of company/firm:……………………………………………………………………

8.2 VAT registration number:……………………………………….…………………………

8.3 Company registration number:……………………………………………………………

8.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

…………………………………………………………………………………………………
…………………………………………………………………………………………………
…………………………………………………………………………………………………
………………………………

8.6 COMPANY CLASSIFICATION

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

[*TICK APPLICABLE BOX*]

8.7 Total number of years the company/firm has been in business:………………………

8.8 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 contributor indicated in paragraphs 1.4 and 6.1 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 paragraphs 1.4 and 6.1, 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 contributor 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) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

WITNESSES

1. …………………………..

2. …………………………

……………..……………………………

SIGNATURE(S) OF BIDDERS(S)

DATE :…..……………………..

ADDRESS

…………………………………..

………………………………….

…………………………………..

SBD 6.2

DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS

This Standard Bidding Document (SBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2011, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

1. General Conditions

1.1. Preferential Procurement Regulations, 2011 (Regulation 9) makes provision for the promotion of local production and content.

1.2. Regulation 9.(1) prescribes that in the case of designated sectors, where in the award of bids local production and content is of critical importance, such bids must be advertised with the specific bidding condition that only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered.

1.3. Where necessary, for bids referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.

1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.

1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

LC = [1 - x / y] * 100

Where

x is the imported content in Rand

y is the bid bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid as indicated in paragraph 4.1 below.

The SABS approved technical specification number SATS 1286:2011 is accessible on http:/www.thedti.gov.za/industrial development/ip.jsp at no cost.

1.6 A bid may be disqualified if –

(a) this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation; and

(b) the bidder fails to declare that the Local Content Declaration Templates (Annex C, D and E) have been audited and certified as correct.

2. Definitions

2.1. **“bid”** includes written price quotations, advertised competitive bids or proposals;

2.2. **“bid price”** price offered by the bidder, excluding value added tax (VAT);

2.3. **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;

2.4. **“designated sector”** means a sector, sub-sector or industry that has been designated by the Department of Trade and Industry in line with national development and industrial policies for local production, where only locally produced services, works or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content;

2.5. **"duly sign"** means a Declaration Certificate for Local Content that has been signed by the Chief Financial Officer or other legally responsible person nominated in writing by the Chief Executive, or senior member / person with management responsibility(close corporation, partnership or individual).

2.6. **"imported content"** means that portion of the bid price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or its subcontractors) and which costs are inclusive of the costs abroad (this includes labour or intellectual property costs), plus freight and other direct importation costs, such as landing costs, dock duties, import duty, sales duty or other similar tax or duty at the South African port of entry;

2.7. **"local content"** means that portion of the bid price which is not included in the imported content, provided that local manufacturing does take place;

2.8. **"stipulated minimum threshold"** means that portion of local production and content as determined by the Department of Trade and Industry; and

2.9. **"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.

3. The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:

Description of services, works or goods	Stipulated minimum threshold
_Polycarbonate cards_____________	__80____%
______________________________	_______%
______________________________	_______%

4. Does any portion of the services, works or goods offered have any imported content?

(*Tick applicable box*)

YES		NO	

4.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency at 12:00 on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on **www.reservebank.co.za**.

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

Currency	**Rates of exchange**
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

5. Were the Local Content Declaration Templates (Annex C, D and E) audited and certified as correct?

(***Tick applicable box***)

YES		NO	

5.1. If yes, provide the following particulars:

(a) Full name of auditor: ………………………………………………………
(b) Practice number: ……………………………………………………………………..
(c) Telephone and cell number: ……………………………………………………………….
(d) Email address: ……………………………………………………………………..

<u>(Documentary proof regarding the declaration will, when required, be submitted to the satisfaction of the Accounting Officer / Accounting Authority)</u>

6. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the dti must be informed accordingly in order for the dti to verify and in consultation with the AO/AA provide directives in this regard.

LOCAL CONTENT DECLARATION

(REFER TO ANNEX B OF SATS 1286:2011)

LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)

IN RESPECT OF BID NO. ....

ISSUED BY: (Procurement Authority / Name of Institution): ....
NB

1 The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.

2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on http://www.thdti.gov.za/industrial development/ip.jsp. Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, …………………………….. (full names),
do hereby declare, in my capacity as ……………………………………… ………..
of ....(name of bidder entity), the following:

(a) The facts contained herein are within my own personal knowledge.

(b) I have satisfied myself that:

(i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
(ii) the declaration templates have been audited and certified to be correct.

(c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

Bid price, excluding VAT (y)	R
Imported content (x), as calculated in terms of SATS 1286:2011	R
Stipulated minimum threshold for local content (paragraph 3 above)	
Local content %, as calculated in terms of SATS 1286:2011	

If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above.
The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E.

(d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.

(e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 13 of the Preferential Procurement Regulations, 2011 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

SIGNATURE: ________________________ **DATE:** ___________

WITNESS No. 1 ________________________ **DATE:** ___________

WITNESS No. 2 ________________________ **DATE:** ___________

LOCAL CONTENT DECLARATION

(REFER TO ANNEX C OF SATS 1286:2011)

SATS 1286.2011

Annex C

Local Content Declaration - Summary Schedule

(C1)	Tender No.	
(C2)	Tender description:	
(C3)	Designated product(s)	
(C4)	Tender Authority:	
(C5)	Tendering Entity name:	
(C6)	Tender Exchange Rate:	Pula ___ EU ___ GBP ___
(C7)	Specified local content %	

Note: VAT to be excluded from all calculations

Tender item no's	List of items	Calculation of local content: Tender price - each (excl VAT)	Exempted imported value	Tender value net of exempted imported content	Imported value	Local value	Local content % (per item)	Tender summary: Tender Qty	Total tender value	Total exempted imported content	Total Imported content
(C8)	(C9)	(C10)	(C11)	(C12)	(C13)	(C14)	(C15)	(C16)	(C17)	(C18)	(C19)

(C20) Total tender value	R 0
(C21) Total Exempt imported content	R 0
(C22) Total Tender value net of exempt imported content	R 0
(C23) Total Imported content	R 0
(C24) Total local content	R 0
(C25) Average local content % of tender	

Signature of tenderer from Annex B

Date:

LOCAL CONTENT DECLARATION

(REFER TO ANNEX D OF SATS 1286:2011)

SATS 1286.2011

Annex D

Imported Content Declaration - Supporting Schedule to Annex C

(D1)	Tender No.	
(D2)	Tender description:	
(D3)	Designated Products:	
(D4)	Tender Authority:	
(D5)	Tendering Entity name:	
(D6)	Tender Exchange Rate:	Pula ___ EU R 9,00 GBP R 12,00

