



Request for Proposal

**IMPLEMENTATION OF AN IT SERVICE
MANAGEMENT (ITSM) SOLUTION BASED ON
THE LATEST ITIL FRAMEWORK**

**Contract No.
CDC/197/21**

7 June 2021

Name of Bidder: _____

DOCUMENT CONTROL SHEET

The purpose of this form is to ensure that documents are reviewed and approved prior to issue. The form is to be bound into the front of all documents released by the CDC.

PROJECT NAME : IMPLEMENTATION OF AN IT SERVICE MANAGEMENT (ITSM) SOLUTION
BASED ON THE LATEST ITIL FRAMEWORK

DOCUMENT TITLE : IMPLEMENTATION OF AN IT SERVICE MANAGEMENT (ITSM) SOLUTION
BASED ON THE LATEST ITIL FRAMEWORK

DOCUMENT No. : CDC-IRS-REP-027-20

SIGNING OF THE ORIGINAL DOCUMENT

We, the undersigned, accept this document as a stable work product to be placed under formal change control as described by the Change Control Procedure document.

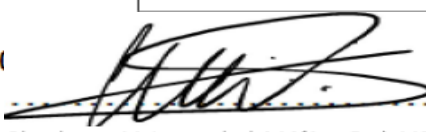
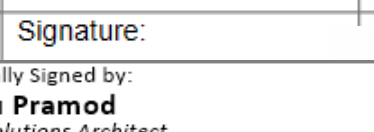
ORIGINAL	Prepared by	Reviewed by	Approved by
Date:	Name: Phaphama Msimang	Name: Indu Pramod	Name: Monde Mawasha
3 June 2021	 Phaphama Msimang eb946f0c-a5ed-445 -a2ec-8362bd9c7166 2021/06/11 2:26:5	Signature:  Digitally Signed by: Indu Pramod ICT Solutions Architect a1302850-3fb7-48b9-acc0-fa3194d6d99c IP Address: 10.0.71.39 Date: 2021/06/11 2:47:29 PM	 Monde Mawasha 086d46c2-ae23-4949- bb4c14fdac2f 2021/06/11 2:24:41 P
Distribution:	Bid Specification Committee		

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SBD1

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE COEGA DEVELOPMENT CORPORATION					
BID NUMBER:	CDC/197/21	CLOSING DATE:	14 July 2021	CLOSING TIME:	12H00
DESCRIPTION	IMPLEMENTATION OF AN IT SERVICE MANAGEMENT (ITSM) SOLUTION BASED ON THE LATEST <u>ITIL</u> FRAMEWORK				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
Reception desk of the CDC Main Office Coega Business Centre,					
Cnr Alcyon Road and Zibuko Street, Zone 1,					
Coega SEZ, Port Elizabeth					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON		CONTACT PERSON			
TELEPHONE NUMBER		TELEPHONE NUMBER			
FACSIMILE NUMBER		FACSIMILE NUMBER			
E-MAIL ADDRESS		E-MAIL ADDRESS			
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
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[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]

1.1.1.1 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]	1.1.1.2 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
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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.

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN 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:

1. INTRODUCTION

The Coega Development Corporation, herein after referred to as “the CDC” is a Government owned Services Group with its head office located in Port Elizabeth, Eastern Cape. As a public entity, the CDC is regulated through the PFMA. Annually, it receives allocations from the Public Fiscus, and also generates its own income.

In terms of its core areas of focus, it has the following product lines namely:

- The Coega Special Economic Zone (SEZ) is located within the Nelson Mandela Metropolitan Municipality, covering 11 000 hectares that includes the new deepwater Port of Ngqura. This initiative aims to position South Africa as a platform for global export manufacturing through foreign and local investments.
- The CDC has developed a service offering to service investors and the requirements for human capital development, that seeks to engage in all aspects of training and development of staff that will be required in the SEZ and the region.
- Further, management consulting work which focuses on strategy development and implementation of project. This initiative is designed to assist the government departments and other State-Owned Enterprises to ensure that they are ideally structured to pursue the mandate effectively and efficiently.

