

INVITATION TO BID

REQUEST FOR BID DESCRIPTION: **APPOINTMENT OF PROFESSIONAL SERVICES TO IMPLEMENT BUSINESS INTELLIGENCE (BI) TOOL**

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NOTE:

Kindly register on the National Treasury's Central Supplier Database (CSD) via www.csd.gov.za

Bids must ONLY be submitted in hard copy; electronic bid submissions are NOT acceptable.

RETURNABLE DOCUMENTS CHECKLIST

Bidders are required to develop a returnable schedule annexure in accordance with the following table of contents

	List of documents required.	Submitted [Yes or No]	
		Yes	No
1.	Central Supplier database (CSD) registration report or Unique Registration Reference Number	Yes ☐	No ☐
2.	Valid Tax Clearance Certificate (s) and or proof of application endorsed by SARS and / or SARS issued verification pin code.	Yes ☐	No ☐
3.	Copies of bidders CIPC Company registration documents listing all members with percentage, See bidding structure for required documents.	Yes ☐	No ☐
4.	Copy of the Joint Venture / Consortium Agreement duly signed by all parties	Yes ☐	No ☐
5.	Copy of the Sub-Contracting Agreement duly signed by all parties	Yes ☐	No ☐
6.	Valid proof of BBBEE status for the bidder and its sub-contractor(s)	Yes ☐	No ☐
7.	Designated sectors: Local production and content. (Where applicable)	Yes ☐	No ☐
8.	Originally certified copy of Identity Document for the Company representative	Yes ☐	No ☐
9.	Copy of latest audited financial statements	Yes ☐	No ☐
10.	Bid conditions acceptance form on KD17 (Mandatory)	Yes ☐	No ☐

**ARMAMENTS CORPORATION OF SOUTH AFRICA SOC LTD
(ARMSCOR)**

Company registration: 1968/008611/06 Vat registration: 4500101169

REQUEST FOR BID: EICT/2021/35

1. INSTRUCTIONS ON SUBMISSION OF BIDS

- 1.1 Bid Closing at **11:00 am on 19 April 2022 (SOUTH AFRICAN TIME)**
- 1.2 Bids must be submitted in a sealed envelope marked with this bid reference number.
- 1.3 The sealed envelope must be deposited in the bid box at Armscor Head Office, Visitors Entrance (Block) 8 before the bid closing date and time addressed to:

The Manager: Supply Chain Management Department
Armscor SOC Ltd

Postal address: Armscor SOC Ltd
Private Bag X337
Pretoria
0001

Delivery address: Armscor Head Office
370 Nossob Street
Erasmuskloof Ext 4
Pretoria

- 1.4 Bids dispatched by the courier service Company must be marked with bid reference number on the delivery note / packaging and the courier must ensure that the bid document is deposited in the bid box before the closing date and time. **Armscor will not be held responsible for any delays where bid documents are handed to the Armscor Reception.**
- 1.5 Bid proposals received after the closing time and date will not be considered.

2. ENQUIRIES

- 2.1 All queries regarding this bid must be addressed in writing to SCM Department on aopts@armscor.co.za. Questions/enquiries relating to this RFB should be received three working days prior to the closing date. Queries received after this period will not be entertained.

3. BID VALIDITY PERIOD

Bid proposals to remain valid for acceptance for a period of **ONE HUNDRED AND FIFTY** days counted from the closing date.

NOTE: Bids for the supply of the goods and/or services described in the attached documents are invited in accordance with the provisions of the General Conditions of Contract (A-STD-0020) Issue 4 dated 14 February 2020 and the Rules of Procedure for Offerors (A-STD-0010) Issue 2 dated 21 April 2014, as well as any special condition contained in these documents. Copies of the General Conditions of Contract and the Rules of Procedure are available on Armscor's website at www.armscor.co.za.

BIDDING STRUCTURE

Indicate the type of bidding structure by marking with an 'X' in an appropriate box.	
Individual Bidder	
Joint Venture	
Consortium	
Using Sub-contractors	
Other	

Only fill the relevant category:

If individual bidder, indicate the following:	
Name of Bidder	
Company / Close Corporation Registration Number	
VAT Registration Number	
National Treasury Supplier Number	
Unique Registration Reference Number	
Contact Person	
Telephone Number	
Fax Number	
Email Address	
Postal Address	
Physical Address	
NB: Submit with the bid the following documents:	
Copies of the bidder's CIPC company registration documents listing all members with percentages, in case of a CC.	
In case of Individual Bidder supply ID document for local and if foreigner supply passport number or identification as applicable in that country	
Latest copies of all share certificates, in case of a company or any other form of a legal entity	
Shareholding breakdown per race, gender and percentage shareholding with shareholders of the bidding entity	

If Joint Venture or Consortium, indicate the following: (To be completed for each JV/Consortium member)	
Name of Joint Venture / Consortium	
Company / Close Corporation Registration Number	
VAT Registration Number	
National Treasury Supplier Number	
Unique Registration Reference Number	
Contact Person	
Telephone Number	
Fax Number	
Email Address	
Postal Address	
Physical Address	
NB: Submit with the bid the following documents:	
Copies of the bidder's CIPC company registration documents listing all members with percentages, in case of a CC.	
In case of Individual Bidder supply ID document for local and if foreigner supply passport number or identification as applicable in that country	
Latest copies of all share certificates, in case of a company or any other form of a legal entity.	
Shareholding breakdown per race, gender and percentage shareholding with shareholders of the bidding entity.	

If Joint Venture or Consortium, indicate the following:	
Name of Prime Contractor	
Company / Close Corporation Registration Number	
VAT Registration Number	
National Treasury Supplier Number	
Unique Registration Reference Number	
Contact Person	
Telephone Number	
Fax Number	
Email Address	
Postal Address	
Physical Address	
NB: Submit with the bid the following documents:	
Copies of the bidder's CIPC company registration documents listing all members with percentages, in case of a CC.	
In case of Individual Bidder supply ID document for local and if foreigner supply passport number or identification as applicable in that country	
Latest copies of all share certificates, in case of a company or any other form of a legal entity.	
Shareholding breakdown per race, gender and percentage shareholding with shareholders of the bidding entity.	

If using subcontractors, indicate the following:	
Name of Prime -Contractor	
Percentage Value to be subcontracted	
Company / Close Corporation Registration Number	
VAT Registration Number	
National Treasury Supplier Number	
Unique Registration Reference Number	
Contact Person	
Telephone Number	
Fax Number	
Email Address	
Postal Address	
Physical Address	
Subcontractor Details:	
Name of Subcontractor	
Company / Close Corporation Registration Number	
VAT Registration Number	
National Treasury Supplier Number	
Unique Registration Reference Number	
Contact Person	
Telephone Number	
Fax Number	
Email Address	
Postal Address	
Physical Address	
NB: Submit with the bid the following documents for both Prime and Sub-Contractors:	
Copies of the bidder's CIPC company registration documents listing all members with percentages, in case of a CC	
In case of Individual Bidder supply ID document for local and if foreigner supply passport number or identification as applicable in that country	
Latest copies of all share certificates, in case of a company or any other form of a legal entity.	
Shareholding breakdown per race, gender and percentage shareholding with shareholders of the bidding entity	

Other:	
Name of Bidder	
Company / Close Corporation Registration Number	
VAT Registration Number	
National Treasury Supplier Number	
Unique Registration Reference Number	
Contact Person	
Telephone Number	
Fax Number	
Email Address	
Postal Address	
Physical Address	
NB: Submit with the bid the following documents:	
Copies of the bidder's CIPC company registration documents listing all members with percentages, in case of a CC.	
In case of Individual Bidder supply ID document for local and if foreigner supply passport number or identification as applicable in that country.	
Latest copies of all share certificates, in case of a company or any other form of a legal entity.	
Shareholding breakdown per race, gender and percentage shareholding with shareholders of the bidding entity.	