Note: VAT to be excluded from all calculations

A. Exempted imported content

Tender item no's	Description of imported content	Local supplier	Overseas Supplier	Calculation of imported content: Forign currency value as per Commercial Invoice	Tender Exchange Rate	Local value of imports	Freight costs to port of entry	All locally incurred landing costs & duties	Total landed cost excl VAT	Summary: Tender Qty	Exempted imported value
(D7)	(D8)	(D9)	(D10)	(D11)	(D12)	(D13)	(D14)	(D15)	(D16)	(D17)	(D18)

(D19) Total exempt imported value R 0

This total must correspond with Annex C - C 21

B. Imported directly by the Tenderer

Tender item no's	Description of imported content	Unit of measure	Overseas Supplier	Calculation of imported content: Forign currency value as per Commercial Invoice	Tender Rate of Exchange	Local value of imports	Freight costs to port of entry	All locally incurred landing costs & duties	Total landed cost excl VAT	Summary: Tender Qty	Total imported value
(D20)	(D21)	(D22)	(D23)	(D24)	(D25)	(D26)	(D27)	(D28)	(D29)	(D30)	(D31)

(D32) Total imported value by tenderer R 0

C. Imported by a 3rd party and supplied to the Tenderer

Description of imported content	Unit of measure	Local supplier	Overseas Supplier	Calculation of imported content: Forign currency value as per Commercial Invoice	Tender Rate of Exchange	Local value of imports	Freight costs to port of entry	All locally incurred landing costs & duties	Total landed cost excl VAT	Summary: Quantity imported	Total imported value
(D33)	(D34)	(D35)	(D36)	(D37)	(D38)	(D39)	(D40)	(D41)	(D42)	(D43)	(D44)

(D45) Total imported value by 3rd party R 0

D. Other foreign currency payments

Type of payment	Local supplier making the payment	Overseas beneficiary	Calculation of foreign currency payments: Foreign currency value paid	Tender Rate of Exchange	Summary of payments: Local value of payments
(D46)	(D47)	(D48)	(D49)	(D50)	(D51)

(D52) Total of foreign currency payments declared by tenderer and/or 3rd party

Signature of tenderer from Annex B

(D53) Total of imported content & foreign currency payments - (D32), (D45) & (D52) above R 0

This total must correspond with Annex C - C 23

Date:

LOCAL CONTENT DECLARATION

(REFER TO ANNEX E OF SATS 1286:2011)

SATS 1286.2011

Annex E

Local Content Declaration - Supporting Schedule to Annex C

(E1)	**Tender No.**	
(E2)	**Tender description:**	
(E3)	**Designated products:**	
(E4)	**Tender Authority:**	
(E5)	**Tendering Entity name:**	

Note: VAT to be excluded from all calculations

Local Products (Goods, Services and Works)	Description of items purchased	Local suppliers	Value
	(E6)	*(E7)*	*(E8)*
		(E9) **Total local products (Goods, Services and Works)**	R 0

(E10)	**Manpower costs**	(Tenderer's manpower cost)	R 0
(E11)	**Factory overheads**	(Rental, depreciation & amortisation, utility costs, consumables etc.)	R 0
(E12)	**Administration overheads and mark-up**	(Marketing, insurance, financing, interest etc.)	R 0
		(E13) **Total local content**	R 0

This total must correspond with Annex C - C24

Signature of tenderer from Annex B

Date:

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

Item	Question	Yes	No
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes ☐	No ☐
4.4.1	If so, furnish particulars:		

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**

Js365bW

SBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

1 This Standard Bidding Document (SBD) must form part of all bids[1] invited.

2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).[2] Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.

3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:

a. 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:

[1] Includes price quotations, advertised competitive bids, limited bids and proposals.

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

SBD 9

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[3] 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.

[3] Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

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

VOLUME 2: REQUIREMENTS FOR SMART BLANK POLYCARBONATE CARDS

Section 4: Functional Requirements

4.1 Card Design

4.1.1 The information provided below is for background purposes. It must be noted that the cards requested are blank smart PC.

4.1.2 The card design/ artwork and related information shall be provided by the DLCA after the contract award and the signing of a Non-Disclosure Agreement.

4.1.3 The front of the card will typically contain the information as indicated in the figure below after the personalisation process is completed.

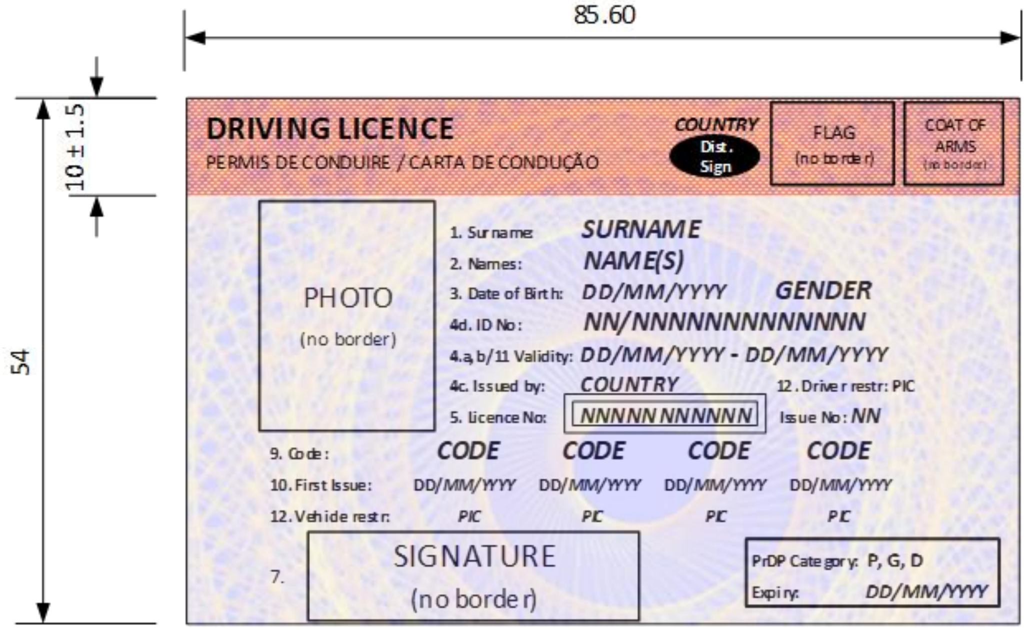


Figure 1: Driving licence card design outline (Front)

4.1.4 The front of the card will typically contain the following features:

Feature	Details
Design features	The Security background will be printed with an appropriate security printing method and should include capability for rainbow printing. The following features must be provided for: a. Anti-scan design features