The SEZ programme in South Africa was established to meet four primary objectives:

- Promote competitiveness of South African enterprises through the export of value-added manufactured products with linkages to South Africa's economy and natural resources;
- Attract foreign direct investment (FDI);
- Select and attract targeted advanced foreign production and technology methods in order to gain experience in global manufacturing and production networks;
- Develop linkages between domestic and zone-based industries to optimize infrastructure, technology / skills transfers; and
- Create employment and other economic and social benefits in the region in which it is located.

The primary objective of the Coega Development Corporation (CDC) is to be able to attract local as well as international investors into the Coega SEZ. Thus, the Coega SEZ is being developed as a world-class

investment destination. The SEZ should reflect South Africa as a high-calibre world-class competitive investment destination.

Over the years, the CDC IT Service offering has become very complex due to the ever-changing technological advances and business demands.

The fast pace of change, service availability demands and capabilities of enterprise technologies, both locally and globally, necessitates that the CDC acquires an IT Service Management Solution that can reduce the level of complexity through automation of critical IT Services processes which are executed and performed by the various IT functions.

In addition, a properly implemented IT Service Management Solution that follows industry best practice and ISO standards will improve effectiveness of organisational controls and compliance levels. Additionally, it will improve IT efficiencies with better and improved controls.

Currently, the CDC IT utilises an In-house Developed Support Desk Solution, which does not meet all the industry best practice IT Service Management principles and requirements.

2. SCOPE OF SERVICES

Below is the requirement scope and key factors for consideration.

A. Implementation of an ITSM Software

- Integration with Active Directory;
- Integration with existing IT systems (Microsoft .NET Platform);
- Hosted on a virtual platform for scalability;
- Preferably on-premise solution;
- Mobile compatibility;
- Data migration from interim systems to new ITSM Solution;
- Training and handover of the ITSM Solution;
- Support and maintenance for more than 3 years;
- Ease of use; and
- Information Security aspects must be covered.

B. Implementation of ITIL Processes

- Process based solution encompassing all end-to-end IT Governance practices;
- Map and implement processes as per the latest ITIL Process Model; and
- Compliance to ISO 20000 and ISO 27000 standards.

2.1 Service Composition

Below is the composition of how the current Coega Development Corporation (CDC) IT Services are organised.

The current service composition may require improvement or re-engineering in order to align to the ITIL process model and ensure that the IT governance controls are effective.

- a) Desktop Services;
- b) Infrastructure/Technology Services;
- c) Application and Database Support Services;
- d) Datacentre and Hosting Services; and
- e) Mobile Computing Services.

a) Desktop Services

Desktop Services are client facing and intended to provide technical support to business users for computer software and hardware. These service focus on ensuring that computer devices are managed for customers.

b) Infrastructure Services

Infrastructure Services focus on the design, development, transitioning and operation of activities relating to client and/ enterprise server environments and information storage management. This service is the underpinning foundation of technological solutions, which include physical, logical, wireless and mobile networks. The primary objective of these services is to establish a sustainable, secure, compliant, robust, and reliable technology Solution that enables a consistent fit-for-purpose user experience for customers.

c) Application and Database Support Services

These services deal with supporting core business applications, including new software application development, integration, upgrades, release revisions and database support.

d) Datacentre and Hosting Services

These services cover the all the services hosted at the CDC datacentres. The hosted services provide a one-stop-shop service which provided a reduced total cost of ownership for both SEZ Investors and external customers. These include, Platform as A Service (PaaS), Software as A Service (SaaS) etc.

e) Mobile Computing Services

Mobile Computing Services focus on the support and administration of mobile devices, such as smartphones and tablet computing devices.

2.2 Expertise Required

The services required are as follows:

- a) Planning, design and implementation;
- b) General systems support and maintenance of the solution;
- c) Skills transfer to Coega representatives to perform 1st line support of the solution; and
- d) Additional hardware and software required to implement and support the solution.

Designated specialist staff identified in the proposal must have proven success, capability and appropriate experience and skills in the ITSM Solution development. In addition, the involvement of historically disadvantaged individuals is encouraged in order to broaden the skills-set.

The skills and expertise required cover software support, configuration, training and handover of the solution.

2.3 Critical Success Factors

For the Service Provider to be considered successful, certain features must be reflected in the final deliverables. These will include:

- Best practice ITSM system development methodology;
- Support and systems availability on a 24 x 7x 365 basis;
- High-availability and user-friendly systems;
- Good technical support;
- Well-documented system configuration; and
- A solution covering all aspects of Information Security.

