



DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

REQUEST MEMO

RECEIVED AT SCM
SIGNATURE: _____

Per said Bas Baten Printing
2023/06

COST CENTRE NUMBER	250C	ITEM NUMBER	1349911
REQUESTING OFFICIAL	L NAIKER	OBJECTIVE	30078911
TELEPHONE NUMBER / EXT	41457	RESPONSIBILITY	30017911
ROOM NUMBER & BUILDING	BLOCK G, GROUND FLOOR	FUND	38911
		PROJECTS	18911
REQUEST MEMO No (RQ)	RQ-001930	ASSETS	22911
SUPPLIER FOR ORDER		REGIONAL IDENTIFIER	30001911
ORDER AMOUNT	191440.9945	NON-INFRASTRUCTURE	49911
PERIOD ORDER	/ / TO / /	PA NUMBER (SCM)	PA-0

ICN NUMBER	DESCRIPTION OF ITEM	QUANTITY REQUESTED	QUANTITY APPROVED
999983S0303875	INSTALL MAINTAIN COMPUTER EQUIPMENT & SOFTWARE PAYMENT OF PERSAL	36	
	BATCH PRINTING & BAS		

MOTIVATION / REMARKS :

SIGNATURE & NAME PRINTED OF COST CENTRE CLERK (CCC) :

L NAIKER

SIGNATURE: _____

DATE: 09 May 2023 / 2023

SIGNATURE & NAME PRINTED OF COST CENTRE MANAGER (CCM) :

N RADEBE

SIGNATURE: _____

DATE: 09 May 2023 / 2023

SIGNATURE & NAME PRINTED (BUDGET CONFIRMATION):

SIGNATURE: _____

DATE: / / 2023

000648840

COMPLIANCE CHECKLIST
REQUISITION FOR GOODS AND/OR SERVICES

A. SUPPLY CHAIN MANAGEMENT - VERIFICATION		Comments SCM	
Is budget verified and confirmed by Management Accounting (Internal RFQ template)?	Yes ☒	No ☐	
Is the NCSD Summary Report for all 3 suppliers attached?	Yes ☒	No ☐	
Is the recommended supplier registered on Central Supplier Database and tax compliant (CSD)?	Yes ☒	No ☐	
Is the supplier not on a deregistration process?	Yes ☐	No ☒	
Are the bank details of the supplier Verified on CSD and active? (If not, was supplier requested to amend on NCSD)	Yes ☒	No ☐	
Is the supplier not on the National Treasury list of restricted suppliers? (Also indicate date checked)	Yes ☐	No ☒	
Are three quotations attached, dated, valid, vat inclusive and comparative?	Yes ☐	No ☒	
If applicable was deviation from the procurement processes (e.g. no 3 quotations, emergency, or sole provider) approved by the D: SCM/CFO/DG	Yes ☐	No ☒	
Is the Price Comparative Schedule attached for requirements with a value of R30,000.00 and above	Yes ☒	No ☐	
Is the valid BEE certificate or Sworn Affidavit attached?	Yes ☐	No ☐	
SBD 4 (Declaration of Interest) completed and duly signed?	Yes ☒	No ☐	
1. Is section 2.8.1 completed section accurately?	Yes ☒	No ☐	
2. Has the supplier conducted business with DSBD? If so, has this been declared?	Yes ☒	No ☐	
3. Is the SBD dated correctly?	Yes ☒	No ☐	
SBD 6.1 (Claim the points for the BEE) completed and duly signed?	Yes ☒	No ☐	
1. Is section 8.4 completed accurately?	Yes ☒	No ☐	
2. Is section 8.6 completed accurately?	Yes ☒	No ☐	
3. Is the SBD dated correctly?	Yes ☒	No ☐	
Is there no conflict of interest between companies as per SBD4 (i.e. no company share Directorship in another company bidding for the same requirements)?	Yes ☒	No ☐	
Is the Acting letter of last signatory on submission attached according to delegations (if relevant)?	Yes ☒	No ☐	
Is the PDP for attendees attached and signed (Training and Course)	Yes ☒	No ☐	

COMPLIANCE CHECKLIST
REQUISITION FOR GOODS AND/OR SERVICES

A. SUPPLY CHAIN MANAGEMENT - VERIFICATION		Yes	No	Comments SCM
Checklist compiled by (SCM Official) <i>S. Bussiere</i>		Signature and date <i>[Signature]</i> 11/05/2023		
B. SUPPLY CHAIN MANAGEMENT ORDER AUTHORISATION				
Is the order amount inclusive of VAT/ NOT a VAT vendor?		YES/NO		
Are the budget allocations correct?		YES /NO		
		/ / 2023		
Signature of SCM Official who authorized order online, checked & signed it:		Date		
Printed name of SCM Official who authorized order online, checked & signed it:				

DSBD: REQUEST FOR QUOTATIONS (RFQ) FOR GOODS, ASSET AND SERVICES

REQUEST NO: _____

PART A

Chief user name	Lloyd Naiker	RFQ date	24 April 2023
Chief User no (Budget Code):	30017911	Contact number	
SCOA item:		Contact name	Lloyd Naiker
Date Service Required:	24 April 2023		

Description of goods, assets and services required	Quantity	
Renewal of the Business Agreement for mainframe hosting services with SITA (BAS)	36	
Renewal of the Business Agreement for mainframe hosting services with SITA (BAS and persal printing)	36	
Renewal of the Business Agreement for mainframe hosting services with SITA (Persal)	36	
Renewal of the Business Agreement for mainframe hosting services with SITA (Logis)	36	

DSBD: REQUEST FOR QUOTATIONS (RFQ) FOR GOODS, ASSET AND SERVICES

REQUEST NO: _____

Motivation/Reason for requesting quotations (if not sufficient space, attach a separate specification document):

Renewal of the Business Agreement for mainframe hosting services with SITA

Name and Signature of the Requester


 Lloyd Nalke

Delegated Official Approval: Name and Signature: Requester


 Mbal Mbatla

BUDGET AVAILABILITY (CONFIRMATION)

Budget Availability (Amount)

R317 747.42 for 2023/2024

Date of Approval

25 April 2023

Comments by Budget Officer:

Delegated Official Approval: Name and Signature: Budget


 DINEO MALIBE

DSBD: REQUEST FOR QUOTATIONS (RFQ) FOR GOODS, ASSET AND SERVICES

REQUEST NO: _____

PART B : APPROVAL AND ACCEPTANCE OF QUOTATIONS

Recommended service provider based on highest PPPFA points: SITA

Amount: R1006,631,76

Do you have any interest in or relationship (family, friend, other) with the attached selected companies? Indicate YES / NO on the table below.