Feature	Details
	b. Duplex security pattern c. Fine-line design with integrated guilloche patterns, and lines with variable line width. d. Micro text e. Micro and hidden images f. Enhanced security elements will be overlapping the facial area (front side of the card only)
Tactile Features	Tactile design on top layer of the polycarbonate card. This tactile image will be added during the pre-printing process (front side only).
Clear Window	Clear window (see-through) must be incorporated in the card body during the manufacturing process, for the purpose of laser engraving of a secondary image of the face of the license holder. (Size: 4.32 x 5.54 mm).
Diffractive Optically Variable Image Device (DOVID)	An Optically Variable Device (OVD) with integrated security features must be embedded within the polycarbonate layers during the manufacturing process of the card. This DOVID will protect the face image of the holder of the card during the personalization process. A concept design of the DOVID has been done by the DLCA and the design will be finalized with the successful bidder.
Security inks	a. Ink with infra-red properties b. Optically Variable Ink (OVI) c. Ability to print UV ink in either rainbow printing, multicolour ink, Bi-fluorescent ink or a combination of the different options. The ink combination will be finalized with the DLCA once the Successful Bidder has been appointed.

4.1.5 The back of the card will typically contain the following information as indicated in the figure below:

Figure 2: Driving licence card design outline (Back)

a. The card stock serial number will be a 1-D bar code printed at the back of the card.
b. The card will have a ghost image in a clear window.

4.2 Card Requirements

Indicate if the required substantiation of the requirements were submitted, and if so provide the reference paragraph in the technical proposal to be submitted.

4.2.1 Card body

Description	Submitted (Y/N)	Reference
a. Card material shall be **100% Polycarbonate.** **Bidder must provide test certificate/report from an independent laboratory as proof of compliance.**		
b. The card body shall be must be multilayered card with a minimum of 8 layers as indicated in the drawing below. 		
c. All layers of the card must be fused to form a uniform card body capable of withstanding the applicable durability tests.		
d. Thickness of each layer must be given by the bidder. **Mentioning the thickness is compulsory. Bidder must provide test certificate/report from an independent laboratory as proof of compliance.**		
e. A Diffractive Optically Variable Image Device (DOVID) with integrated security features must be added during the card		

Description	Submitted (Y/N)	Reference
manufacturing process and is embedded within the polycarbonate layers. The DOVID concept design of the DOVID has been done by the DLCA and the design will be finalized with the successful bidder.		
f. Clear window (see-through) must be incorporated in the card body during the manufacturing process, for the purpose of laser engraving of a secondary image of the face of the licence holder. (Size: 4.32 x 5.54 mm).		
g. All the cards design features indicated in item 4.1.4. must be accommodated. Bidder must provide 5 sample cards covering the security features indicated.		

4.2.2 Card Physical Characteristics

Description	Submitted (Y/N)	Reference
a. Physical properties of the card must comply with the requirements of ISO 7810:2019. **Bidder must provide test certificate/report from an independent laboratory as proof of compliance.**		
b. The nominal dimensions of the card must be in conformance with ISO/IEC 7810 for ID-1 type cards: i. 85.60 × 53.98 millimetre (mm); ii. 30 mil thickness; and iii. Rounded corners with a radius of 2.88–3.48 mm. **Must provide test certificate/report from an independent laboratory compliance to ISO 7810:2019. The bidder must provide 5 sample cards.**		

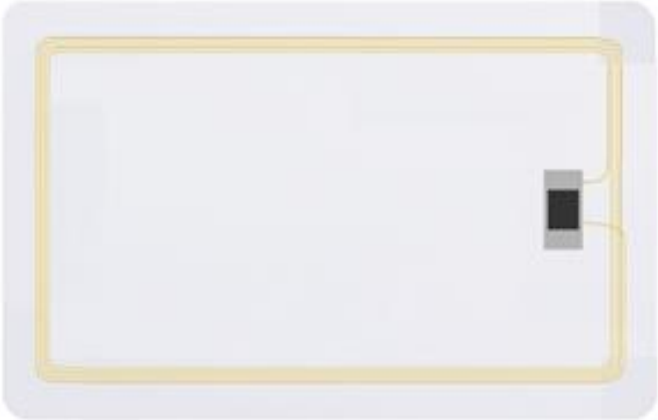
4.2.3 Proximity Integrated Circuit Card (P-ICC) - operational capability

The polycarbonates blank card must contain a Proximity Integrated Circuit Card (P-ICC). The information to be kept on the chip include:

1. Demographic, licence holder and issuing authority data
2. Portrait data
3. Biometric data

Refer to the **Appendix C** for further details.

The bidder must provide 10 sample P-ICC cards. Must provide test reports from an independent laboratory verifying compliance to ISO 14443: 1- 4 or optionally ISO 24727. All ISO certificates required must be in the name of the Bidder or the name of the original equipment manufacturer.

Description	Submitted (Y/N)	Reference
a. The chip of the smart (P-ICC) card shall be able to operate contactless in compliance with ISO/IEC 14443.  P-ICC		

Description	**Submitted (Y/N)**	**Reference**
b. The P-ICCs must adhere to the following supporting infrastructure and key ISO Standards: i. Existing manufacturing standards ISO/IEC 14443 that ensure support for a broad range of cards and devices by multiple manufacturers. ii. ISO/IEC 24727, which may optionally be used.		
c. The physical characteristics of the P-ICC must adhere to ISO/IEC 14443-1.		
d. Location and size of contactless coupling area for P-ICCs must adhere to ISO/IEC 14443-1.		
e. Magnetic fields and radio frequency power for P-ICCs must adhere to ISO/IEC 14443-2.		
f. Transmission protocols for P-ICCs must be compatible with ISO/EC 14443-1 to ISO/IEC 14443-4 and support half-duplex transmission protocol specified by ISO/EC 14443-4**.**		
g. The P-ICC ROM memory size shall be sufficient to contain the JAVA platform 3 compliant Operating System (OS) and a Fingerprint Match-on Card (FMOC) capability.		
h. The P-ICC on-chip RAM memory size should be at least 8KB.		
i. The P-ICC EEPROM size shall be at least 80KB		