Declaration:

I, as the duly authorized representative of the bidder hereby authorize Armscor to request, investigate and process company information including tax compliance via the SARS website.

.....
Name

.....
ID number

Declaration of Bidder's Past Supply Chain Management Practices

This Standard Bidding Document serves as a declaration to ensure that goods and services being procured are aligned with all reasonable steps are taken to combat the abuse of the supply chain management system. The bid of any bidder may be disregarded if that bidder or any of its directors have been involved in the abuse of public institution's supply chain management system

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

Item	Question	Yes	No
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 <i>audi alteram partem</i> 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.	☐	☐
	If so, furnish particulars:		
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.	☐	☐
	If so, furnish particulars:		
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?	☐	☐
	If so, furnish particulars:		
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?	☐	☐
	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

BID CONDITIONS ACCEPTANCE FORM**Bidders shall complete and sign this bid conditions acceptance form**

I/We hereby offer to supply all or some of the supplies and/or services described in the Pricing Schedule and /or attached documents on the terms and conditions and in accordance with the conditions set out in A-STD-0010 Issue 2 dated 21 April 2014 and A-STD-0020 Issue 4 dated 14 February 2020 (and I/we acknowledge that I/we am/are acquainted therewith) at the price and on the terms of delivery/execution inserted by me/us.

I/We agree -

1. that this bid shall remain binding on me/us and open for acceptance for the period stipulated above;
2. that if my/our bids is accepted, the acceptance will be communicated to me/us by letter or order through the post, and such acceptance shall constitute a contract between me/us and Armscor, subject to the terms and conditions set out in Armscor's General Conditions of Contract (A-STD-0020), Issue 4 dated 14 February 2020, the contents of which I/we acknowledge ourselves to be acquainted with.

I/We choose as domicilium citandi et executandi in the Republic

.....

 (no post box or private bag)

IN BLOCK LETTERS ON BEHALF OF -

Complete registered:

Name of bidder:.....

AUTHORISED SIGNATURE

..... Date:

Name in block letters:

Capacity:

NB: FAILURE TO COMPLETE AND SIGN THIS PAGE SHALL INVALIDATE THE BID AND WILL BE DISQUALIFIED FROM FURTHER EVALUATION.

SUPPLIER REGISTRATION

- 1.1 Bidders must register on the National Treasury Central Supplier Database (CSD) in terms of National Treasury Instruction Note 3 of 2016/17.
- 1.2 Bidders must electronically register for Security on Armscor website to be considered for orders which are administered by Armscor SOC Ltd on Behalf of clients.

For more information on security registration contact:-

The Security Registration

Private Bag X337

PRETORIA

0001

E-mail:- register@armscor.co.za

ALL BIDDERS SHALL COMPLY WITH THE FOLLOWING:

1. Bidders should check the numbers of the pages correspond with the table of contents as no liability arising from claims owing to the omission or duplication of pages will be recognised by Armscor. The appendices mentioned in these pages form part of the bids.
2. **All bidders shall -**
 - 2.1. insert their name at the top of each price schedule form used (a rubber stamp may be used);
 - 2.2. insert the information in the spaces provided in the price schedules by writing or typing on the dotted lines only (additional information should be contained in a separate annexure);
 - 2.3. if they wish to make more than one bid against an item, as an alternative, apply for additional copies of the bid documents or photocopy one or more pages, and not retype or redraft any of the forms used;
 - 2.4. indicate the prices quoted in the units shown and quote them per item;
 - 2.5. indicate in respect of each item whether the goods/services quoted comply strictly with the specified requirements, and furnish particulars of deviations if this is not so;
 - 2.6. complete all appendices.
3. **Value-added tax, customs duties, *ad valorem* customs duties and surcharges:**
 - 3.1. Value added tax levied by the Receiver of Revenue must not be included in the prices quoted but be shown as a separate line item.
 - 3.2. Where supplies are quoted which are subject to levying of any customs duty, *ad valorem* customs or excise duty or surcharge by the Department of Customs and Excise, such charges must not be included by the bidder in the prices quoted. The applicable customs duty, *ad valorem* customs or excise duty or surcharge must, however, be indicated separately where provided for on Armscor's Questionnaire
4. **Security:**
 - 4.1. Classified bids are to be handled in the manner set out in Armscor's Security Instruction, document number A-WI-014, copies of which are obtainable on request from the Contractor Security Section, P O Box 411, Pretoria, 0001.
 - 4.2. Attention is drawn particularly to the procedure set out in chapter 4 of the manual, which is to be complied with when forwarding classified documents.

5. Broad-Based Black Economic Empowerment Compliance:

- 5.1 In terms of the Defence Sector Codes, contracts for goods and services shall only be awarded to a bidder that has Black Equity Ownership of at least 25% in year 1 (12 April 2019 to 31 March 2020), 30% in year 2 (01 April 2020 to 31 March 2021) and 35% in year 3 (01 April 2021) onwards, where applicable.
- 5.2 Failure to comply with the **B-BBEE Mandatory and Compulsory requirements** as stated in the KD24 will lead to disqualification.

6. Advance payments:

Bidders shall furnish the price without advance payment. (Consult paragraph 8 of A-STD-0010).

7. Performance Guarantee:

Armcor reserves the right to request the successful bidder to submit a performance guarantee for the proposed contract. Bidders must submit prices without provision for the performance guarantee as well as prices including the cost of such a guarantee.

8. Commissions:

If any commission is payable by yourself to any person(s) or body as a result of any order which may arise from this Request for Proposal, you must submit full details of the applicable person(s) or body and the amount payable, with this bid.

9. Tax Compliance Requirements

It is a condition of bid that the successful bidder MUST be tax compliant, or that satisfactory arrangements have been made with the South African Revenue Service (SARS) to meet the bidder's tax obligations. FOREIGN COMPANIES ARE REQUIRED TO COMPLETE QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS OF ANNEXURE 1 TO KD 25

- 9.1 In order to meet this requirement the bidder is required to access SARS e-filing and complete the SARS ONLINE "SARS tax compliance status" under tax status. Tax compliance requirements are also applicable to individuals who wish to submit bids.
- 9.2 SARS will then furnish the bidder with a Tax compliance PIN code that will be valid for a period of 1 (one) year from the date of approval.
- 9.3 The Tax compliance PIN letter shall be submitted with the bid, with an authorisation letter for Armcor to use the PIN code for verification of tax compliance status of the supplier.
- 9.4 In bids where Consortia /Joint Ventures / are involved, each party must submit a separate tax compliance PIN with authorisation letter.
- 9.5 In the event of subcontracting, tax compliance PIN letter and authorisation letter for the subcontractor must also be submitted with the bid.

-10-

- 9.6 Tax compliance is done via e-filing on the SARS website www.sars.gov.za.
- 9.7 Original valid tax clearance certificates issued before 18 April 2016 are still valid until the expiry date or on replacement with SARS tax compliance PIN.

NOTE: Armscor Suppliers /Bidders and Subcontractors must remain tax compliant for the duration of their contracts.

10. Awarding of Bids

The awarding of bids will be in terms of the Preferential Procurement Policy Framework Act, 2000.
The applicable points are:

Price: (Pp) 80 Points

Broad-Based Black Economic Empowerment: 20 Points

Total: 100 Points

The following formula will be used to calculate the points in respect of a bid up to a rand value of R50 000 000, 00 (all applicable taxes included).