Delegated signatories	Approved for ordering (signature)	Approving official (Initial and Surname)	Declaration of interest	Amount accepted (as per the quotation)
Director Up to R200 000.00 Date			YES / NO(if yes specify)	
Chief Director >R200 000.00 up to R400 000.00 Date			YES / NO(if yes specify)	
Deputy Director-General >R400 000.00 up to R999 999.99 Date			YES / NO(if yes specify)	
Director General Unlimited Date		L Mkhumane	YES / NO(if yes specify)	R1 006 631,76
10 May 2023	LINDOKUHLE MKHUMANE			

Thresholds for approval of expenditure upon receipt of quotations and a comparative schedule. Please note that ONLY officially appointed as Budget Managers can accept quotations. If acting on behalf of the Budget Manager, is delegation to act attached? YES/NO



CONTACT 1									
Supplier number	MAAA0146218	Is supplier active?	Yes	Supplier type	CIPC Company	Supplier sub-type	State Owned Company	Legal name	STATE INFORMATION TECHNOLOGY AGENCY
Country of origin	South Africa	Business status	In Business	Identification type	State Owned Company/Close Corporation Registration Number	Government breakdown	State Owned Company (SOC Ltd)	Identifying name	State Information Technology Agency SOC Ltd.
Supplier name	State Information Technology Agency SOC Ltd.	Legal name	STATE INFORMATION TECHNOLOGY AGENCY	Identification type	South African Company/Close Corporation Registration Number	Government breakdown	State Owned Company (SOC Ltd)	Identifying name	State Information Technology Agency SOC Ltd.
Supplier name	Bavika	Is this your preferred Contact?	Yes	Supplier name	Munien	Identification type	South African Identification Number	Identifying name	Munien
Supplier name	Vorajee	Is this your preferred Contact?	No	Supplier name	Tasnim	Identification type	South African Identification Number	Identifying name	Tasnim
Supplier name	Finance	Is this your preferred Contact?	No	Supplier name	Finance	Identification type	South African Identification Number	Identifying name	Finance
Supplier name	Do you want this contact to also be a CSD user?	Is this your preferred Contact?	Yes	Supplier name	Do you want this contact to also be a CSD user?	Identification type	South African Identification Number	Identifying name	Do you want this contact to also be a CSD user?
Supplier name	Created by	Is this your preferred Contact?	Yes	Supplier name	Created by	Identification type	South African Identification Number	Identifying name	Created by
Supplier name	Created date	Is this your preferred Contact?	Yes	Supplier name	Created date	Identification type	South African Identification Number	Identifying name	Created date
Supplier name	Edit by	Is this your preferred Contact?	Yes	Supplier name	Edit by	Identification type	South African Identification Number	Identifying name	Edit by
Supplier name	Edit date	Is this your preferred Contact?	Yes	Supplier name	Edit date	Identification type	South African Identification Number	Identifying name	Edit date
Supplier name	23 May 2016 11:41:35:567	Is this your preferred Contact?	Yes	Supplier name	23 May 2016 11:41:35:567	Identification type	South African Identification Number	Identifying name	23 May 2016 11:41:35:567
Supplier name	bavika.munien@sita.co.za	Is this your preferred Contact?	Yes	Supplier name	bavika.munien@sita.co.za	Identification type	South African Identification Number	Identifying name	bavika.munien@sita.co.za
Supplier name	0124822122	Is this your preferred Contact?	Yes	Supplier name	0124822122	Identification type	South African Identification Number	Identifying name	0124822122
Supplier name	0826745050	Is this your preferred Contact?	Yes	Supplier name	0826745050	Identification type	South African Identification Number	Identifying name	0826745050
Supplier name	0866321133	Is this your preferred Contact?	Yes	Supplier name	0866321133	Identification type	South African Identification Number	Identifying name	0866321133