2.4 Key Performance Indicators

- On-time delivery and within budget;
- Frequent reporting on systems performance and risks;
- Purchase of additional and enabling hardware and software;
- Up-to-date software versions; and

- Solution covering all aspects of Information Security.

3. METHODOLOGY

- 3.1.1. The project implementation should be based on the latest ITIL Framework and ITSM development best practices.
- 3.1.2. Appointed service providers will be required to enter into a service level agreement with the Coega Development Corporation (CDC) setting out the terms and conditions of their appointment. The SLA will serve as a tool to measure, monitor and assess the service provider's performance and ensure effective delivery of service, quality and value-add to CDC's business. Service delivery levels and quality of the work will serve as a measure of retention determination.

4. BID EVALUATION CRITERIA

4.1 RESPONSIVENESS ASSESSMENT

Bidders are required to comply with all the mandatory requirements and failure to comply and complete any of the mandatory information will result in submissions being deemed null and void and shall be considered "non – responsive" and therefore they will not be considered.

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

Table 1: MANDATORY REQUIREMENTS

ITEM NO.	DESCRIPTION
(1)	Completed and signed Invitation to Bid Form (SBD 1). In case of a Joint Venture/Consortium, a separate SBD 1 form in respect of each party to the JV must be completed and submitted).
(2)	Signed letter of intent to enter into Joint Venture/Consortium. To be signed by all parties. (Where applicable).
(3)	Authority of Lead Partner to sign JV/Consortium documents. To be signed by all parties in the JV. (Where applicable).

(4)	Bidders must submit fully completed, priced and signed financial proposal / Pricing Schedule clearly legible with permanent ink.
(5)	Bidders must submit a handwritten Form of offer, fully completed and clearly legible with permanent ink and signed.
(6)	Completed and signed Declaration of Interest (SBD 4). In case of a Joint Venture/Consortium, a separate declaration of interest form in respect of each party to the JV must be completed and submitted).
(7)	Completed and Signed Declaration of Bidder's Past Supply Chain Management Practices (SBD 8). In case of a Joint Venture/Consortium, a separate (SBD 8) in respect of each party to the JV must be completed and submitted.
(8)	Completed and signed Certificate of Independent Bid Determination (SBD 9). In case of a Joint Venture/Consortium, ONE Certificate of Independent Bid Determination in respect of the JV must be completed and submitted.

4.2 PROJECT SPECIFIC REQUIREMENTS/ ADDITIONAL INFORMATION.

The following additional information will be required as part of the tender submissions:

Table 2: Additional Information

ITEM NO.	DESCRIPTION
(1)	Bidders with less than 51% black shareholding (QSEs & Generics) are to submit a valid SANAS Accredited B-BBEE Verification Certificate (with the full applicable B-BBEE elements). Bidders with more than 51% black shareholding (EMEs & QSEs) are to submit a sworn affidavit stamped and signed by the Commissioner of Oaths as per the DTI B-BBEE template. In case of a JV, a consolidated B-BBEE certificate must be submitted as well as individual B-BBEE Certificates/affidavit of their entities to confirm the type of enterprise.
(2)	Bidders must submit completed and signed Preference Points Claim Form in terms of the Preferential Procurement Regulations 2017 (SBD 6.1)
(3)	Comprehensive Company Profile
(4)	Proposed methodology covering and demonstrating coherence of the: i. Work organisation programme with clear timelines, ii. Resource plan including project organogram clearly identify the team members and roles and responsibilities, iii. Best practice ITSM methodology for executing the work.
(5)	Proposed <u>ITIL</u> Process Model covering: (i) The latest <u>ITIL</u> based Framework, and (ii) Plan for integrating the framework into the ITSM System.

4.3 FUNCTIONALITY ASSESSMENT

Functionality criteria will be applied as follows: -

	Functional Criteria	Weight (%)	Requirements from Bidders
1.	Methodology	40	ITSM development best practice
2.	Experience	30	Provide references for completed projects in the past 5 years.
3.	ITIL Framework Knowledge	30	Demonstrated knowledge the framework and it's requirements. <i>(Refer to the ITIL Process Reference Model).</i>

Bidders that pass responsiveness assessment will be evaluated further on functionality. Bidders are required to obtain a minimum threshold of 60% in order to pass functionality. Please refer to table A1 & A2 for details of functionality assessment.