4.2.4 Proximity Integrated Circuit Card (P-ICC) - software capability

Description	Submitted (Y/N)	Reference
a. The chip on the P-ICC shall be equipped with a Java Operating System (OS) with Java card 3.1 (minimum) and GP 2.3.1 support capabilities.		
b. The chip hardware shall have the capability to implement on-chip software applications to meet a Common Criteria (CC) rating of EAL5+ as defined in ISO/IEC 15408.		
c. The on-chip Operating System (OS) shall be the Java OS, and shall meet a minimum Common Criteria (CC) rating of EAL6+, as defined in ISO/IEC 15408.		
d. All the required P-ICC on-card software applications [applet(s)] shall be pre-loaded by the Original Equipment Manufacturer (OEM) at the time of original manufacturing. **The bidder shall provide a certified electronic copy of required on-card software applets to DLCA;**		
e. The chip on the P-ICC shall have the capability to implement software patch management functions with the ability to apply software patches for new cards at the DLCA manufacturing site		
f. Access control mechanisms must comply with ISO/ IEC 18013-3 rules and means by which to confirm data validity and authenticity, specifically: i. Password Authenticated Connection Establishment (PACE) ii. Extended Access Control v1 (EACv1)		
g. Secure messaging communication must be protected according to ISO 7816-4		

4.2.5 Proximity Integrated Circuit Card (P-ICC) - cryptographic capability

Description	Submitted (Y/N)	Reference
a. The P-ICC chip shall have the capability to be personalized only once. On completion of the personalization process, the P-ICC chip shall implement a “blow-a-fuse” capability to ensure personalization can only be performed once.		
b. The chip of the P-ICC shall be equipped with a cryptographic module. This module shall ensure data protection (i.e. encryption and decryption) in the P-ICC card through the use of cryptography.		
c. The chip of the P-ICC shall have a cryptographic hardware co-processor or co-processors with the minimum following capabilities: i. PKI key pair based on Rivest, Shamir and Adleman (RSA); ii. Elliptic Curve Cryptography (ECC); iii. Advanced Encryption Standard (AES); iv. Secure Hash Algorithm (SHA) algorithms, and **v.** Random Number Generator (RNG); The card processor shall be able to generate numbers in compliance with ISO/IEC 18031.		
d. The smart card chip shall be able to generate a hash key to be used during hashing operations, in accordance with ISO/IEC 18013 and FIPS 180.		
e. The P-ICC chip shall have the capability to implement a PKI digital certificate message for trust establishment. The PKI digital certificate shall be an electronic message attached to send data, to be used to verify if the sending		

Description	Submitted (Y/N)	Reference
entity can be trusted and to provide a means to encode a reply message, in accordance with FIPS PUB 186, X.509.		
f. The P-ICC chip shall have a software applet that enables the read, write and verification of the P-ICC card bearer's personal data during the personalization process, in compliance with ISO/IEC 7816		
g. The P-ICC card shall have the capability to use PKI asymmetric keys, in the form of public and private key pairs for mutual authentication processes between the P-ICC card, and the card reader/terminal device and the DLCA back-end server, and shall be in compliance with FIPS 201, X.509.		
h. The P-ICC card chip shall have the capability to implement symmetric (identical) key data encryption and decryption capabilities to ensure that any attempt to read the smart card without the correct key passed to the decryption module shall return scrambled data, in compliance with FIPS 46.		
i. The P-ICC chip shall have the capability to implement data hashing functions (SHA1, SHA2 or SHA3 shall be acceptable) to ensure data integrity is maintained, in accordance with ISO/IEC 18013 and FIPS 180. Modification attempts of hashed data sent to the smart card shall result in the smart card rejecting the credibility of the data.		

4.2.6 Proximity Integrated Circuit Card (P-ICC) - machine readable data

Description	Submitted (Y/N)	Reference
a. The P-ICC shall have the capability to store the card holders personal data groups in a chip master file logical data structure as a minimum, as prescribed by ISO/IEC 18013-2		
b. The data elements stored within the card's master file logical data structure shall be accessible to the terminal after active asymmetric authentication.		

4.2.7 Proximity Integrated Circuit Card (P-ICC) - antenna requirements

Description	Submitted (Y/N)	Reference
a. The operating range for the smart driving licence card shall not exceed 5 cm.		
b. The antenna of the smart card shall be a Class 2 as per ISO/IEC 14443-A2.		
c. During normal smart card operation the antenna shall draw a maximum of 2.8mA (DC) per A/m.		
d. The smart card shall interface with a terminal through the antenna and comply with ISO/IEC 14442 part 1 and 2.		

4.2.8 Proximity Integrated Circuit Card (P-ICC) – operating environment

Description	Submitted (Y/N)	Reference
a. The P-ICC and the terminal shall comply with the Electromagnetic Disturbance Handling required by in ISO/IEC 14443-2 A1:2011€ and shall be testable under ISO/IEC 10373-6. **Must provide test certificate/report from an independent laboratory compliance to ISO/IEC 10373-6.**		
b. The P-ICC chip and antenna shall be able to function without any degradation in ambient temperatures ranging between -25 degrees C and +85 degrees Celsius.		
c. The P-ICC chip shall function without degradation within levels ranging between 5% to 95% relative humidity, non-condensing.		

4.2.9 Service Life

Description	Submitted (Y/N)	Reference
a. The card must be durable and survive under normal use and must be warranted by the supplier for a period of ten (10) years from the date of issuance.		
b. Cards must be in compliance to ISO/IEC 24789 or any relevant tests for a Card Service Life (CSL) period of 5 - 10 years: **The bidder must provide test reports from an independent laboratory verifying compliance to ISO 24789.**		

4.2.10 Stock Control Number

Description	Submitted (Y/N)	Reference
a. Each card must have a unique number allocated to it. The stock control number must be engraved into the card in human readable format.		
b. The stock control number must be stored in the P-ICC. The stock control number will be verified against the white list and printed on the back card during the personalization process.		

4.2.11 Testing and Certification

Description	Submitted (Y/N)	Reference
a. The cards must be tested in accordance with the requirements of ISO 18013-4 for IDL.		
b. The cards must be tested in line with the requirements ISO 10373-1. A Test Report prepared by an ISO approved independent laboratory shall be submitted which demonstrates the card construction proposed and represented by the samples submitted have met & surpassed the requirement of ISO/IEC 10373-1. Test report(s) may be from a prior project, provided it is representative of the cards proposed in regard to materials and construction and manufactured on the same or identical equipment to that proposed within your submission.		

Description	Submitted (Y/N)	Reference
c. Test methods used for measurements must comply with INCITS 322 test method related to peel strength, bending stiffness, opacity, stability, resistance to chemicals, and warpage.		

4.3 Stock Control Methodology

4.3.1 The bidder must provide details of stock control methodology. The methodology must address the following minimum requirements:

Requirement	Submitted (Y/N)	Reference
a. The driving licence card is a security document. It is thus a requirement that the Bidder has full control over all input/output material and information related to a production run during the manufacturing of the cards		
b. All card blanks, and other security-sensitive components must be serialised with full audit trail capability.		
c. Must have capability to integrate the stock control system into the DLCA production system to allow for full auditability.		
d. Must have full audit trail capability, including blind audits, with reconciliation of all materials (used, unused, defective or spoiled) and must provide certified records.		
e. Good physical security of the premises with controlled access to delivery/shipment and production areas, card storage facilities etc must be specified.		
f. Secure transport vehicles for movement of blank cards and other principal IDL components (if applicable) must be specified.		