SUPPLIER CONTACT INFORMATION

Supplier number	MAAA0146218	Is supplier active?	Yes	Supplier type	CIPC Company	Supplier sub-type	State Owned Company	Legal name	STATE INFORMATION TECHNOLOGY AGENCY
Country of origin	South Africa	Business status	In Business	Identification type	State Owned Company/Close Corporation Registration Number	Government breakdown	State Owned Company (SOC Ltd)	Identifying name	State Information Technology Agency SOC Ltd.
Supplier name	State Information Technology Agency SOC Ltd.	Legal name	STATE INFORMATION TECHNOLOGY AGENCY	Identification type	South African Company/Close Corporation Registration Number	Government breakdown	State Owned Company (SOC Ltd)	Identifying name	State Information Technology Agency SOC Ltd.
Supplier name	State Owned Company	Is this your preferred Contact?	Yes	Supplier name	State Owned Company	Identification type	South African Identification Number	Identifying name	State Owned Company
Supplier name	Created by	Is this your preferred Contact?	Yes	Supplier name	Created by	Identification type	South African Identification Number	Identifying name	Created by
Supplier name	Created date	Is this your preferred Contact?	Yes	Supplier name	Created date	Identification type	South African Identification Number	Identifying name	Created date
Supplier name	23 May 2016 11:41:35:000	Is this your preferred Contact?	Yes	Supplier name	23 May 2016 11:41:35:000	Identification type	South African Identification Number	Identifying name	23 May 2016 11:41:35:000
Supplier name	bavika.munien@sita.co.za	Is this your preferred Contact?	Yes	Supplier name	bavika.munien@sita.co.za	Identification type	South African Identification Number	Identifying name	bavika.munien@sita.co.za
Supplier name	29 Jan 1999 00:00:00:000	Is this your preferred Contact?	Yes	Supplier name	29 Jan 1999 00:00:00:000	Identification type	South African Identification Number	Identifying name	29 Jan 1999 00:00:00:000
Supplier name	Have Bank Account	Is this your preferred Contact?	Yes	Supplier name	Have Bank Account	Identification type	South African Identification Number	Identifying name	Have Bank Account
Supplier name	South African company/CC registration number	Is this your preferred Contact?	Yes	Supplier name	South African company/CC registration number	Identification type	South African Identification Number	Identifying name	South African company/CC registration number
Supplier name	1999/001899/30	Is this your preferred Contact?	Yes	Supplier name	1999/001899/30	Identification type	South African Identification Number	Identifying name	1999/001899/30
Supplier name	Registration date	Is this your preferred Contact?	Yes	Supplier name	Registration date	Identification type	South African Identification Number	Identifying name	Registration date
Supplier name	29 Jan 1999 00:00:00:000	Is this your preferred Contact?	Yes	Supplier name	29 Jan 1999 00:00:00:000	Identification type	South African Identification Number	Identifying name	29 Jan 1999 00:00:00:000
Supplier name	Created by	Is this your preferred Contact?	Yes	Supplier name	Created by	Identification type	South African Identification Number	Identifying name	Created by
Supplier name	Created date	Is this your preferred Contact?	Yes	Supplier name	Created date	Identification type	South African Identification Number	Identifying name	Created date
Supplier name	23 May 2016 11:41:35:000	Is this your preferred Contact?	Yes	Supplier name	23 May 2016 11:41:35:000	Identification type	South African Identification Number	Identifying name	23 May 2016 11:41:35:000
Supplier name	bavika.munien@sita.co.za	Is this your preferred Contact?	Yes	Supplier name	bavika.munien@sita.co.za	Identification type	South African Identification Number	Identifying name	bavika.munien@sita.co.za
Supplier name	11 May 2023 03:08:27:837	Is this your preferred Contact?	Yes	Supplier name	11 May 2023 03:08:27:837	Identification type	South African Identification Number	Identifying name	11 May 2023 03:08:27:837
Supplier name	Restricted Supplier	Is this your preferred Contact?	Yes	Supplier name	Restricted Supplier	Identification type	South African Identification Number	Identifying name	Restricted Supplier
Supplier name	Restricted Director	Is this your preferred Contact?	Yes	Supplier name	Restricted Director	Identification type	South African Identification Number	Identifying name	Restricted Director
Supplier name	Government Employee	Is this your preferred Contact?	Yes	Supplier name	Government Employee	Identification type	South African Identification Number	Identifying name	Government Employee

SUPPLIER IDENTIFICATION

CSD REGISTRATION REPORT

smazibuko@dsbd.gov.za

Report Ran By:

11 May 2023 09:10:31.703 AM

Report Date:





DIRECTOR/MEMBER 1

DIRECTORS/MEMBERS/OWNERS INFORMATION

Certificate type	None
Created by	bavika.munien@sitla.co.za
Created date	23 May 2016 11:41:41:897
Edit by	bavika.munien@sitla.co.za
Edit date	22 Jun 2016 09:57:15:000

B-BEE INFORMATION

Income tax number	9511089642
VAT number	4450180346
Is this supplier a VAT vendor?	Yes
PAYE number	7940712401
Are you Registered with SARS?	Yes
Last validation date	11 May 2023 07:24:00:000
Overall Tax Status	Tax Compliant
Created by	bavika.munien@sitla.co.za
Created date	23 May 2016 11:41:35:000
Edit by	csd.reveritybatch@treasury.gov.za
Edit date	02 May 2023 15:51:07:000

TAX INFORMATION

Account type	Current Accounts
Bank	STANDARD BANK OF SOUTH AFRICA
Branch number	051001
Branch name	STANDARD BANK SOUTH AFRICA
Account number	410298158
Account holder	SITLA SOC LTD
Is this a preferred account?	Yes
Effective start date	23 May 2016 09:52:42:000
Created by	bavika.munien@sitla.co.za
Created date	02 Jun 2016 13:03:20:000
Edit by	csd.safetynetbatch@treasury.gov.za
Edit date	30 Jun 2016 16:13:23:363
Bank Verification Status	Verification Succeeded
Foreign Bank Account	No
Is the identifier linked at the bank	Yes
Is this a Shared Funding Account	No

CSD REGISTRATION REPORT

smazibuko@dsbd.gov.za

Report Ran By:

11 May 2023 09:10:31.750 AM

Report Date:



CSD REGISTRATION REPORT

Name(s)	MORWANE	South Africa	South African Identification Number	7909050372080	0000000	01 Feb 2022 00:00:00:000	No	JEANNETTE MMATSIATE	Edit by	18 Apr 2023 15:01:35:000	No	11 May 2023 07:23:52:330	Yes	National Communications and Digital Technologies;	Government Employee	Department	Government Employee Last Verification Date	11 May 2023 07:23:52:013	Yes	11 May 2023 07:23:52:187	DIRECTOR/MEMBER 9			Director type	Director status	Director (s)	Surname	Country	Identification type	South African identification number	Work permit	Appointment date	er
Name(s)	KETSEKILE	South Africa	South African Identification Number	8511150634085	0000000	01 Feb 2022 00:00:00:000	No		Created by	22 Feb 2022 15:41:00:000	csd.revenfybatch@treasury.gov.za	18 Apr 2023 15:01:35:000	No	11 May 2023 07:23:52:330	No	Government Employee	Government Employee Last Verification Date	11 May 2023 07:23:52:030	Yes	11 May 2023 07:23:52:203	DIRECTOR/MEMBER 10			Director type	Director status	Director (s)	Surname	Country	Identification type	South African identification number	Work permit	Appointment date	er
Name(s)	WILLIAM	South Africa	South African Identification Number	6912225471085	0000000	01 Feb 2022 00:00:00:000	No		Created by	22 Feb 2022 15:41:01:000	csd.revenfybatch@treasury.gov.za	18 Apr 2023 15:01:35:000	No	11 May 2023 07:23:52:343	Yes	Government Employee	Government Employee Last Verification Date	11 May 2023 07:23:52:343	Yes	11 May 2023 07:23:52:343				Director type	Director status	Director (s)	Surname	Country	Identification type	South African identification number	Work permit	Appointment date	er

The CSD does not automatically verify foreign company registration number, international securities identification number, foreign passport numbers, work permit numbers, foreign bank accounts, B-BBEE, demographic and accreditation information. Organs of State are required to manually verify this information with the applicable verification institutions as per their current policies and procedures.