(a) **Table A1: Functionality Criteria Score**

TABLE A1: FUNCTIONAL CRITERIA SCORE

	Functional Criteria	Weight (%)	Requirements from Bidders
1.	Methodology	40	ITSM development best practice
2.	Experience	30	Provide references for completed projects in the past 5 years.
3.	ITIL Framework Knowledge	30	Demonstrated knowledge the framework and it's requirements. <i>(Refer to the ITIL Process Reference Model).</i>

Minimum combined weighted point threshold must equal 60% for further consideration of the tender.

If the combined weighed score is less than 60% then the tender is disqualified from further evaluation.

(b) Table A2: Indicators for the Scoring of Functionality Criteria

TABLE A2: INDICATORS FOR THE SCORING OF FUNCTIONALITY CRITERIA

#	Functionality criteria	Evaluation Indicators				
		No response (score 0%)	Poor (25%)	Satisfactory (50%)	Good (75%)	Very Good (100%)
1.0	Methodology	Failed to provide information	Proposed methodology does not meet ITSM solution development best practice.	Proposed methodology meets ITSM solution development best practice, however there are minor inconsistencies with the <u>ISO 20000:2018</u> Standard requirements.	Proposed methodology meets ITSM solution development best practice and there are no inconsistencies with the <u>ISO 20000:2018</u> Standard requirements.	Proposed methodology meets ITSM solution development best practice and there are no inconsistencies with the <u>ISO 20000:2018</u> Standard requirements. Furthermore, the methodology demonstrates a clear ITSM maturity model.
2.0	Experience	Failed to provide information	1 (one) reference of a successfully completed ITSM project in the past 5 years and with a value of more than a 1 million Rands. 1 (one) performance report from a client where an ITSM project was successfully implemented.	2 (two) references of successfully completed ITSM projects in the past 5 years and with a value of more than a 1 million Rands. 2 (two) performance reports from different clients where ITSM projects were successfully implemented.	3 (three) references of successfully completed ITSM projects in the past 5 years and with a value of more than a 1 million Rands. 3 (three) performance reports from different clients where ITSM projects were successfully implemented.	3 (three) or more references of successfully completed ITSM projects in the past 5 years and with a value of more than a 1 million Rands. 3 (three) or more performance reports from different clients where ITSM projects were successfully implemented.
3.0	ITIL Framework Knowledge	Failed to provide information	Presented Framework meets more than 30% of the latest ITIL Process Reference Model.	Presented Framework meets more than 60% of the latest ITIL Process Reference Model.	Presented Framework meets more than 70% of the latest ITIL Process Reference Model.	Presented Framework meets more than 80% of the latest ITIL Process Reference Model.

5.1. QUANTITATIVE ASSESSMENT

Bids that meet all the mandatory requirements will be deemed responsive and further evaluated according to the Preferential Procurement Policy Framework Act, 2000: Preferential Procurement Regulations, 2017. 80/20 preferential point system will be applied.

Table 3: Allocation of Points for Price and B-BBEE

Area of Adjudication	Maximum Points
Tendered Price (S_P)	80.00
Preference Points (S_E)	20.00
Total Points (S)	100.00

PREFERENCE POINT SYSTEMS

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

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

Where:

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

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

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

5.2. QUALITATIVE ASSESSMENT

A Qualitative Assessment will be conducted on the top three (3) highest scoring bidders to determine the acceptable lowest tender price and to ascertain other possible risks about the bidder's capacity, past performance and risks i.e. financial etc. The prices will be scrutinized to check for arithmetic errors to communicate with the bidders to acknowledge and decide if their bottom-line price still stands. Tender offers were compared against the cost estimate as well as the market average to confirm if the tender offers are market-related with no risks around the pricing. The bidders will be assessed on their procurement integrity to establish whether the bidder or any of its directors been convicted of a corrupt or fraudulent act in competing for or executing any contract,

whether the bidder or any of its directors is currently government employees and whether there is conflict of interests and/ or collusion. The bidders will also be checked if they do not appear on the National Treasury's Database of Restricted Suppliers and the Register for Tender Defaulters.