4.4 Logistics

4.4.1 Packaging

The bidder must provide details of the general packing and movement of material which must address the following minimum requirements:

Requirement	Submitted (Y/N)	Reference
a. All materials are sensitive and shall be kept under secure conditions at all times. Bidder to confirm premises and processes for materials and information according to ISO 14298:2013 or equivalent.		
b. Cards must be delivered to the DLCA in securely sealed blocks. Each block should contain a batch control sheet (certified by the card manufacturer) containing the serial numbers, production batch and production date in text and machine readable formats.		
c. Packing shall be done as follows: i. Packaged per 500 cards per box ii. Dust-free boxes must be used iii. Boxes must be labelled appropriately as to allow for identification.		
d. Packaging must be done in the most cost-effective way to minimize freight costs, while complying with the requirements.		
e. Each block shall be wrapped with a plastic opaque film sufficiently (at least three layers) protecting the cargo from spillage, water and weather conditions. The film shall be at least 25 microns thick and be made of biodegradable or oxo-degradable plastic.		
f. Packaging must meet the following environmental requirements:		

Requirement	Submitted (Y/N)	Reference
i. The cardboard packaging should consist of min. 80% recycled material. ii. The packaging for the paper/paper consumables should not contain PVC or other chlorinated plastics. iii. The packaging materials should be possible to separate into mono-material parts, and at least 80% of the packaging by weight should consist of materials that are readily recyclable or can be composted (biodegradable). iv. Bidders should provide (if/when requested) a list of the different packaging materials used for the product, their weight and a declaration by the packaging producer/s where the percentage of recycled content for cardboard in their packaging is specified. v. Wherever plastic material is used for wrapping of pallets, biodegradable or oxo-degradable plastic shall be used. Biodegradation testing method shall meet ASTM 6954-04/ASTM D6400, BS 8472, EN 13432, ISO 14855 or equivalent standards. or similar, and the used materials should be degradable at least at 60% within 180 days or less.		

4.4.2 Delivery

The annual quantity to be ordered is estimated at 2.5 million cards, based on demand. The cards are to be delivered as follows:

Requirement	Submitted (Y/N)	Reference
a. Quantity tolerances - Tolerances of excess & short delivery on the total quantity ordered shall not exceed 5% of the original total quantity ordered.		
b. A production batch is an estimated quantity of 2.5 million cards per annum. The delivery schedule is 625k per quarter. Should the level of utilisation increase, an alternative delivery schedule will be negotiated with the Bidder.		

Section 5: Non-functional Requirements

5.1 Experience

Requirement	Submitted (Y/N)	Reference
a. The bidder must have a minimum of 5 years' experience in the manufacturing and/or supply of 100% polycarbonate security identity cards (driving licence, identity document, health cards etc).		
b. The bidder must have a minimum of 5 years' experience in the manufacturing/or and supply of contactless, 100% polycarbonate smart cards. In the case of a consortium or joint venture, the combined experiences must be at least 5 years.		
c. The bidder must have supplied at least 3 million PC smart cards per year in the past 5 – 7 years i.e. since 2014.		

5.2 Financials

5.2.1 DLCA reserves the right to negotiate the price escalation, however, the escalations should not be above the CPI of that particular period.

5.2.2 The value of this bid is estimated to exceed R50 million (all applicable taxes included) and therefore the 90/10 points system shall be applicable.

5.2.3 All monetary amounts must be in South African Rands and inclusive of Value Added Tax (VAT).

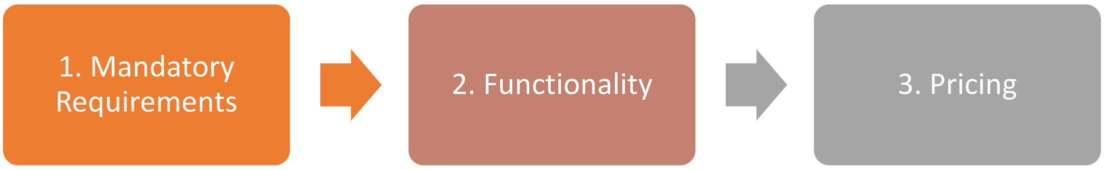
5.2.4 The bidder must comply with the following requirements:

Requirement	Submitted (Y/N)	Reference
a. The bidder must provide 3 sets of audited financial statement for the financial years ending 2020, 2019 and		

Requirement	Submitted (Y/N)	Reference
2018. In the case of JV/Consortium, the financial statements of the Principal bidder as well as the member responsible for financial support must be submitted.		
b. A bid security to the amount of **R15 million** must be submitted with the bid. **This is a mandatory requirement.**		
c. The finance proposal shall be submitted in a separate envelope, and marked “Finance Proposal”. Pricing should only be submitted as per Annexure B. **This is a mandatory requirement.**		

Section 6: Evaluation Criteria

Bids will be evaluated on 90/10-point system as outlined in the Preferential Procurement Regulations of 2017. The proposals will be evaluated in three (3) phases:



Phase 1 - Mandatory Requirements: Only bidders who have complied with mandatory requirements will be evaluated for functionality. Bidders must, as part of their bid documents, submit supportive documentation for all functional requirements as indicated hereunder. The Bid Evaluation Committee (BEC) responsible for scoring the respective bids will evaluate and score all bids based on their submissions and the information provided.

The Mandatory requirements will be evaluated in two (2) parts:

- **Part 1 – Local content –** the Bidder must have submitted SBD 6.2 form with all the three Annexures (Annexure C, D & E). Failure to provide the returnable documents will deem the bid non-responsive and the bid will not be evaluated further.
- **Part 2 – Mandatory documents –** the bidder must ensure that the mandatory documents required are submitted. Failure to provide the returnable documents will deem the bid non-responsive and the bid will not be evaluated further.

Phase 2 – Functionality: - The evaluation of the functionality will be evaluated individually by members of Bid Evaluation Committee (BEC) in accordance with the below functionality criteria and values. The evaluation will include the functionality response and site visits. Bidders may be requested to do a presentation to the BEC members to clarify questions related to the functional proposal. The functional evaluation will be conducted in three (3) parts:

- **Part 1 – Technical evaluation -** The bidder must score at least 50% of the technical evaluation in order to move to the non-technical evaluation.
- **Part 2 – Non-technical evaluation** - this refers to the non-technical requirements of the bid.
- **Part 3 – Site Visit** - site visit shall be conducted for those bidders that have scored the minimum functionality points. The purpose of the site visit is to perform due diligence.