Director type	Director	Created by	csd.reverifbybatch@treasury.gov.za	Created date	18 Apr 2023 15:01:36:000	Edit by	csd.reverifbybatch@treasury.gov.za	Edit date	18 Apr 2023 15:01:36:000	Restricted Supplier	No	11 May 2023 07:23:52:360	Government Employee	Yes	State Information Technology Agency;	11 May 2023 07:23:52:030	SA identification number Verified	Yes	11 May 2023 07:23:52:267	SA identification number	MAAA1252999;	Companies involved in	MAAA1252999;
Director status	Active	Created by	csd.reverifbybatch@treasury.gov.za	Created date	18 Apr 2023 15:01:36:000	Edit by	csd.reverifbybatch@treasury.gov.za	Edit date	18 Apr 2023 15:01:36:000	Restricted Supplier	No	11 May 2023 07:23:52:360	Government Employee	Yes	State Information Technology Agency;	11 May 2023 07:23:52:030	SA identification number Verified	Yes	11 May 2023 07:23:52:267	SA identification number	MAAA1252999;	Companies involved in	MAAA1252999;
Name(s)	BONGANI ANDY	Created by	csd.reverifbybatch@treasury.gov.za	Created date	18 Apr 2023 15:01:36:000	Edit by	csd.reverifbybatch@treasury.gov.za	Edit date	18 Apr 2023 15:01:36:000	Restricted Supplier	No	11 May 2023 07:23:52:360	Government Employee	Yes	State Information Technology Agency;	11 May 2023 07:23:52:030	SA identification number Verified	Yes	11 May 2023 07:23:52:267	SA identification number	MAAA1252999;	Companies involved in	MAAA1252999;
Surname	MABASO	Created by	csd.reverifbybatch@treasury.gov.za	Created date	18 Apr 2023 15:01:36:000	Edit by	csd.reverifbybatch@treasury.gov.za	Edit date	18 Apr 2023 15:01:36:000	Restricted Supplier	No	11 May 2023 07:23:52:360	Government Employee	Yes	State Information Technology Agency;	11 May 2023 07:23:52:030	SA identification number Verified	Yes	11 May 2023 07:23:52:267	SA identification number	MAAA1252999;	Companies involved in	MAAA1252999;
Country	South Africa	Created by	csd.reverifbybatch@treasury.gov.za	Created date	18 Apr 2023 15:01:36:000	Edit by	csd.reverifbybatch@treasury.gov.za	Edit date	18 Apr 2023 15:01:36:000	Restricted Supplier	No	11 May 2023 07:23:52:360	Government Employee	Yes	State Information Technology Agency;	11 May 2023 07:23:52:030	SA identification number Verified	Yes	11 May 2023 07:23:52:267	SA identification number	MAAA1252999;	Companies involved in	MAAA1252999;
Identification type	South African Identification Number	Created by	csd.reverifbybatch@treasury.gov.za	Created date	18 Apr 2023 15:01:36:000	Edit by	csd.reverifbybatch@treasury.gov.za	Edit date	18 Apr 2023 15:01:36:000	Restricted Supplier	No	11 May 2023 07:23:52:360	Government Employee	Yes	State Information Technology Agency;	11 May 2023 07:23:52:030	SA identification number Verified	Yes	11 May 2023 07:23:52:267	SA identification number	MAAA1252999;	Companies involved in	MAAA1252999;
South African identification number	8705065764082	Created by	csd.reverifbybatch@treasury.gov.za	Created date	18 Apr 2023 15:01:36:000	Edit by	csd.reverifbybatch@treasury.gov.za	Edit date	18 Apr 2023 15:01:36:000	Restricted Supplier	No	11 May 2023 07:23:52:360	Government Employee	Yes	State Information Technology Agency;	11 May 2023 07:23:52:030	SA identification number Verified	Yes	11 May 2023 07:23:52:267	SA identification number	MAAA1252999;	Companies involved in	MAAA1252999;
Work permit number	00000000	Created by	csd.reverifbybatch@treasury.gov.za	Created date	18 Apr 2023 15:01:36:000	Edit by	csd.reverifbybatch@treasury.gov.za	Edit date	18 Apr 2023 15:01:36:000	Restricted Supplier	No	11 May 2023 07:23:52:360	Government Employee	Yes	State Information Technology Agency;	11 May 2023 07:23:52:030	SA identification number Verified	Yes	11 May 2023 07:23:52:267	SA identification number	MAAA1252999;	Companies involved in	MAAA1252999;
Appointment date	01 Apr 2023 00:00:00:000	Created by	csd.reverifbybatch@treasury.gov.za	Created date	18 Apr 2023 15:01:36:000	Edit by	csd.reverifbybatch@treasury.gov.za	Edit date	18 Apr 2023 15:01:36:000	Restricted Supplier	No	11 May 2023 07:23:52:360	Government Employee	Yes	State Information Technology Agency;	11 May 2023 07:23:52:030	SA identification number Verified	Yes	11 May 2023 07:23:52:267	SA identification number	MAAA1252999;	Companies involved in	MAAA1252999;
Owner	No	Created by	csd.reverifbybatch@treasury.gov.za	Created date	18 Apr 2023 15:01:36:000	Edit by	csd.reverifbybatch@treasury.gov.za	Edit date	18 Apr 2023 15:01:36:000	Restricted Supplier	No	11 May 2023 07:23:52:360	Government Employee	Yes	State Information Technology Agency;	11 May 2023 07:23:52:030	SA identification number Verified	Yes	11 May 2023 07:23:52:267	SA identification number	MAAA1252999;	Companies involved in	MAAA1252999;

CSD REGISTRATION REPORT



Print Date:

5/11/2023 9:10:31 AM

CSD REGISTRATION REPORT

smazibuko@dspb.gov.za

Report Ran By:

11 May 2023 09:10:32.250 AM

Report Date:



DSBD: REQUEST FOR QUOTATIONS (RFQ) FOR GOODS, ASSET AND SERVICES

REQUEST NO: _____

PART A

Chief user name	Lloyd Naiker	RFQ date	24 April 2023
Chief User no (Budget Code):	30017911	Contact number	
SCOA item:		Contact name	Lloyd Naiker
Date Service Required:	24 April 2023		

Description of goods, assets and services required	Quantity
Renewal of the Business Agreement for mainframe hosting services with SITA (BAS)	36
Renewal of the Business Agreement for mainframe hosting services with SITA (BAS and persal printing)	36
Renewal of the Business Agreement for mainframe hosting services with SITA (Persal)	36
Renewal of the Business Agreement for mainframe hosting services with SITA (Logis)	36