(Armscor may also apply this formula to price quotations with a value of less than R30 000, if and when appropriate):

$P_s = P_p$

Provided that $\sum (P_{pa}) = 80$

Where:

P_s	= points scored for bid/bid under consideration
P_p	= points scored for price
a	= allocated

The points scored for price (P_p) = $P_{pa} \times \left(1 - \frac{P_t - P_m}{P_m}\right)$

Where: P_{pa} = points allocated for price

P_t = comparative price of bid/bid under consideration

P_m = comparative price of lowest acceptable bid/bid

11.

12. Mandatory local production and content for designated sectors

- 12.1 When applicable, bids not meeting the mandatory local production and content for designated sectors will not be considered for further evaluation.
- 12.2 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.
- 12.3 If there is no designated sector, Armscor will include as a specific condition of the bid, that only locally produced services or goods or locally manufactured goods with a stipulated minimum threshold for local production and content, will be considered.

RESTRICTED

KD17 **BID NUMBER** : EICT/2021/35
CLOSING AT 11:00 ON : 19 April 2022
VALIDITY PERIOD: 150 DAYS **NAME OF BIDDER** : _____

ITEM NO	DESCRIPTION	HOURLY RATE	SUBTOTAL
1	Technical Services		
2	Data Management		
3	Financial Analytics		
4	Training		
5	Application Support and maintenance: Support and Maintenance Year 1 (96 Hours) Support and Maintenance Year 2 (48 Hours) Support and Maintenance Year 3 (24 Hours)		
	Note: Annexure A (RFB Specification) Annexure B (Critical Criteria) Annexure C (Functional Criteria) Annexure D (Statement of Work)		
	The following criteria is applicable to this Request for Bid: Mandatory Black Equity Ownership: April 2021/22 – Minimum 35% - applicable		
	The Bidder shall submit a valid proof of B-BBEE status (B-BBEE certificate issued by a SANAS accreditation verification agency or CIPC B-BBEE certificate or affidavit duly sworn and commissioned). If the Bidder is a Joint Venture (JV) or Consortium, the Bidder shall submit with the Bid, a consolidated proof of B-BBEE status.		
	TOTAL (excluding VAT)		
	VAT		
	TOTAL (including VAT)		

1. Delivery address: 370 Nossob st, Erasmuskloof, Pretoria
 2. * Period required for commencement of delivery, after receipt of order:
 3. * Rate of delivery:.....
 4. * Period required for completion of order, after receipt thereof:
- * Must be completed by Bidder if not completed by Armscor.

RFB SPECIFICATION**APPOINTMENT OF PROFESSIONAL SERVICES TO IMPLEMENT BUSINESS INTELLIGENCE (BI) TOOL****1. BACKGROUND**

Armcor has implemented a reporting environment, but the deployment is specific to certain business functions with a lot of reliance on the Information and Communications Technology (ICT) department. In an attempt to meet Business Intelligence (BI) requirements, Armcor acquired an analytics platform consisting of QlikSense and NPrinting, from Qlik.

2. AIM OF THE RFB

The aim of the RFB is to obtain bids for the appointment of professional services to implement BI tool at Armcor Head Office.

3. DELIVERY PERIOD

The project must not be more than 4 months (i.e. items 1-4 in the Statement of Work (SOW)).

4. GENERAL INSTRUCTIONS FOR THE COMPLETION OF THE BID**4.1 Completeness of documentation**

4.1.1 The Bidder is required to ensure that the bid pages and appendices are complete, correct and consistent.

4.1.2 The Bidder is required to ensure that Armcor's bid document KD17 hereto attached, is properly completed and signed.

4.2 Number of Bid copies

The Bidder is required to submit one (1) original document to Armcor. The original document must be clearly marked with the bid number, bid closing date and name of the bidder.

4.3 Communication

The Bidder shall appoint a Contractor Project Manager (CPM) for communication with Armcor. The details of this person shall be included in the content of the bid.

5. BID EVALUATION CRITERIA

The evaluation criteria will be in line with the Preferential Procurement Policy Framework Act 2000: and A-DOC-9045. Bids will be evaluated on a four-stage evaluation process. Firstly, bids will be evaluated on **Defence Sector Mandatory Requirement**; Secondly; on **Critical Criteria**. Thirdly; **Functional Criteria** and Lastly; **Preference Point System**.

The requirements of any given stage shall be complied with prior to progression to the next stage.

A 4 staged approach will be used to evaluate a bid as follows:

STAGE 1	Mandatory Black Equity Ownership
STAGE 2	Critical Criteria
STAGE 3	Functional Criteria
STAGE 4	Preference Point System

5.1 Stage 1: Mandatory Black Equity Ownership

- 5.1.1 No contract for goods and services shall be awarded to any bidder unless such bidder has Black Equity Ownership of at least 35% in year 1 (1 April 2022 to 31 March 2023) of the Defence Sector Codes gazetting. A bid that fails to meet the B-BBEE mandatory Black Equity Ownership criteria will be disqualified from further evaluation.
- 5.1.2 The bidder shall submit a valid proof of B-BBEE status (B-BBEE certificate issued by a SANAS accredited verification agency or CIPC B-BBEE certificate or B-BBEE sworn affidavit). If the Bidder is a Joint Venture (JV) or Consortium, the Bidder shall submit with the Bid, a consolidated proof of B-BBEE status.

5.2 Stage 2: Critical Criteria

Critical Criteria are those criteria that determine whether the bidder complies with certain crucial requirements to perform a task. Failure by the bidder to comply with any criterion will result in the bid being excluded from further evaluation. Kindly refer to **ANNEXURE B**, Table 1 for Critical Criteria.

5.3 Stage 3: Functional Criteria

Only bidders who achieve a minimum score of 40 points shall be evaluated further in the next stage. (Preference point system). Kindly refer to **ANNEXURE C**, Table 2 for Functional Criteria

5.4 Stage 4: Preference Point System

The 80/20 preference point system is applicable to this proposal. 80 Points shall be allocated for Price and 20 points will be allocated for B-BBEE.

6. PROJECT PHASES

PROJECT LIFECYCLE PHASES

STAGE	PHASE
1	Planning
2	Analysis

3	Design and Build
4	Test and evaluation
5	Go-live
6	End User Training (Employees)
7	Support and maintenance

7. NON-COMPULSORY BIDDER'S BRIEFING

ARMSCOR will hold a non-compulsory bidders briefing session:

VENUE	ADDRESS	DATE	TIME
Arm Scor Head Office	Arm scor Head Office 370 Nossob Street Erasmuskloof	08 April 2022	10 AM

8. RETRACTION OF WORK ELEMENTS

Arm scor reserves the right to retract any element, (or any part thereof), from any resulting order, as conditions develop or dictate, with reasonable warning, as agreed by all parties.

9. BIDDER PERSONNEL

- 9.1 The Bidder undertakes to notify Arm scor of any changes to key resources and/or organization during the execution of the order.
- 9.2 Should the Bidder have to replace any of the key resources allocated to the order during the execution of the order, then the Bidder shall allocate new resources to the order with similar experience and qualifications after obtaining the approval from Arm scor.

10. TECHNICAL ACCEPTANCE CONDITIONS

The proposed contractor shall be responsible for effective Quality Assurance (QA) measures to ensure the quality of the deliverables.