Phase 3 – Pricing: Bids will be evaluated on 90/10-points system as outlined in the Preferential Procurement Regulations of 2017.

6.1 Phase 1: Mandatory Requirements

The bidder must submit the following mandatory requirements. Documentary evidence (certificates and/or test reports) SHALL be submitted to show proof of compliance.

6.1.1 Part 1 – Local content

	Item	Submitted (Y/N)	Reference
1.	SBD 6.2 - Declaration certificate for local production and content including **all** the annexures (Annexures C, D and E)		

The bidder must comply with the 80% threshold requirement for local content. Failure to comply with the requirements will deem the bid non-responsive and the bid will not be considered further.

The 80% local content polycarbonate card production will include the following.

a. Importing of the virgin raw polycarbonate material in granular form.
b. Processing of the raw material - typical processes include casting the molten polycarbonate material into sheet form.
c. Lamination of the material which may encompass some security features.
d. Sizing of the material in preparation for printing.

The 80% local content exclude any usage of an imported already cast or laminated cards in a sheet or finished cut size polycarbonate cards usage for printing.

6.1.2 Part 2 – Mandatory documents

	Item	Submitted (Y/N)	Reference
2.	SARS Tax Clearance Pin (In bids where Consortia/ Joint Ventures/ Sub-contractors are involved, each party must submit a separate Tax Clearance Pin		
3.	A CSD report must be submitted for South African registered companies. In the case of a Joint Venture / Consortium, original certified copies (copy with original stamp) of Company Registration documents listing all members with percentage must be submitted for each member company.		
4.	Completed Price Schedule with Detailed Breakdown as per Appendix B to be submitted in a separate envelope.		
5.	Signed copy of the original bid document.		
6.	SBD 1 – Invitation to bid		
7.	SBD 3.1 - Pricing schedule – firm prices		
8.	SBD 4 - Preferential Points Claim Form.		
9.	SBD 5 – The national industrial participation programme		
10.	SBD 6.1 - Declaration of Bidder's Past Supply Chain Management (SCM) Practices.		
11.	SBD 8 – Declaration of bidder's past supply chain management practices.		
12.	SBD 9 - Certificate of independent bid determination.		
13.	Bid Security to contain information indicated in Annexure A.		

	Item	Submitted (Y/N)	Reference
14.	The bidder, parent organization or consortium/JV member must have produced cards that have been tested in line with ISO 10373-1. Certificate of compliance must be submitted from an independent organisation.		
15.	The bidder or Principal bidder in the case of a consortium/JV must be ISO 9001: 2015 compliant. Certificate of compliance from an independent organisation must be submitted.		
16.	The bidder or Principal bidder in the case of a consortium/JV must be ISO 14001:2015. Certificate of compliance from an independent organisation.		
17.	Bidder to confirm premises and processes for materials and information according to ISO 14298:2013 or equivalent. Certificate of compliance from an independent organisation.		
18.	The P-ICC cards must comply with ISO14443-1 – 4 or optionally ISO 24727. Certificate of compliance or test reports from an independent laboratory verifying compliance must be submitted.		
19.	The bidder, parent organisations or consortium/JV member must have produced cards compatible to ISO-18013-1. Certificate of compliance from an independent organisation.		
20.	The bidder, parent organisations or consortium/JV member must have produced cards compatible to ISO 24789. Certificate of compliance must be submitted including card reliability data.		
21.	Certified electronic copy of required on-card software applets must be submitted to DLCA. A configuration		

	Item	Submitted (Y/N)	Reference
	certificate stating the version of the software must be submitted.		
22.	Bidder must provide a letter of confirmation indicating that the stock control number is a unique and unchangeable number assigned to each blank card and is stored on the chip.		
23.	5 Sample card(s) with P-ICC to be submitted covering the security features indicated in item 4.1		

Note: Bidders who fail to comply with the mandatory requirements will be disqualified.

6.2 Phase 2: Functionality

An assessment of Functionality will be based on the evaluation criteria noted in the table below. The evaluation will be conducted based on the information provided, and referenced content, provided in Section 4 (Functional) and Section 5 (Non-Functional) respectively.

Each of the evaluation criteria in the table will carry a weighting as indicated. The Bidder must score a minimum overall 80%, functionality in order to qualify to proceed to Stage 3 of Pricing. The allocation is summarized as follows:

Area	Total Score
Part 1 – Technical requirements	65%
Part 2 – Non-technical requirements	25%
Part 3 – Site Visit	10%
Total	**100%**

6.2.1 Part 1 – Technical Requirement

The bidder must score at least 50% on the technical requirement in order to move to the non-technical evaluation.

Area	Criteria	Weight
1. Card Body	The bidder must comply with the card requirements detailed in item 4.2.1. The bidder must provide details of card body with all the layers. Must provide test/report certificate (s) from an independent laboratory verifying 100% polycarbonate card. ▪ No information provided = 0 points ▪ All information requested is provided = 6 points **All or nothing**	15%
2. Card Physical Requirements	The bidder must comply with the card requirements detailed in item 4.2.2. The bidder must provide details of card body with all the layers. Must provide test certificate/report from an independent laboratory compliance to ISO 7810:2019. The bidder must provide 5 sample cards and must be linked to the test certificate/report. ▪ No information provided = 0 points ▪ All information requested is provided = 6 points **All or nothing**	15%
3. Proximity Integrated Circuit Card (P-ICC) - software capability	The bidder must comply with the card requirements detailed in item 4.2.4. The bidder must provide details of compliance to requirements supported by the certificate of compliance from an independent organisation. ▪ No information provided = 0 points ▪ All information requested is provided = 6 points ▪ **All or nothing**	5%

Area	Criteria	Weight
4. Proximity Integrated Circuit Card (P-ICC) - cryptographic capability	The bidder must comply with the card requirements detailed in **item 4.2.5**. The bidder must provide details of compliance to requirements supported by the certificate of compliance from an independent organization. ▪ No information provided = 0 points ▪ All information requested is provided = 6 points ▪ **All or nothing**	5%
5. Proximity Integrated Circuit Card (P-ICC) - machine readable	The bidder must comply with the card requirements detailed in **item 4.2.6.** The bidder must provide details of compliance to requirements supported by the certificate of compliance from an independent organization. ▪ No information provided = 0 points ▪ All information requested is provided = 6 points ▪ **All or nothing**	5%
6. Proximity Integrated Circuit Card (P-ICC) - antenna requirements	The bidder must comply with the card requirements detailed in **item 4.2.7**. The bidder must provide details of compliance to requirements supported by the certificate of compliance from an independent organization. ▪ No information provided = 0 points ▪ All information requested is provided = 6 points ▪ **All or nothing**	5%
7. Proximity Integrated Circuit Card (P-ICC) - operating environment	The bidder must comply with the card requirements detailed in **item 4.2.8.** The bidder must provide details of compliance to requirements supported by the certificate of compliance from an independent organization. ▪ No information provided = 0 points ▪ All information requested is provided = 6 points ▪ **All or nothing**	5%