DSBD: REQUEST FOR QUOTATIONS (RFQ) FOR GOODS, ASSET AND SERVICES
REQUEST NO: _____

Motivation/Reason for requesting quotations (if not sufficient space, attach a separate specification document):

Renewal of the Business Agreement for mainframe hosting services with SITA

Name and Signature of the Requester



Lloyd Naiker

SDP/2023/004

Delegated Official approval: Name and Signature: Requester



Mbali Mbatha

SDP/2023/004

BUDGET AVAILABILITY (CONFIRMATION)

Budget Availability (Amount)

R317 747.42 for 2023/2024

Date of Approval

25 April 2023

Comments by Budget Officer:

Delegated Official approval: Name and Signature: Budget



DINEO MALIBE

SDP/2023/004

DSBD: REQUEST FOR QUOTATIONS (RFQ) FOR GOODS, ASSET AND SERVICES

REQUEST NO: _____

PART B : APPROVAL AND ACCEPTANCE OF QUOTATIONS

Recommended service provider based on highest PPPFA points: **SITA** Amount: **R1 006,631,76**

Do you have any interest in or relationship (family, friend, other) with the attached selected companies? Indicate YES / NO on the table below.

Delegated signatories	Approved for ordering (signature)	Approving official (Initial and Surname)	Declaration of interest	Amount accepted (as per the quotation)
Director Up to R200 000.00 Date			YES / NO(if yes specify)	
Chief Director Date			YES / NO(if yes specify)	
>R200 000.00 up to R400 000.00 Date			YES / NO(if yes specify)	
Deputy Director-General >R400 000.00 up to R999 999.99 Date			YES / NO(if yes specify)	
Director General Unlimited Date		L Mkhumane	YES / NO(if yes specify) ✓	R1 006 631,76
10 May 2023	LINDOKUHLE MKHUMANE			

Thresholds for approval of expenditure upon receipt of quotations and a comparative schedule. Please note that ONLY officially appointed as Budget Managers can accept quotations. If acting on behalf of the Budget Manager, is delegation to act attached? YES/NO

DSBD: REQUEST FOR QUOTATIONS (RFQ) FOR GOODS, ASSET AND SERVICES

REQUEST NO: _____

PART B : APPROVAL AND ACCEPTANCE OF QUOTATIONS

Recommended service provider based on highest PPPFA points:

Amount:

Do you have any interest in or relationship (family, friend, other) with the attached selected companies? Indicate YES / NO on the table below.

Delegated signatories	Approved for ordering (signature)	Approving official (Initial and Surname)	Declaration of interest	Amount accepted (as per the quotation)
Director Up to R200 000.00 Date			YES / NO(if yes specify)	
Chief Director >R200 000.00 up to R400 000.00 Date			YES / NO(if yes specify)	
Deputy Director-General >R400 000.00 up to R999 999.99 Date			YES / NO(if yes specify)	
Director General Unlimited Date			YES / NO(if yes specify)	

Thresholds for approval of expenditure upon receipt of quotations and a comparative schedule. Please note that ONLY officially appointed as Budget Managers can accept quotations. If acting on behalf of the Budget Manager, is delegation to act attached? YES/NO

2.2 The Mainframe Hosting Service are still required hence a new BA has to be concluded for SITA to continue rendering the service and for the department to comply with the relevant regulatory framework. Mainframe Hosting Services form part of the technology collective that enable the department to access and use the BAS, PERSAL, and LOGIS systems.

2.1 The Department of Small Business Development (DSBD) is compelled by the SITA Act to have a signed Business Agreement (BA) in place which governs all services rendered to it by SITA. The current BA for Mainframe Hosting Services expires on 31 March 2023.

2. BACKGROUND

1.1 To request the Director General to consider and approve a renewal of the Business Agreement for the provision of Mainframe Hosting Services by SITA for a period of 3 years.

1. PURPOSE

FILE NUMBER: ICT/2023/02/13

TO: Mr. L. Mkhumane: Director General

FROM: Mr. Lekoloane LE – Deputy Director: ICT

SUBJECT: RENEWAL OF THE BUSINESS AGREEMENT FOR MAINFRAME HOSTING SERVICES WITH SITA

CLASSIFICATION: CONFIDENTIAL



3. FINANCIAL CONSIDERATIONS

The following table detailing the cost of the service over the term is extracted from page 8, section E6 of the business agreement attached hereto.

Mainframe Project	Application	2023/24	2024/25	2025/26
PRA57	BAS	R 52 547,07	R 55 437,16	R 58 486,20
PR557	BAS	R 109 589,50	R 115 616,92	R 121 975,85
OZV4P	LOGIS	R 54 518,12	R 57 516,62	R 60 680,03
BAP83	PERSAL	R 59 647,41	R 62 928,02	R 66 389,06
SUBTOTAL PER ANNUM		R 276 302,10	R 291 498,72	R 307 531,14
PLUS: 15% VAT		R 41 445,32	R 43 724,81	R 46 129,67
TOTAL PER ANNUM		R 317 747,42	R 335 223,53	R 353 660,81

4. ATTACHMENTS

4.1 Annexure A: Annexure E to SLA 8211_001: Mainframe Hosting Service

5. RECOMMENDATION/S

5.1 It is recommended that the Director General considers and approve the Business Agreement with SITA for the provision of Mainframe Hosting Services for a 3-year period.

SUPPORTED / NOT SUPPORTED

Mbali Mbatha

Ms. Mbali Mbatha

Chief Director Corporate Management

Date: 15 February 2023



GENERAL SUBMISSION

RECOMMENDED / NOT RECOMMENDED

✓

four separate system orders to be created for easy monitoring.

Ms. Rudzani Matodzi
Acting Director SCM
Date: 15 February 2023

RUDZANI MATODZI

SCB/2023/001

RECOMMENDED / NOT RECOMMENDED

Oosterwyk and not Oorsterwyk. Average cost of R26 478,95 per month in 2023/24, increasing by 5.5% per annum. Total over MTEF R1 006 631.75 for BAS, Logis & persal hosting.