11. ADDITIONAL INFORMATION

- 11.1 All other information which will assist in completion of this RFB is attached as per the Statement of Work document attached as Annexure D.
- 11.2 Provide all labour tariffs (per skill category) and hours.

12. SCOPE

Bidders are required to **price the full set of items** (including all options) for each service offerings the Bidder is bidding for.

13. STATEMENT OF WORK

Refer to the **Statement of Work** attached to the RFB as Annexure D SOW.

14. SPECIAL CONDITIONS IN THE RFB

14.1 The bidder shall provide a support centre during business hours that is designated to handle any incident and/or problem management issues that might arise during normal service operations.

14.2 The bidder shall provide on-site next business day support and maintenance as required for a period of five (5) years after the installation at Armscor and remote sites in the event of a hardware failure.

14.3 The Statement of Work will be referenced in KD17 (ANNEXURE D)

14.4 Armscor does not allow remote access to its servers.

15. SECURITY

The employees of the bidder shall have South African citizenship (no employees or subcontractors with dual citizenship will be acceptable) and they must obtain and maintain the required level of security clearance through Armscor. If the staff or contractors of the bidder cannot obtain or retain the required security clearance, the bidder shall immediately remove the employees or subcontractors concerned from the premises. Armscor will have no liability towards the bidder, his employees or subcontractors and will compensate the bidder only for services provided up until the moment the bidder is notified of the security deviation.

Armscor's division responsible for security clearances will handle all security clearances and the costs of the first clearances will be paid by Armscor. The bidder is responsible for the cost of the security clearances of replacements. The security level is confidential.

The bidder shall ensure that new appointments are issued with a preliminary security clearance by Armscor's Personnel Evaluation Division (APED) before the new appointees are allowed onto the Armscor site. New appointments can only be made after confirmation with the Armscor's security division. If confirmation is given, Armscor accepts no liability with respect to the outcome of the security clearance."

Table 1: CRITICAL CRITERIA

Criteria No	Criteria Description	Compliance Evidence Requirements
1	The Bidder shall be the Original Equipment Manufacturer (OEM) of Qlik or shall be authorized by the OEM to provide support/maintenance of Qlik products	The Bidder shall submit the following: A valid authorization letter from the OEM, indicating they can provide support/maintenance.

Note 1: Only bidders who comply with the critical criterion above, shall be considered for further evaluation

Table 2: FUNCTIONAL CRITERIA

Criteria No	Criteria Description	Compliance Evidence Requirements	Max Points
1	FINANCIAL QLIK APPLICATION DEVELOPMENT a) The bidder or allocated resource shall have implemented 5 or more Qlik Sense financial analytics projects in the last 5 years [40 points] b) The bidder or allocated resource shall have implemented 4 Qlik Sense financial analytics projects in the last 5 years [30 points] c) The bidder or allocated resource shall have implemented 3 Qlik Sense financial analytics project in the last 5 years [20 point] d) The bidder or allocated resource shall have implemented 2 or less than 2 Qlik Sense financial analytics project in the last 5 years [10 points] e) No evidence provided [0 points]	The Bidder shall submit a signed reference letter/s on a client/s letterhead substantiating the projects implemented, and shall contain the following information: 1) Name of the Bidder or allocated resource 2) Designation of signatory 3) Project implemented description (Qlik Sense financial analytics) 4) Completion date or evidence of project undertaken by the bidder or resource 5) Client's Contact details <i>Note: Armscor reserves the right to verify this information from the client.</i>	40

Criteria No	Criteria Description	Compliance Evidence Requirements	Max Points
2	TECHNICAL REQUIREMENTS a) The bidder or allocated resource shall have installed and configured Qlik Sense in five or more projects in a multi-node environment in the last 5 years [30 points] b) The bidder or allocated resource shall have installed and configured Qlik Sense in four projects in a multi-node environment in the last 5 years [20 points] c) The bidder or allocated resource shall have installed and configured Qlik Sense in three projects in a multi-node environment in the last 5 years [10 points] d) The bidder or allocated resource shall have installed and configured Qlik Sense in two or less than or two projects in a multi-node environment in the last 5 years [5 points] e) No evidence provided [0 points]	The Bidder shall submit a signed reference letter/s on a client/s letterhead substantiating the projects implemented, and shall contain the following information:: 1) Name of the Bidder or allocated resource 2) Designation of signatory 3) Project description (installed and configured in a Multi node environment) 4) Completion date or evidence of project undertaken by the bidder or allocated resource 5) Client's contact details Note: Armscor reserves the right to verify this information from the client.	30

Criteria No	Criteria Description	Compliance Evidence Requirements	Max Points
3	NPRINTING a) The bidder or allocated resource has configured and built reports with Qlik NPrinting in more than five environments in the last 5 years [20 points] b) The bidder or allocated resource has configured and built reports with Qlik NPrinting in four environments in the last 5 years [10 points] c) The bidder or allocated resource has configured and built reports with Qlik NPrinting in three environments in the last 5 years [5 points] d) The bidder or allocated resource has configured and built reports with Qlik NPrinting in two or less than two environments in the last 5 years [2 points] e) No evidence provided [0 points]	The Bidder shall submit a signed reference letter/s on a client/s letterhead substantiating the projects implemented, and shall contain the following information: 1) Name of the Bidder or allocated resource 2) Designation of signatory 3) Project description (configured and built reports with Qlik NPrinting) 4) Completion date or evidence of completion in the last 5 years by the bidder or allocated resource 5) Client's contact details <i>Note: Armscor reserves the right to verify this information from the client.</i>	20

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Criteria No	Criteria Description	Compliance Evidence Requirements	Max Points
4	DATA LITERACY a) The bidder or allocated resource has implemented/ run/offered data literacy program in three or more environments [10 points] b) The bidder or allocated resource has Implemented /run/ offered a data literacy program in two environments [5 points] c) The bidder or allocated resource has implemented/ run/ offered data literacy program in one environment [2 points] d) No evidence provided [0 points]	The Bidder shall submit a signed reference letter/s on a client/s letterhead substantiating the projects implemented, and shall contain the following information: 1) Name of the Bidder or allocated resource 2) Designation of signatory 3) Project description implemented / run / offered Data Literacy program) 4) Evidence/proof by the bidder or allocated resource that the incumbent has run/ offered data literacy program. 5) Contact details Note: Armscor reserves the right to verify this information from the client.	10
TOTAL POINTS			100

Note 1:
any

Only bidders who will achieve minimum score of 40 points shall be evaluated further in the next stage (80/20 preference point system). Any Bidder who scores 0 points in of the functional criteria will be disqualified from further evaluation.

Note 2:
Note 3:

Armscor reserves the right to conduct verification with the clients or any other entity, on any information provided.