Area	Criteria	Weight
8. Stock Control Methodology	The bidder must comply with the card requirements detailed in **item 4.3** The bidder must provide details of the stock control methodology (including process flows, references to internal standard operating procedure, etc) ▪ No information provided = 0 points ▪ Partial information covering the methodology ie (addressing some of the points in 4.3) = 1 points ▪ Comprehensive methodology covering all the points (a-f) in 4.3 = 3 points ▪ Comprehensive and integration capability to external systems covering more than points (a – f) in 4.3 = 6 points.	5%
9. Logistics	The bidder must provide details of the general packing and movement of material as indicated in item **4.4**. The bidder must provide details of the packaging and delivery of material (including process flows, references to internal standard operating procedure, etc) ▪ No information provided = 0 points ▪ Partial information covering the methodology ie (addressing some of the points in 4. 4)= 1 points ▪ Comprehensive methodology covering all aspects of covering all the points in 4.4 = 3 points ▪ Comprehensive and integration covering more than the points in 4.4 = 6 points.	5%
	TOTAL – PART 1	**65%**

6.2.2 Part 2 – Non-Technical Requirement

Area	Criteria	Weight
11. Financial stability	11.1 The Bidder and/or JV must have been financially stable for the financial years ending 2020, 2019 and 2018. Evaluation will be based on the average current ratio (current assets / current liabilities) for the required years. ▪ No information or negative current ratio = 0 points ▪ Positive current ratio = 6 points ▪ All or nothing. Positive current ratio is anything higher than the industry norm of 2:1 Anything less than the industry norm will be considered as negative in terms of this criterion. The bidder must provide three sets of audited or independently reviewed financial statements for the financial year ending 2020, 2019, 2018. In the case of JV/Consortium, the financial statements of the Principal bidder as well as the member responsible for financial support must be submitted.	2%
12. Experience	12.1 The bidder must have 5 years' experience in the manufacturing and supply of 100% polycarbonate security identity cards (driving licence, identity document, health cards etc). ▪ Less than 5 years or no information = 0 points ▪ 5 - 10 year = 3 points ▪ 10+ years = 6 points The bidder must submit signed reference letters on the client's letterhead. The reference letters must	7%

Area	Criteria	Weight
	contain the following information failing which, the letter is invalidated: i. The scope of work (ie, card type, volume of cards provided etc) ii. Duration of contract (commencement and completion date) iii. Contract amount iv. Details of contact person (name, email address and telephone numbers)	
12. Experience	12.2 The bidder must have of 5 years' experience in the manufacturing and supply of contactless, 100% polycarbonate smart cards. In the case of a consortium or joint venture, the combined experiences must be at least 5 years. ▪ Less than 5 years or no information = 0 points ▪ 5 - 10 year = 3 points ▪ 10+ years = 6 points The bidder must submit signed reference letters on the client's letterhead. The reference letters must contain the following information failing which, the letter is invalidated: i. The scope of work (ie, card type, volume of cards provided etc) ii. Duration of contract (commencement and completion date) iii. Contract amount. iv. Details of contact person (name, email address and telephone numbers).	10%

Area	**Criteria**	**Weight**
	12.3 The bidder shall have supplied at least 3 million PC smart cards per year in the past 5 - 7 years i.e. since 2014. ▪ Less than 3 million card = 0 points ▪ 3 - 5 million cards per year = 3 points ▪ More than 5 million cards per year = 6 points Bidder must provide the following information ▪ Name of project/ client. ▪ Country issued. ▪ Type of card issued (IDL, ID etc). ▪ Number of cards issued per year. ▪ Duration of the contract (commencement and completion date).	6%
	TOTAL – PART 2	**25%**

6.2.3 Part 3 - Site Visit

Only bidders who have scored a minimum score of 70% in functionality (Part 1 & Part 2) will be considered for site visit. The purpose of the site visit is to perform due diligence on the following:

Area	**Criteria**	**Weight**
12. Site visit	12.1 Presence in South Africa (2 points) 12.2 Manufacturing capability (2 points) in South Africa. 12.3 Security at the premises (2 points) based in South Africa. 12.4 Stock control and Logistics (2 points). This is based on information provided in the bid related to stock control and logistics.	10%

Area	Criteria	Weight
	12.5 Inspection of standard operating procedures related to the production of the cards. (2 points)	
	TOTAL – PART 3	**10%**

6.3 Phase 3: Price and PPPFA Calculations

Only bids that achieve the minimum qualifying score of 80% for functionality will be evaluated further for Pricing in accordance with the 90/10 preference points system where 90 points will be for **Price** and 10 points will be for your **B-BBEE status**. The contract would be awarded to the service provider scoring the highest score.

Bidders must provide a B-BBEE Certificate issued by Registered Auditors approved by SANAS Accredited BEE Verification Agency or Affidavit detailing the B-BBEE status (South African Bidders only). In bids where Consortia/ Joint Ventures are involved Bidders must submit a consolidated BBBEE Certificate.

NB! This document will not be requested if not submitted together with the Bid Proposal. Non-submission of B-BBEE will not lead to disqualification but will lead to forfeiture of points in Phase 3: Pricing.

The points scored in respect of B-BBEE contribution (i.e. HDI status) will be added to the points scored for price.

The following formula will be used to calculate the points for **Price**:

$$Ps = 90\left\{1 - \frac{(Pt - P\,min)}{P\,min}\right\}$$

Where

Ps = Points scored for comparative price of bid or offer under consideration.

Pt = Comparative price of bid or offer under consideration.

P min = Comparative price of lowest acceptable bid or offer

Points must be awarded to a bidder for attaining the BBBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of contributor	**Number of points 90/10 system**
1	10
2	9
3	6
4	5
5	4
6	3
7	2
8	1
Non-compliant contributor	0

Bidders must submit original and valid B-BBEE status level verification certificate or certified copies thereof, issued by accredited Verification Agencies by SANAS or a sworn affidavit as prescribed by the B-BBEE Codes of Good Practice together with their bids to substantiate their B-BBEE claims. The Exempted Micro Enterprise must submit a letter from Accounting Officer when is appointed in terms of Companies Act.