Ms. Semphete Oorsterwyk

Chief Financial Officer

Date: 16 February 2023

APPROVED / NOT APPROVED

✓

Thank you but for the next submissions the author must also

sign their own submission

.. LINDOKUHLE MKHUMANE

Mr. Lindokuhle Mkhumane

Director General

Date: 20 February 2023



Annex E to SLA 8211_001: Mainframe Hosting Service

Document No:	8211_E
Version:	3.0
Author:	N. Modiselle
Effective Date:	1 April 2023
Electronic File:	8211_E ver 3.0

Annex E: Mainframe Hosting Service

E1. Service Classification

Mainframe Hosting Service is classified as Managed Infrastructure in terms of the SITA Services Catalogue and as a mandatory service in terms of the SITA Act.

E2. Reference(s)

None.

E3. Benefit Statement

#	Aspect of business challenge		Value statement	
	Area	Statement		
1	Economies of scale based on volumes (storage)	Price	An increase of volumes results in a lower price per unit	
2	Economies of scale based on CPU utilisation	Price	An increase of volumes results in a lower price per unit	
3	Economies of scale over shared capability (licensing, resources, technology, facilities, scalability)	Price	Shared capability for multiple customers results in lower unit cost based on sharing	
4	Recovery of data (System failure)	Business Continuity	Recovery of information System data within contracted timeframes	
5	Recovery of data (Disaster recovery)	Business Continuity	Recovery of information System data within contracted timeframes	
6	Elimination of duplication of secure Data Centre facilities	Elimination of duplication of	Secure, controlled and shared Data Centre environment	

E4. Service Category – Configured Service

E4.1 Service Metric: Mainframe Hosting Service

Service Offering	Service Description	Configured Service		Workload		Service Components	Measurement	
		Basic features	Additional features required	Contracted	Capacity		Metric	Unit of measure
Mainframe Hosting	Hosting provides capacity on the information technology infrastructure (hardware and software) in terms of storage, backup, servers, network switches, DBMS, application platforms and systems management software. This capability has a preparation, administration and management, user support and reporting activity associated with it. The collective capability enables information technology systems by means of Hosting Services defined as Mainframe Application Hosting (proprietary, open source). The handling of agreed inbound communication channels within acceptable response times and quality levels.	- Managed Data Centre for hosting of ICT infrastructure. - Hosting platform together with its operating system environment. - Connectivity of mainframe to SITA WAN and data centre network infrastructure. - Disk storage capacity and management thereof. - Backup and recovery infrastructure and enabling software. - Management tools: Capacity, Security, Configuration, Tape Library, Automated Scheduling. - Administration: Technical Administration and support of all infrastructure components. - Manage the service offering according to approved Service Management Framework. - Web Services Administration and Support. (Optional) - Database Management Systems: Repository for storing transactional data. - Database Administration and support. - Database Backup and Recovery.	None Available			System Availability (24x7 Service)	Monthly System Availability of 98%	% System Availability
		- Failover infrastructure for: - Hosting platform - Storage platform - Backup platform - Remote Mirroring.	None Available			Disaster Recovery (Warm: Passive DR for all service components)	- Recovery Time Objective: 8 hrs - DR Testing: Twice a year	- Hours - Number of DR Tests
		Responsiveness and quality of Service Desk	None Available			Service Desk: Call Answering	80% of calls handled in 20 seconds. 80% Satisfaction Levels	Responsiveness and quality of Service Desk

Service Management

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Mainframe Hosting	Implementation of the Incident/ Request Management process supporting effective monitoring and escalation as defined by the escalation procedure with the Customer.	2. Incident / Request Escalations	None Available			5. Incident and Request Management: Monitoring and escalation	90% Escalations as per agreed escalation procedure	Incident / Request Escalations
	Provision of Incident/ Request Management reports on the performance of all Technical Support environments.	3. Availability of Incident/ Request Management Performance Reports	None Available			6. Incident Management: Reporting on performance against all Incidents and Request	1. 90% Availability of Service Management Reporting Platform	Platform Availability
	Resolution of calls logged by users through defined inbound communication channels	4. Responsiveness to incidents and requests	None Available			7. MTTR / MTTR (Mean time taken to respond / resolve) calls logged for support in a calendar month during business hours. MTTR: a. Critical: 4 Hrs b. High: 8 Hrs c. Medium: 16 Hrs d. Low: 24 Hrs	95% of calls will be responded to within response times rolled up across all priorities as follows, MTTR: a. Critical: 2 Hrs b. High: 4 Hrs c. Medium: 8 Hrs d. Low: 16 Hrs 95% of calls will be resolved within resolution times rolled up across all priorities as follows, MTTR: a. Critical: 4 Hrs b. High: 8 Hrs c. Medium: 16 Hrs d. Low: 24 Hrs	% Respond and Resolve times

E4.2 Service Detail

Service Category	Service Sub Category	Service Component	Service Component Description	Service Measures	Definition of service measures	Service Level Metrics	Dependencies
Hosting	Mainframe Hosting	1. System Availability	- Managed Data Centre: Physical location for hosting of ICT infrastructure. - Network: SITA WAN and any data centre network infrastructures. - Storage: Physical storage space required. - Backup and Recovery: Backup and recovery infrastructures and enabling software. - Hosting Platform: Provide the server hardware together with its operating system environment. - Management tools: Capacity, Security, Configuration, Automated Scheduling, Tape Library Management. - Administration: Technical Administration and support of all infrastructure components. - Manage the service offering according to approved Service Management Framework. - Web Services Administration and Support. (Optional)	- Service Availability - System Availability	Monthly SLA reporting on service & system availability	Service Availability: 24x7 System Availability: 98%	- Production application systems shall be available as specified in Service Level Metric, except for: - Scheduled downtime as negotiated with the Application Owner (the Application Owner will notify their users of scheduled downtime). The Application Owner will be informed at least 48 hours in advance of any scheduled downtime. - Unscheduled downtime in cases of emergency, Extended service hours - When essential, the availability of services with regard to production application systems additional to the times specified in this SLA may be requested by the Application Owner via the logging of a call at the SITA Service Desk. Requests for extended service hours shall be requested via the Application Owner at least 48 hours beforehand (the notice period may be shorter in cases of emergency) and will be authorized by SITA should it be acceptable.
Hosting	Mainframe Hosting	2. Database Availability	- Database Management System: Repository for storing transactional data. - Administration: Database Administration and support. - Backup and recovery: Databases.	Database Availability	Monthly SLA reporting on Database availability	Database Availability: 98% per month	- Database availability is subject to the operational requirements of the Application Owner. - Databases shall be available as specified in Service Level Metric, subject to dependencies of System Availability.
Hosting	Mainframe Hosting	3. Disaster Recovery	- Failover host platform for: - Hosting platform - Storage platform - Backup platform - Remote Mirroring	- Recovery Time - Conducting DR Tests	- Warm: Passive DR for all service components - Bi-annual reporting for DR Testing	- Recovery Time Objective (RTO) : 8 hrs - Testing: Twice a year	- Connectivity from client site to DR site. - Client participation in DR tests. - Downtime for DR tests approved by Application Owners. - RTO measurement to start upon declaration of a disaster.