5.3. PERFORMANCE MEASUREMENT

Upon appointment of the successful bidder, CDC shall thereafter formalise the three-year support and maintenance service with a Service Level Agreement (SLA) that would contain requisite detail of services and associated clauses and costs.

5.3.1. Critical Success Factors

The below outcomes must be reflected in the final deliverables and essential for a service provider to be considered successful.

- Best practice ITSM system development methodology;
- Support and systems availability on a 24 x 7x 365 basis;
- High-availability and user-friendly systems;
- Good technical support;
- Well-documented system configuration; and
- A solution covering all aspects of Information Security.

5.3.2. Key Performance Indicators

- On-time delivery and within budget;
- Frequent reporting on systems performance and risks;
- Purchase of additional and enabling hardware and software;
- Up-to-date software versions; and
- Solution covering all aspects of Information Security.

5. TERMS AND CONDITIONS

- (a) Preference will be given to respondents who comply with the CDC's Procurement Policy & Procedures;
- (b) Public Finance Management Act (PFMA) shall apply. Preferential Procurement Policy Framework Act (PPPFA) 2000: Preferential Procurement Regulations, 2017 will apply.

The following scores will be determined as follows:

- | | | | |
|------|-------------|---|----|
| (i) | Price | - | 80 |
| (ii) | BBBEE Score | - | 20 |

- (c) Bidders must be VAT registered and bids must be submitted VAT inclusive. Non-VAT vendors who submit bids for contracts that would, if successful, take their annual turnover above the threshold of R 1 million are obliged to include VAT in the prices quoted and must therefore immediately upon award of the contract register with the South African Revenue Services (SARS) as VAT vendors. The award of contract would be conditional pending the successful bidder submitting proof of registration as a VAT vendor with SARS.
- (d) Bidders must be registered with CIPC (formerly CIPRO) as CDC will not award any tender to any business that is not registered with CIPC.
- (e) Bidders with less than 51% black shareholding (QSEs & Generics) are to submit a valid SANAS Accredited B-BBEE Verification Certificate (with the full applicable B-BBEE elements) Bidders with more than 51% black shareholding (EMEs & QSEs) are to submit a sworn affidavit stamped and signed by the Commissioner of Oaths as per the DTI B-BBEE template. In case of a JV, a consolidated B-BBEE certificate must be submitted as well as individual B-BBEE Certificates/affidavit of their entities to confirm the type of enterprise.
- (f) The empowerment and development objectives (33% SMME Involvement) will be controlled by implementing the procedure listed in (g) below, where the bidder in terms of the Amended BBBEE Codes is a Generic Entity (Turnover of over R50mil).
- (g) The appointed service provider must sub-contract entities from previously disadvantaged groups (black, female and/or with disability) and/or local (within NMBM) black-owned companies (with a turnover of less than R50mil), where scope and credentials permit.
- (h) Proof of registration with Treasury's Centralized Supplier Database (CSD) or provide a Treasury CSD registration number e.g. MAAA, etc.
- (i) CDC will only award the tender to a bidder who is tax compliant. The tax compliance status of the bidders will be verified through CSD and SARS website, therefore prospective bidders must ensure that they are Tax Compliant throughout the validity period of the bid in review.
- (j) Bidders will be evaluated on functionality and are expected to meet the minimum of 60% threshold to be evaluated further. The evaluation criteria for measuring functionality and weight of each criteria are provided in the document.

- (k) Public Servants are prohibited from conducting any form of business with organs of state, whether in their own capacity as individuals or through companies in which they are directors. Verification will be done and bidders will be disqualified should they be found to be in contravention with the regulations. A letter of confirmation must be provided with this bid document should a bidder have been granted permission by National Treasury to conduct business with an organ of state.
- (l) The successful bidder will be required to comply with the Occupational Health and Safety Act and Regulations, Act (85 of 1993) and Compensation for Occupational Injuries and Disease Act, Act (130 of 1993) and, all relevant and applicable legislations. Upon appointment of the successful bidder, the service provider will be required to develop Occupational Health, Safety and Environmental Management Systems to comply with the SANS Norms and Standards. CDC SHEQ Unit will monitor compliance and implementation of the Occupation Health and Safety, Environmental and Quality requirements for the duration of the contract.
- (m) The tender validity for this project is twelve (12) weeks from closing date.