THE TOTAL COST WILL BE USED TO CALCULATE POINTS FOR PRICE CLARIFICATION

1.1 The DLCA may request clarity of further information regarding any aspect of the bid. The service provider should supply the requested information within forty-eight (48) hours after the request has been made.

1.2 The DLCA reserves the right to conduct a security background check or screening of the service provider.

1.3 The DLCA reserves the right to conduct mandatory site inspection to the offices of the service provider.

Section 7 – Annexures

Annexure A – Bid Security

The bid security must be submitted on the letterhead of the bank and include a bank stamp. The letter must contain the following.

Whereas____ [**name of bidder**] (hereinafter called the "Bidder") has submitted its bid in response to DLCA bid DLCA/2021/04 for the provision of blank smart polycarbonate cards for a period of 5 years

We, ____ [**name of bank**], having our registered office at [**address of bank**] (hereinafter called "the Bank"), are bound unto the Driving Licence Card Account (hereinafter called "the Purchaser") in the sum **of R15,000,000 (fifteen million Rands)** for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors, and assigns by these presents.

THE CONDITIONS of this obligation are:

1. If the Bidder withdraws its bid during the period of bid validity specified on the Bid Submission Form: or

2. If the Bidder, having been notified of the acceptance of its Bid by the Purchaser during the period of validity of the bid:

(a) fails or refuses to execute the Contract Form, or

(b) fails or refuses to furnish the Performance Security, in accordance with the Instructions to Bidders;

We undertake to pay to the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including thirty (30) days after the period of validity of the bid, and any demand in respect thereof should reach the Bank not later than the above date. Hence, this Bid Security is considered expired from [INSERT DATE]. Nothing in this Bid Security shall be deemed a waiver of any privileges and immunities of the United Nations, including any of its subsidiary organs.

Annexure B – Pricing Schedule

This document, containing the price details, to be submitted in a separate envelope from other documentation and clearly marked “bid price details’’

The DLCA produces an estimated volume of 2.5 million cards per year which is based on demands. The volume may vary based on demand.

Item	Baseline Quantity[2]	Unit Price (R)
1. PC cards[1] - Year 1	2 500 000.00	
2. PC cards[1] - Year 2	2 750 000.00	
3. PC cards[1] - Year 3	3 00 000.00	
4. PC cards[1] - Year 4	3 2500 000.00	
5. PC cards[1] - Year 5	3 500 000.00	
Average Unit Price		**R**

Note

1. The cost per card should be inclusive of card material, packaging, freight charges, insurance, incidental costs any other cost etc.
2. The estimated quantity is based on demand and is expected to increase by 10%. The cards to be ordered will be discussed annually.
3. Bidders must quote prices in ZAR.
4. Please note that for evaluation purposes, the exchange rate will be based on the exchange rates on the day of payment.
5. Prices should escalate at an annual basis based on inflation at the time. .
6. All prices quoted must be VAT inclusive.

For and on behalf of ____________________________

Name ____________________________

Signature ____________________________

Annexure C – Information to be kept on the chip

1.6 Demographic, licence holder and issuing authority data

Name	Description	Fixed (F) or Variable (V)	Field format/ length/ type	Sample data
Family name	Surname of the driver	V	36AS	
Given names*	Name (s) of the driver	V	36AS	
Date of birth	Date of birth	F	8N	
Date of Issue	Driving licence card issue date	F	8N	
Date of expiry	Driving licence card expiry date	F	8N	
Issuing country	This refers to South Africa code which is ZAF	F	3A	ZAF
Issuing authority	This is the name of the driving licence testing centre	V	65ANS	Centurion Driving Licence Testing Centre
Licence number		V	25AN	
Vehicle categories	Vehicle categories of the driver	V	ADNS	
Vehicle restrictions	Vehicle restriction of the driver			
Driver restrictions	Driver restriction of the driver			
Gender	Gender of the driver	F	1N	F
Administrative number	ID number of the driver	V	25ANS	0607116701081
Document discriminator*	Number assigned by the DLTC to differentiate between additional licences or duplicate documents issued	F	2N	01

Name	Description	Fixed (F) or Variable (V)	Field format/ length/ type	Sample data
	bearing the same licence number as the original.			
Data discriminator**	Number assigned by the Issuing Authority to differentiate between machine-readable data sets on the same physical document where updates have been made to machine-readable data	F	2N	01
ISO Issuer ID Number	The is the DLCA issuer number.			63890000
TRIPS Identifier of the licence holder (AAA/NN/NN/NNNNNNN/NI)	Tripartite Transport Registers and Information Platform System identifier of the licence holder.		18ANS	ZAF/01/16/1234567/0

1.7 Portrait data requirements

Name	Description	Fixed (F) or Variable (V)	Field format/ length/ type
Portrait image timestamp*	The timestamp reflects the date and time the picture was taken (which is not necessarily the same as the time and date when the physical image Data File was created).	F	14N yyyymmddhhmmss If hh, mm and ss is not available, 00 must be used.

Name	Description	Fixed (F) or Variable (V)	Field format/ length/ type
Type of image		F	1N 3=JPEG; 4=JPEG2000
Portrait image**		V	JPEG per ISO/IEC 10918-1; JPEG2000 per ISO/IEC 15444-1

1.8 Biometric data

Name	Fixed (F) or Variable (V)	Field format/ length/ type	Description
Entry count	V	N	Number of times the biometric data block (BDB) has been captured. 1 for the first entry, 2 for the second entry, the highest numbered entry being the most recent
	FOR EACH ENTRY		
Patron header version	F	2 bytes, '01 01'	Mandatory (if absent, the default value applies)
Biometric type	V	1-3 bytes Refer to ISO/IEC 19785-3	The options are: a. Face (5) b. Finger (6) c. Iris (10) d. 16 Signature-sign (16)
Biometric subtype	F	1 byte Refer to ISO/IEC 19785-3	This is a subtype of the biometric type available
Biometric data creation date and time (yyyyymmddhhmmss)	F	14N	Data creation date of the biometric data block

Name	Fixed (F) or Variable (V)	Field format/ length/ type	Description
BDB product owner, product type	F	4 bytes Refer to ISO/IEC 19785 parts 1 and 3	
BDB format owner	F	2 byte non-negative integer Refer to ISO/IEC 19785-1	This is the standard applicable. The owner of the forma is ISO/IEC JTC 1 SC 37-Biometrics
BDB format type	F	2 byte non-negative integer Refer to ISO/IEC 19785-1	Format type of the block as defined in the standard
Biometric data block (BDB)	V	As specified by BDB format owner and type	This is the image of the BDB.