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Service Category	Service Sub Category	Service Component	Service Component Description	Service Measures	Definition of service measures	Service Level Metrics	Dependencies
Hosting	Mainframe Hosting	4. Service Desk: Call Answering	The handling of agreed inbound communication channels within acceptable response times and quality levels.	Responsiveness and quality of Service Desk	Number of calls handled that have breached 20 seconds before being answered) / Total number of calls received for the calendar month (within stipulated service hours.)	80% of calls handled in 20 seconds over a period of one calendar month. 80% Satisfaction Levels, i.e. (inbound calls)	Users participating in the survey to obtain a reasonable sample.
Hosting	Mainframe Hosting	5. Incident and Request Management: Monitoring and escalation	Implementation of the Incident/ Request Management process supporting effective monitoring and escalation as defined by the escalation procedure with the Customer.	Incident / Request Escalations	% of automated escalations carried out as per agreed escalation procedure.	90% Escalations as per agreed escalation procedure	As per agreed scope of the escalation procedure enabled by the Customer and/or 3rd Parties.
Hosting	Mainframe Hosting	6. Incident Management: Reporting on performance against all incidents and Request	Provision of Incident/ Request Management reports on the performance of all Technical Support environments.	Availability of Incident/ Request Management Performance Reports	- Provision of access to automated reports on - Mean Time to Respond (MTTR) per service category. - Mean Time to Resolve (MTTR) per service category.	90% Availability of Service Management Reporting Platform	Customer and/or 3rd Parties must have internet access.
Hosting	Mainframe Hosting	7. Service Support	Resolution of calls logged by users through defined inbound communication channels	Responsiveness	MTTR / MTTR (Mean time taken to respond /resolve) calls logged for support in a calendar month during business hours.	95% of calls will be responded to within response times rolled up across all priorities as follows: MTTR: a. Critical: 2 Hrs b. High: 4 Hrs c. Medium: 6 Hrs d. Low: 8 Hrs 95% of calls will be resolved within resolution times rolled up across all priorities as follows, MTTR: a. Critical: 4 Hrs b. High: 8 Hrs c. Medium: 16 Hrs d. Low: 24 Hrs	Users must log a call for support via the support process

E5. Roles and responsibilities

Description	Responsibilities	
	SITA	Client
System Availability	1. Operate, manage and maintain ICT infrastructure. 2. Manage the reliability of the service to such an extent that unplanned service interruptions are minimized at all times. 3. Plan and coordinate hardware installations. 4. Manage operating system installations, configurations, new versions, testing, adaptation and deployment by following formal change control processes. 5. Configure and install third party system software products. 6. SITA will take reasonable measures and precautions to protect Client data from unauthorised, accidental or malicious modification, destruction and disclosure. SITA cannot however accept responsibility for the loss or theft of data and no penalties will be payable in the event of such loss or theft. 7. Manage access to the mainframe systems via the RACF Security Server environment, in accordance with standards defined by SITA. 8. Provide access to applications based on defined rules of access, upon receipt of a formal request from Client's security administrator. 9. Adherence to applicable security and Auditor-General requirements as may be set from time to time. 10. Assisting the respective Application Owners with forecasting and planning for the capacity requirements. (where applicable) 11. Ensuring the availability of information as and when needed by the Client. 12. Execution and implementation of job schedules in accordance with the requirements of the Application Owner. (where applicable) 13. Notify the Application Owner with regard to the failure of jobs executed by SITA in accordance with job schedules. (where applicable) 14. Create, manage and maintain automated scheduling rules in accordance the requirements of the Application Owner. 15. Ensuring the availability of adequate disk space to cater for projections made in the applications systems capacity plan (where applicable). 16. Deploy Client's Web Services Application to Websphere in accordance with the requirements of the Client. (Optional)	1. Report all incidents (calls) and service requests to the SITA Service Desk via the Toll free number (0800 11 55 75). 2. Report all service requests for transversal systems implementation directly to the Application Owner in writing. 3. Advise the Application Owner for transversal systems of significant changes in usage forecasts and of changed/new service requirements deviating from capacity planning forecasts. 4. Provide approval to SITA within requested time frame for change control to be implemented as requested from time to time. 5. Perform acceptance tests after installation of new software releases as requested by SITA. 6. Rules of access for applications are defined by the Client and/or Application Owner. 7. Client is responsible for permitting of access to applications and data, based on defined rules of access. 8. Management of Client user profiles. 9. If the Client is the Application Owner, the Client may choose to create its own rules for automated scheduling. In such cases, the Client will be responsible for the correct functioning, management and maintenance of such rules. 10. Provide SITA with growth roadmap. 11. Inform SITA in writing in the event of decommissioning a service. 12. Provide SITA with correct Web Services Application and configuration requirements for deployment to Websphere. (Optional) 13. Comply with technical standards recommended by SITA, as described in document eSDHS-00450 Mainframe Technical Standards for Clients.
Database Availability	1. Manage the system database administration process within a formal documented procedure. 2. Perform data integrity checks as requested by the Client. 3. Provide backup and recovery for Applications owned by the Client, in accordance with the Client's requirements. 4. Provide risk/impact analysis of new or changed operating systems and database management systems.	1. Report all DBMS related incidents and requests to the SITA Service Desk via the Toll free number (0800 11 55 75). 2. Provide approval to SITA within requested time frame for change control to be implemented as requested from time to time.
Disaster Recovery	1. Develop DR Plan together with Application Owner (where applicable). 2. Maintain DR Plan. 3. Schedule, manage and perform DR Tests.	1. Participate in DR testing as and when requested by SITA.