DEFINITIONS

1) **Installation** is the process of transferring the Qlik software files from a source to a computer disk/server where they are accessible by the operating system

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Declaration Made on: June 4th 2018

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STATEMENT OF WORK: BI SERVICES

ANNEXURE D

DOMAIN	SCOPE	INPUTS	ACTIVITIES	OUTPUTS	DELIVERABLES ACCEPTANCE	PAYMENT CRITERIA
1. Technical	Qlik Administration	3 different servers for Dev, UAT & production(each hosting an instance of the Qlik Sense Application)	Combine the current three instance of the Qlik Sense Application onto one server (i.e. Qlik sense Dev, UAT and Production environments to be hosted on one server instead of 3) and connect NPrinting to that one server.	- Dev, UAT and Production environments hosted on one server. - All developed applications and data connections migrated to and tested in the new Dev, UAT and Prod environments - Synchronized content between development, UAT and production environments - All current NPrinting reports tested and working	- Approved CAB request - Signed Acceptance Test Report (ATR)	- Certificate of Conformance (CoC) - Invoice(s) certified by Armscor Project Manager: ICT

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DOMAIN	SCOPE	INPUTS	ACTIVITIES	OUTPUTS	DELIVERABLES ACCEPTANCE	PAYMENT CRITERIA
	Qlik Governance/ Security	As-is security structure (Governed Self-service (GSS) 1)	- Conduct workshop to review as-is security requirements - Document the updated security/governance structure and update the QMC - Implement governed self-service 2. Develop an ATR	- Updated security governance structure - Customized security in QMC. - Functioning GSS 2 - ATR	- Signed security/ governance document - Signed ATR	- Certificate of Conformance (CoC) - Invoice(s) certified by Armscor Project Manager: ICT
	Standards	As-is folder structure	- Define the new folder structure in accordance with best practices - Build and Implement standard folder structures as best practices	- New folder structure - Document depicting the folder structure	Signed document depicting new folder structure	- Certificate of Conformance (CoC) - Invoice(s) certified by Armscor Project Manager: ICT
2. Data Management		Data to be extracted from different sources including but not limited to IDMS mainframe (this data will come in form of CSV files	- Conduct work sessions with business to review current business requirements and update where necessary. - Verify the quality of the data in the data source/s. - Develop bus matrix	- Detailed application requirements document - Centrally stored data in QVD's, based on the bus matrix - Updated Bus Matrix - Data dictionary	- Signed-off updated application requirements document - Approval of centrally stored data in QVDs and modelled dimensionally	- Certificate of Conformance (CoC) - Invoice(s) certified by Armscor Project Manager: ICT

DOMAIN	SCOPE	INPUTS	ACTIVITIES	OUTPUTS	DELIVERABLES ACCEPTANCE	PAYMENT CRITERIA
		and Armscor does have a resource to develop those), MSSQL, Accpac etc. Application Requirement s document	- Data to be centrally stored in QVD's - Develop a data dictionary - Develop data lineage - Develop an audit dimension - Develop exception reports - Develop source-to-target mappings - Develop ETL requirements	- Data lineage - Audit dimension or audit capability - Exception reports - Source-to-target mappings - ETL Requirements	- Signed-off data dictionary - Signed-off data lineage Signed-off audit dimension - Signed-off exception reports Signed-off source-target - Signed-off ETL requirements	
3. Finance Analytics Application	Financial Analytics (Month- end reporting)	- Centrally stored QVDs - Detailed Business Requirement Document	- Develop the financial analytics application - Document the following - User acceptance testing (UAT) procedure - Financial Analytics Application - Training manual - Develop NPrinting reports based on Qlik Sense.	- Finance Analytics consisting of the following analytical reports - Statement of financial Performance - Statement of financial Position - Cash Flow analysis - Cashflow in IRO General	- Signed Acceptance Test Report(ATR) - Training manual	- CoC - Invoice(s) certified by Armscor Project Manager: ICT

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DOMAIN	SCOPE	INPUTS	ACTIVITIES	OUTPUTS	DELIVERABLES ACCEPTANCE	PAYMENT CRITERIA
			○ Apply filters and conditions to NPrinting reports; ○ Manage recipients and distribute NPrinting reports ○ Create users and security roles. ○ Distribute reports with data reduction based on recipient security and roles	• and special defence account • Documentation ○ UAT procedure ○ End-user training manual. • Dashboard/Story depicting the following ○ Sales Revenue ○ Expenditure YTD ○ Net Surplus/Shortfall ○ Transfer payment ○ Capex budget vs Actual ○ Cash on Hand and Investment		

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DOMAIN	SCOPE	INPUTS	ACTIVITIES	OUTPUTS	DELIVERABLES ACCEPTANCE	PAYMENT CRITERIA
				- o Cost spending analysis - o Financial Performance by business unit • Configured NPrinting reports from Qlik Sense - o Users and security roles created - o Reports distributed to the relevant users		
	Accounts Receivable (AR)	• Centrally stored QVDs • Detailed Business Requirement Document	• Develop the AR application • Document the following - o User acceptance testing(UAT) procedure - o AR application - o Training manual	• AR Analytics application consisting of the following reports: - o Aging buckets of 30 days up to 120+ days - o Top 10 Debtors - o Outstanding Open orders • Documentation	• Signed ATR • Training manual	• CoC • Invoice(s) certified by Amcor Project Manager: ICT

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DOMAIN	SCOPE	INPUTS	ACTIVITIES	OUTPUTS	DELIVERABLES ACCEPTANCE	PAYMENT CRITERIA
			- Develop NPrinting reports based on Qlik Sense. - Apply filters and conditions to NPrinting reports; - Manage recipients and distribute reports - Create users and security roles. - Distribute reports with data reduction based on recipient's security and roles	- UAT procedure - End-user training manual. - Dashboard/Story depicting the following - Aging buckets of 30 days up to 120+ days - Exposure per creditor and group - Credit limit % - Aged outstanding balance % - Days sales outstanding - Configured NPrinting reports from Qlik Sense - Users and security roles created - Reports distributed to the relevant users		

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DOMAIN	SCOPE	INPUTS	ACTIVITIES	OUTPUTS	DELIVERABLES ACCEPTANCE	PAYMENT CRITERIA
	Accounts Payable (AP) Analytics	Centrally stored QVDs	- Develop the AP application - Document the following - User acceptance testing(UAT) procedure - AP application - Training manual - Develop NPrinting reports based on Qlik Sense. - Apply filters and conditions to NPrinting reports; - Manage recipients and distribute reports - Create users and security roles. - Distribute reports with data reduction based on recipient's security and roles	- The Accounts Payable Qlik Sense Application, that consists of the following reports: - Aging buckets of 30 days up to 120+ days - BEE Performance and measurement against targets - Top 10 Creditors; and - Outstanding Open orders - Compilation of foreign exchange profit & loss schedule - Rate of Exchange Schedule - Penalties Levied Schedule	- Signed ATR - Training manual	- CoC - Invoice(s) certified by Amcor Project Manager: ICT

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DOMAIN	SCOPE	INPUTS	ACTIVITIES	OUTPUTS	DELIVERABLES ACCEPTANCE	PAYMENT CRITERIA
				- o Penalties Refunded Schedule - o Monthly Escalations Schedule - o Advance outstanding Report - o Compilation of Irregular Expenditure Report (DOD funds) - o Consolidation of penalties schedule - o Monthly expenditure & invoice processing - o Accruals based on invoice capture-date, but not yet paid - o Profit and Loss. - o Expenditure reports		

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DOMAIN	SCOPE	INPUTS	ACTIVITIES	OUTPUTS	DELIVERABLES ACCEPTANCE	PAYMENT CRITERIA
				○ Variance reports – Paid vs captured ○ Penalties suspense accounts. • Documentation ○ UAT ○ End-user training manual. • Dashboard/Story ○ Outstanding FA report monthly per cost type order finance person per program manager ○ Daily basis – invoice report not yet paid per finance person per supplier and how old ○ Overdue invoices ○ Order to be placed		

REQUEST FOR BID NO.: 2603-18-01-67

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DOMAIN	SCOPE	INPUTS	ACTIVITIES	OUTPUTS	DELIVERABLES ACCEPTANCE	PAYMENT CRITERIA
4. Training	End user training (17 employees)	- Developed applications - Training manuals	Conduct the following training: - Navigation training on developed applications - Explore, discover and analyse data - Create custom reports and dashboards	- Configured NPrinting reports from Qlik Sense - Users and security roles created - Reports distributed to the relevant users - Trained Staff	Applications Training Attendance registers	- CoC - Invoice(s) certified by Armscor Project Manager

DOMAIN	SCOPE	INPUTS	ACTIVITIES	OUTPUTS	DELIVERABLES ACCEPTANCE	PAYMENT CRITERIA
	Knowledge transfer of all tasks, activities and actions taken	- Developed applications (HR, Assets, Projects Cash Flow etc.) by internal staff - Business requirements	- On the job training for internal resources - Review of internally developed applications	- Conduct knowledge transfer - Internally developed applications migrated to production.	Approval of time sheets.	- CoC - Invoice(s) certified by Armscor Project Manager
	Data Literacy (10 employees)	N/A	- Conduct workshop for data literacy to understand the organization - Conduct a survey for Data Literacy Assessment. - Conduct a data literacy program for 10 employees	- Data Literacy Assessment Report - Conduct Data Literacy Training - Trained employees on data literacy	- Approved Data Literacy Assessment Report - Data Literacy Training Attendance register	- CoC - Invoice(s) certified by Armscor Project Manager
5. Support and Maintenance		- Draft Service Level Agreement - Developed applications - Work Authorization	- Provide Support and maintenance for a 3 year period - This includes all applications developed by the service provider and Armscor personnel.	Finalised Service Level Agreement	Signed timesheets indicating work performed	- CoC - Invoice(s) certified by Armscor Project Manager

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Additional Requirements:

- For documenting the deliverables the bidder may combine some deliverables into one, but Armscor reserves the right to agree or disagree.
- The contents and the templates for the documents shall be agreed upon between Armscor and the Bidder when the project commences.
- Armscor reserves the right to reject or accept any items on this scope of work or pricing list.
- The project must not be more than 5 months (i.e. items 1-4 in the SOW).

REQUEST FOR BID NO.: 2603-18-01-67

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**ARMAMENTS CORPORATION OF SOUTH AFRICA SOC LTD
(ARMSCOR)**

QUESTIONNAIRE

REPLIES

- 1 What is the request for bid number?
- 2 If applicable: Price basis of bid
(if not delivered into store)
- 3 Indicate which of the following applies:
- 3.1 The prices are fixed. ☐
- 3.2 The prices are not fixed (NB: See par 9 of A-Std-0010). ☐
- 4 Is the delivery period (commencement after receipt of order) fixed? Y/N

.....
.....

WHERE SUPPLIES OFFERED ARE TO BE IMPORTED, THE QUESTIONS BELOW MUST BE ANSWERED.

- 5 Foreign content:
- 5.1 What amount in foreign currency must be remitted overseas?
- 5.2 What is the rate of exchange used in converting the amount into ZAR1, 00=.....
SA Rand and the date on which this is based? Date
- 6 Statutory costs:
- 6.1 Are the goods quoted on subject to customs duty,
ad valorem customs or surcharge?
- 6.2 If so, what is the amount payable in respect of
- a) Customs duty?
- b) Ad valorem customs duty?

7. The following particulars must be furnished, failure of which may invalidate the bids.

BROAD-BASED BLACK ECONOMIC EMPOWERMENT

ACRONYMS AND ABBREVIATIONS

B-BBEE	Broad-Based Black Economic Empowerment
CIPC	Companies and Intellectual Property Commission
COTS	Commercial Off The Shelf
EME	Exempted Micro Enterprises
MOTS	Military Off The Shelf
QSE	Qualifying Small Enterprises
SANAS	South African National Accreditations Systems

1. MANDATORY B-BBEE REQUIREMENT:

- 1.1 In terms of the Defence Sector Codes, contracts for goods and services shall only be awarded to a bidder that has Black Equity Ownership of at least 25% in year 1 (12 April 2019 to 31 March 2020), 30% in year 2 (01 April 2020 to 31 March 2021) and 35% in year 3 (01 April 2021) onwards, where applicable.
- 1.2 EMEs are exempted from compliance with the mandatory B-BBEE requirement.

NB: Failure by the bidder to comply with the B-BBEE Mandatory and Compulsory Requirements as stated herein above will lead to disqualification.

3. PREFERENCE POINTS FOR BROAD-BASED BLACK ECONOMIC EMPOWERMENT

- 3.1 The B-BBEE preference points will be awarded in terms of the Preferential Procurement Policy Framework Act, 2000pre.
- 3.2 The 80/20 preference point system is applicable to all bids with a Rand value of up to R50 000 000,00 (all applicable taxes included)
- 3.3 Preference points for this bid shall be awarded for:
- | | |
|---|------------|
| PRICE | 80 |
| B-BBEE STATUS | 20 |
| Total points for Price and B-BBEE must not exceed | 100 |
- 3.4 Bidders who do not submit a valid proof of B-BBEE status will score zero (0) for preference points.

4. ALLOCATION OF B-BBEE POINTS

- 4.1 The B-BBEE points are to be claimed and allocated according to the table below for acquisition of services, works or goods with a value of up to R50 000 000, 00 and must be substantiated by means of a valid proof of B-BBEE.

B-BBEE status level	Points Allocated
Level 1	20
Level 2	18
Level 3	14
Level 4	12
Level 5	8
Level 6	6
Level 7	4
Level 8	2
Non-compliant	0

- 4.2 The Armscor BBE Division reserves the right to require a bidder and/or its sub-contractor(s) to substantiate any claim at any stage in the bidding process to verify and confirm the B-BBEE status of the bidder and/or its sub-contractor(s).

5. PRINCIPLES**5.1 Valid proof of B-BBEE status is either of the following:****5.1.1 A B-BBEE Sworn Affidavit fully completed and**

- 5.1.1.1 Deposed and signed in the presence of the Commissioner of Oaths
- 5.1.1.2 Does not contradict itself (% black ownership matches compliance level)
- 5.1.1.3 Commissioner of Oaths credentials and signature are reflected.

5.1.2 A B-BBEE Certificate issued by either the CIPC or a SANAS Accredited Verification Agency**5.1.3 An unincorporated Joint Venture / Consortium must submit a Consolidated B-BBEE Certificate in the name of the Joint Venture / Consortium issued by a SANAS accredited Verification Agency.****5.1.4 B-BBEE status must be based on the latest financial year-end information, otherwise it is invalid and unacceptable.****5.2 Sub-Contracting****5.2.1 A bidder awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the bidder concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.****5.2.2 A bidder awarded a contract must obtain the approval of Armscor prior to any changes in the subcontracting arrangement.**

B-BBEE DECLARATION**1. Confirmation of the Bidder's Turnover**

Name of the Bidder			
Registration Number			
Financial Year End			
Turnover (As at the latest financial year end)	R	Starting (Day, Month, Year)	
		Ending (Day, Month, Year)	

2. Confirmation of Subcontractors involved in the execution of the order:

Bidder	% Black Ownership	B-BBEE Status	% Value to be Contracted
1.			
Subcontractors	% Black Ownership	B-BBEE Status	% Value to be Contracted
1.			
2.			
3.			

*Percentages of the bid value which will be subcontracted including main contractor must add up to 100%.

3. Confirmation of Suppliers involved in the execution of the order:

Supplier's name	% Black Ownership	B-BBEE status	% Value to be Supplied
1.			
2.			
3.			
4.			
5.			

I, the undersigned, am duly authorised to certify on behalf of the abovementioned entity that the information contained herein above is true and correct.