E6. Pricing

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Mainframe Project	Application	2023/24	2024/25	2025/26
PRA57	BAS	R 52 547,07	R 55 437,16	R 58 486,20
PR557	BAS	R 109 589,50	R 115 616,92	R 121 975,85
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SUBTOTAL PER ANNUM		R 276 302,10	R 291 498,72	R 307 531,14
PLUS: 15% VAT		R 41 445,32	R 43 724,81	R 46 129,67
TOTAL PER ANNUM		R 317 747,42	R 335 223,53	R 353 660,81

Notes:

1. Year one is actual and the other years CPI added for budgetary purposes and the new MTEFs will be applied in that specific year or when there are new guidelines from National Treasury.
2. Pricing reflected is only an estimate and have been based on an average monthly usage. The pricing has also been converted to a twelve (12) month period to provide an estimate price per annum. Actual pricing for services rendered will be reflected on the monthly invoices.

E7. Penalties

No penalties apply.

E8. Dependencies and constraints

E8.1 Dependencies:

1. Database availability is subject to the operational requirements of the Application Owner.
2. The service level shall be revised in consultation with the Application Owner if an impact analysis of a newly required application indicates that adding the application may affect the response time.
3. Non-routine batch jobs and abnormal transaction loads not specified in the capacity planning inputs obtained from the Application Owner.

E8.2 Constraints:

1. Unplanned increases in the number of users and transaction volumes. This shall not deter SITA from doing proper planning with inputs obtained from the Application Owner.

E9. Certification:

We hereby certify that this Annex covers the full extent of the Mainframe Hosting Service as required. We further accept the service and the price accordingly.

This Annex shall be effective from 1 April 2023 until 31 March 2026.

PRETORIA
17th
February
2023



LINDOKUHLHE MKHUMANE

SOBINTU.COM

Signature:

Lindokuhle Mkhumane

Full names: On behalf of Department of Small Business Development
And duly authorised thereto

Thus done and signed at _____ on this _____ day of _____ 20____

Signature: _____

Full names: On behalf of State Information Technology Agency SOC Ltd
And duly authorised thereto

BIDDER'S DISCLOSURE

1. **PURPOSE OF THE FORM**
- Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.
- Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. **Bidder's declaration**
- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state?
- YES/NO

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

Full Name	Identity Number	Name of institution of State
Mr Molathlegi Kgauwe	801122 5460 087	
Mr Andre Pretorius	671216 5055 082	

- 2.2 Do you, or any person connected with the bidder, have a relationship

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....

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

2.3.1 If so, furnish particulars:

.....

3 DECLARATION

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

3.1 I have read and I understand the contents of this disclosure;

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.4 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.

3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

² 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.

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.6

I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

Signature



Date

12 April 2023

Position

Executive National & Regional Consulting Services

Name of bidder

State Information Technology Agency SOC Ltd.

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

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

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

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to invitations to tender:
- 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 To be completed by the organ of state

- (delete whichever is not applicable for this tender).
- a) The applicable preference point system for this tender is the 90/10 preference point system.
- b) The applicable preference point system for this tender is the 80/20 preference point system.
- c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

- 1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:
- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

POINTS	PRICE	B-BBEE STATUS LEVEL OF CONTRIBUTOR	SIZE OF ENTERPRISE (SMMES): MICRO, SMALL, MEDIUM ENTERPRISES	SPATIAL (RURAL/ TOWNSHIP/ CITY)
80		2	8	4

YOUTH AND NON-YOUTH	6
TOTAL POINTS FOR PRICE AND SPECIFIC GOALS	100

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

- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **"tender"** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **"price"** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **"tender for income-generating contracts"** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **"the Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

$$P_s = 80 \left(1 - \frac{P_{t-P_{min}}}{P_{min}} \right) \text{ or } P_s = 90 \left(1 - \frac{P_{t-P_{min}}}{P_{min}} \right)$$

80/20 or 90/10

Where
 P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{min} = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

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

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \text{ or } Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

80/20 or 90/10

Where

Ps = Points scored for price of tender under consideration
 Pt = Price of tender under consideration
 Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

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

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.
(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.
Note to tenders: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)	BEE Compliance Based on Section of the BBBEE Act (Act 53 of 2003 as amended by Act 46 of 2013)			
					1	2	Level 1 = 1 pts Level 2 = 0,875 pts Level 3 = 0,75 pts Level 4 = 0,625 pts Level 5 = 0,5 pts Level 6 = 0,375 pts Level 7 = 0,25 pts Level 8 = 0,125 pts Non-compliant contributor= 0	Level 1 = 2 pts Level 2 = 1,75 pts Level 3 = 1,5 pts Level 4 = 1,25 pts Level 5 = 1 pts Level 6 = 0,75 pts Level 7 = 0,5 pts Level 8 = 0,25 pts Non-compliant contributor= 0
Size of Enterprise (SMMES): MICRO, SMALL, MEDIUM ENTERPRISES	8	4	Micro = 8 Small = 5,6 Medium = 3,2	Micro = 4 Small = 3,6 Medium = 2			Rural = 4 Township = 2,4 City = 0,8	Rural = 2 Township = 1,2 City = 0,4
Spatial (Rural/ Township/ City)	4	2					Youth = 6 None-Youth = 1,8	Youth = 3 None-Youth = 0,9
Youth and Non-Youth	6	3						

DECLARATION WITH REGARD TO COMPANY/FIRM

- 4.3. Name of company/firm, State, Information Technology Agency, SOC Ltd.....
 - 4.4. Company registration number: 1999/001899/30.....
 - 4.5. TYPE OF COMPANY/ FIRM
 - ☐ Partnership/Joint Venture / Consortium
 - ☐ One-person business/sole propriety
 - ☐ Close corporation
 - ☐ Public Company
 - ☐ Personal Liability Company
 - ☐ (Pty) Limited
 - ☐ Non-Profit Company
 - ☒ State Owned Company
- [TICK APPLICABLE BOX]

- 4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:
 - i) The information furnished is true and correct;
 - ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
 - iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
 - iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

- (a) disqualify the person from the tendering 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 tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

SIGNATURE(S) OF TENDERER(S)



SURNAME AND NAME: Ntutule Tshenye

DATE: 05 May 2023

ADDRESS: 459 Tsitsa Street,
Erasmuskloof,
Pretoria