AUTHORISED SIGNATURE : Date:

Name in block letters :

Capacity :

DECLARATION OF INTEREST

1. Any legal person, including persons employed by Armscor or the State, or persons who act on behalf of Armscor or the State or person having a kinship with persons employed by Armscor or the State, including a blood relationship, may make an bid or bids in terms of this invitation. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by Armscor or the State, or to person who acts on behalf of Armscor or the State, or to persons connected with or related to them, it is required that the bidder or his authorized representative signing the KD17 document shall declare his position vis-à-vis the evaluating authority and/or take an oath declaring his interest, where-
 - the bidder is employed by Armscor or the State or acts on behalf of Armscor or the State; and/or
 - the legal person on whose behalf the bid document is signed, has a relationship with persons/a person who are/is involved with the evaluation of the bidder(s), or where it is known that such a relationship exists between the person of persons for or on whose behalf the declarant acts and persons who are involved with the evaluation of the bid.

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

* Delete whichever is not applicable

2. Are you or any person connected with the bidder directly or indirectly, (i.e. connected by kinship or marriage or associated in an enterprise, business partnership or as colleagues) employed by Armscor or the State?

*YES / NO

2.1. If yes, state particulars.

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

3. Do you, or any person connected by kinship or marriage or associated in an enterprise, business, partnership or as colleagues with the bidder, directly or indirectly have any relationship or association (family, friend, other) with a person employed in the Department of Defence or South African Police Service, Correctional Service or Armscor, and who may be involved with the evaluation or adjudication of this bid.

*YES / NO

3.1. If yes, state particulars.

.....
.....

4. Are you, or any person connected by kinship or marriage or associated in an enterprise, business partnership or as colleagues connected with the bidder, aware of any relationship (family, friend, other) between the bidder and any person employed by the Department of Defence, South African Police Service, Correctional Service or Armscor, who may be involved with the evaluation or adjudication of this bid?

*YES / NO

4.1. If yes, state particulars.

.....

.....
Signature of Declarant

.....
Bid number

.....
Date

.....
Position of Declarant
(See Paragraph 1)

.....
Name of Company or Bidder

DEFENCE SECTOR BBBEE SWORN AFFIDAVIT – EXEMPTED MICRO ENTERPRISE

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.

2. I am a Member / Director / Owner of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name:	
Trading Name (If Applicable):	
Registration Number:	
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):	
Nature of Business:	
Definition of "Black People"	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians – (a) who are citizens of the Republic of South Africa by birth or descent; or (b) who became citizens of the Republic of South Africa by naturalisation- i. before 27 April 1994; or ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;"
Definition of "Black Designated Groups"	"Black Designated Groups means: (a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution; (b) Black people who are youth as defined in the National Youth Commission Act of 1996; (c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act; (d) Black people living in rural and under developed areas; (e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;"

ANNEXURE 1 TO KD24

3. I hereby declare under Oath that:

- The Enterprise has _____% Black Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise has _____% Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise has _____% Black Designated Group Beneficiaries as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- Black Designated Group Owned % Breakdown as per the definition stated above:
 - Black Youth % = _____%
 - Black people living with disabilities % = _____%
 - Black Unemployed % = _____%
 - Black People living in Rural areas % = _____%
 - Black Military Veterans % = _____%
- Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of _____, the annual Total Revenue was R5,000,000.00 (Five Million Rands) or less
- Please confirm on the table below the B-BBEE level contributor, by **ticking the applicable box**.

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

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

Commissioner of Oaths	Deponent
Credentials and Signature	
	Signature
Date	Date

ANNEXURE 2 TO KD24

DEFENCE SECTOR BBBEE SWORN AFFIDAVIT – QUALIFYING SMALL ENTERPRISE

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

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

Enterprise Name:	
Trading Name (If Applicable):	
Registration Number:	
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):	
Nature of Business:	
Definition of "Black People"	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians – (a) who are citizens of the Republic of South Africa by birth or descent; or (b) who became citizens of the Republic of South Africa by naturalisation- i. before 27 April 1994; or ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;"
Definition of "Black Designated Groups"	"Black Designated Groups means: (a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution; (b) Black people who are youth as defined in the National Youth Commission Act of 1996; (c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act; (d) Black people living in rural and under developed areas; (e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;"

Issued in terms of the Defence Sector Code (Gazette 42391 - 12 April 2019)

3. I hereby declare under Oath that:

- The Enterprise has _____% Black Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise has _____% Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise has _____% Black Designated Group Beneficiaries as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- Black Designated Group Owned % Breakdown as per the definition stated above:
 - Black Youth % = _____%
 - Black people living with disabilities % = _____%
 - Black Unemployed % = _____%
 - Black People living in Rural areas % = _____%
 - Black Military Veterans % = _____%
- Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of _____, the annual Total Revenue was between R5,000,000.00 (Five Million Rands) to R50,000,000.00 (Fifty Million Rands)
- Please confirm on the table below the B-BBEE level contributor, **by ticking the applicable box.**

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

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.

5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Commissioner of Oaths	Deponent
Credentials and Signature	
	Signature
Date	Date

ANNEXURE 1 TO KD25

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF ARMSCOR									
BID NUMBER:		CLOSING DATE:			CLOSING TIME:				
DESCRIPTION									
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT :									
ARMSCOR BID BOX VISITORS ENTRANCE (BLOCK 8), 370 NOSSOB STREET,									
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO					TECHNICAL ENQUIRIES MAY BE DIRECTED TO:				
CONTACT PERSON		Mr. A.L Mmbengwa			CONTACT PERSON		Mr. A.L Mmbengwa		
TELEPHONE NUMBER		012 428 3610			TELEPHONE NUMBER		012 428 3610		
FACSIMILE NUMBER		N/A			FACSIMILE NUMBER		N/A		
E-MAIL ADDRESS		scmbids@armscor.co.za			E-MAIL ADDRESS		scmbids@armscor.co.za		
SUPPLIER INFORMATION									
NAME OF BIDDER									
POSTAL ADDRESS									
STREET ADDRESS									
TELEPHONE NUMBER		CODE				NUMBER			
CELLPHONE NUMBER									
FACSIMILE NUMBER		CODE				NUMBER			
E-MAIL ADDRESS									
VAT REGISTRATION NUMBER									
SUPPLIER COMPLIANCE STATUS		TAX COMPLIANCE SYSTEM PIN:			OR	CENTRAL SUPPLIER DATABASE No:	MAAA		
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE		TICK APPLICABLE BOX] ☐ Yes ☐ No			B-BBEE STATUS LEVEL SWORN AFFIDAVIT			[TICK APPLICABLE BOX] ☐ Yes ☐ No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST 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	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS									
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?							☐ YES ☐ NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?							☐ YES ☐ NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?							☐ YES ☐ NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?							☐ YES ☐ NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?							☐ YES ☐ NO		
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.									

ANNEXURE 1 TO KD25

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER 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 VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER:

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

DATE:

**ARMAMENTS CORPORATION OF SOUTH AFRICA LIMITED
(ARMSCOR)**

INTELLECTUAL PROPERTY REQUIREMENTS

1 INTRODUCTION

1.1 What is Intellectual Property?

Intellectual Property (or “IP”) means the result or outcome of human creative effort as typically, but not exclusively, manifested and embodied in or taking the form of data items or documents.

IP typically includes design and mental activities, e.g.:

- Bills of Material (BOM's)
- Instructions,
- Reports,
- Specifications,
- Interface designs,
- Manufacturing processes,
- Material Specifications,
- Processes,
- Product designs,
- Re-engineering (maintenance/obsolescence),
- Software,
- Algorithms,
- Source Codes,
- System/integration designs,
- Test and Evaluation Methods, etc.

IP typically excludes Project Management activities and Hardware created/built according to a design or following a “recipe”.

1.2 How is IP manifested?

IP is typically manifested and embodied in Data Items or Documents.

“Data items or Documents” means any recorded information, however recorded, including but not limited to books, manuscripts, reports, studies, algorithms, computer software, invention descriptions, registered patents, drawings, designs, plans, analyses, calculations, standards, data packs, process documents, instructions, specifications, mathematical or simulation models, compositions, photographs, video recordings, audio recordings, reports, holographic recordings, trademarks, graphical images, etc.

NOTE:

- ☐ The document itself is not IP
- ☐ The contents of a document represent IP
- ☐ The document becomes the tangible and recordable carrier of IP

1.3 What is Background IP?

For definition, refer to A-STD-0020 “Armscor General Conditions of Contract”.

“Background IP” belongs to a contractor because he fully paid for the generation thereof or had bought it at his own cost, which may be used or serve as a basis from which to develop new Foreground IP.

1.4 What is Historic IP?

"Historic IP" is existing IP which was created previously, and which may serve as a basis from which to develop new Foreground IP.

1.5 What is Foreground IP?

For definition, refer to A-STD-0020 "Armcor General Conditions of Contract".

"Foreground IP" is new intellectual property that is created during the execution of the order.

1.6 When is IP Shared or Jointly Owned or Co-owned?

For the definition, refer to A-STD-0020 "Armcor General Conditions of Contract".

"Shared" or "Jointly Owned" or "Co-owned" IP is IP which belongs to both the DOD and a contractor, because both contributed to the cost of generation thereof. Ownership is typically (and preferably) proportional to contribution.

Historic and Foreground IP may be either

1. Wholly owned by the DOD; or
2. Shared or Jointly Owned or Co-owned between DOD or the contractor

2. IP RECORDAL REQUIREMENTS

It is a requirement that prospective suppliers provide all information about applicable Intellectual Property (IP) to the bid. Armcor will record the information on their IP System that will generate a Statement of IP which will be appended to the order. The Statement of IP will serve as a contractual agreement between Armcor and the contractor in so far as IP related matters are concerned.

The recordal requirements are further described herein and broken down to an appropriate level, as follows:

2.1 Background IP Utilised

For each Background IP Item that will be modified or utilised to generate Foreground IP in the execution of the quoted scope of work, provide the following details:

- Short IP description
- Original Supplier
- Cost of Establishment (If available)

2.2 Historic IP Utilised

For each Historical IP item that will be modified or is required as a prerequisite in the execution of the quoted scope of work, provide the following details:

- Armcor IP Number (if available)
- Short IP description
- The next information is to be provided **per order**, on which Historic IP was established:
 - Order Number on which Historic IP was generated
 - Master record index (MRI) reference
 - Original Supplier
 - Cost of Establishment
 - Percentage Ownership (DOD)
 - Associated Milestone / Line item on the order under which the IP was established

2.3 Foreground IP to be generated

For each new Foreground IP item that will be generated in the execution of the quoted scope of work, provide the following details:

- IP number of Historic IP, if IP is enhanced (modified/improved/upgraded).
- Short IP description
- Master record index (MRI) reference with version and date
- Original Supplier
- Cost of Establishment
- Percentage Ownership (DOD)
- Associated Milestone / Line item on the order under which the IP will be established.

Note 1: The cost of establishment has always been included in item/milestone prices of order, and will continue to be so included, but will in future become visible by being shown separately in the Statement of IP appended to orders in order to properly manage such IP;

Note 2: To facilitate the easy and correct recording of IP, bidders and contractors will be required to utilise the specially constructed spread sheet from Armscor's web site. After completion, the spreadsheet must be printed and attached to the bid, which will thus form an integral part of the bid.

3. SAFEGUARDING OF IP

3.1 IP Agreement

The IP agreement which will be embodied in the Statement of IP will be concluded with the main contractor in the name of the main contractor and will apply to the creating sub-contractor(s), who will remain the design authority for his particular IP.

3.2 Management and Safeguarding of IP

The main contractor will be responsible for the management of IP he generated during the execution of the order, as well as the management of IP generated by his sub-contractors. Upon completion of the project or order, the relevant IP will be formally transferred to the main contractor, who will then be responsible for the continued management of such IP.

The main contractor will be responsible for proper safeguarding and configuration control of IP, including off-site back-ups, as further described in various other Armscor documents, e.g. A-STD-0020 "Armscor General Conditions of Contract, K-STD-61 "Armscor Standard for Technical Contract Conditions", A-WI-014 "Armscor Security Instruction" and other documents that may be applicable.

3.3 IP Delivery

Notwithstanding 3.2 above, upon completion of the order, the main contractor will deliver all data items or documents relating to the IP generated during the execution of the order to Armscor ADAC Department.

3.4 IP Audits

Armscor is by law required to conduct an IP or intangible asset audit of all existing DOD IP every financial year. The main contractor will cooperate with Armscor's Intellectual Property Management Division and the Auditor General during the audit period and will make available all relevant information required to conduct the audit.

4. COMPLETION OF THE IP INFORMATION BY MEANS OF THE ELECTRONIC FORM

4.1 Background

The electronic form of the KD27 IP Information.xlsx is available as a Microsoft Excel workbook on the Armscor website (www.armscor.co.za/Downloads/Download.asp) and must be used as template to provide the relevant IP information.

The workbook consists of the following three spreadsheets:

- “Background IP” provides a form to capture all background IP information
- “Historic IP” provides a form to capture all historic IP information.
- “Foreground IP” provides a form to capture all foreground IP information.

4.2 Electronic Form Definitions

The column definitions as provided in the forms are as follows:

IP Name	A short descriptive name to identify the IP item.
IP Number	Armscor Number provided to Historic IP.
IP Description	An abridged description of the IP Item.
Original Supplier	The name of the supplier at which the IP item exists or was established.
Establishment Cost	The amount paid by Armscor to establish the IP Item (including VAT).
MRI Reference	The Master Record Index (MRI) or other document reference that uniquely describe the IP.
DOD Shareholding	The percentage of the IP that belongs to the DOD through Armscor
Associated Milestone/Item	The contractual milestone or item, which when completed, will define the point in time at which the IP will be established.

5. INTELLECTUAL PROPERTY QUESTIONNAIRE

I/We, the undersigned, who warrant that I/we am/are duly authorised to do so on behalf of the firm certify that the following information is correct and complete in terms of Intellectual Property relevant to the offered scope of work. (Please circle the relevant answer)

Will Background IP be applicable during the execution of the quoted scope of work? Yes No

If yes, state particulars by completing the 'Background IP' worksheet. Indicate each IP item as a separate line.

Will Historic IP be utilised and/or is it required as a prerequisite to execute the quoted scope of work? Yes No

If yes, state particulars by completing the 'Historic IP' worksheet for each IP item. Indicate each IP item as a separate line;

Will any of these Historic IP items be enhanced during the execution of the quoted scope of work? Yes No

If yes, also complete the 'Foreground IP' worksheet for those IP items

Will new Foreground IP be generated during the execution of the quoted scope of work? Yes No

If yes, state particulars by completing the 'Foreground IP' worksheet for each IP item. Indicate each IP item as a separate line.

This completed form, along with all additional information, as requested above where relevant, populated on the KD27 Spreadsheet, have to be attached to the bid.

WITNESSES:

1 _____

2 _____

SIGNATURES OF BIDDER(S)

DATE: _____

ADDRESS: _____