6. DISQUALIFICATIONS

Bidders will be immediately disqualified if, during the tendering stage or during the tender evaluation and adjudication stage or after the contract has been awarded, they are found to have conducted or committed any of the following:

- a) The bidder has failed to meet the tender conditions and/or requirements and deemed non-responsive;
- b) There has been an effort by the bidder, representatives of the bidder or acquaintances of the bidder to influence the process of submissions which may be interpreted as a corrupt or fraudulent act or improper conduct;
- c) The bidder has communicated with other members of CDC Members or CDC Agent about the contract other than the specified person;
- d) The bidder has misrepresented the information submitted;
- e) There is an evidence of Fraud, fronting, etc.;
- f) The bid document is faxed or emailed or not on original document;
- g) The bid document has been filled in pencil and /or have corrections fluid markings or not duly signed where changes are made;
- h) Alternative bid has been submitted without the original bid; or
- i) Bidder appears on the NT register of restricted suppliers or NT list of defaulters.

7. COPYRIGHT

Copyright in this document is vested in the CDC. No part of this document may be copied, in whole or in part, in any form or any format without the prior written consent of the CDC.

8. CONFIDENTIALITY AND MEDIA PROTOCOL

The CDC reserves the right to announce the names of the successful bidders in the media and/or its website. A respondent shall be not being entitled to any information or documents disclosed by another bidder to the CDC which the CDC has determined to be confidential.

The detail and content of evaluation of submissions shall remain confidential to the CDC

SBD 4

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

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

2.1 Full Name of bidder or his or her representative:
.....

2.2 Identity Number.....

2.3 Position occupied in the Company (director, trustee, shareholder², member):
.....
.....

2.4 Registration number of company, enterprise, close corporation, partnership agreement or trust:
.....
.....

2.5 Tax Reference Number:
.....

2.6 VAT Registration Number:
.....

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

¹ "State" means –

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

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

2.7 Are you or any person connected with the bidder presently employed by the state?

YES / NO

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

.....

Name of state institution at which you or the person
connected to the bidder is employed :

.....

Position occupied in the state institution:

.....

Any other particulars:

.....

.....

.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector?

YES / NO

2.7.2.1 If yes, did you attach proof of such authority to the bid document?
YES / NO

(Note: Failure to submit proof of such authority, where

applicable, may result in the disqualification of the bid.

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

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

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

2.8.1 If so, furnish particulars:

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

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

2.9.1 If so, furnish particulars.

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

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

2.10.1 If so, furnish particulars.

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

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

2.11.1 If so, furnish particulars:

.....

.....

.....

1. FULL DETAILS OF DIRECTORS / TRUSTEES / MEMBERS / SHAREHOLDERS.

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

2. DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

SBD 6.1

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL
PROCUREMENT REGULATIONS 2017**

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

- 1.1** The following preference point systems are applicable to all bids:
the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included).
- a) The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or
 - b) The 80/20 preference point system will be applicable to this tender
- 1.2** Points for this bid shall be awarded for:
- (a) Price; and
 - (b) B-BBEE Status Level of Contributor.

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

	POINTS
PRICE	80.00
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20.00
Total points for Price and B-BBEE must not exceed	100.00

- 1.4 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.5 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

$P_{\min}$ = Price of lowest acceptable bid

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

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

5. BID DECLARATION

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

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

- 6.1 B-BBEE Status Level of Contributor: = (maximum of 20 points)
(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

- 7.1 Will any portion of the contract be sub-contracted?
(Tick applicable box)

YES		NO	
-----	--	----	--

- 7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%?
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the subcontractor.....
- iv) Whether the sub-contractor is an EME or QSE
(Tick applicable box)

YES		NO	
-----	--	----	--

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

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

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

8.6 COMPANY CLASSIFICATION

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

[TICK APPLICABLE BOX]

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

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
- v) disqualify the person from the bidding process;
- vi) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- vii) 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;
- viii) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the audi alteram partem (hear the other side) rule has been applied; and
- ix) forward the matter for criminal prosecution.

WITNESSES

- 1.
- 2.

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

SBD 8

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder or any of its directors have:
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
- 4 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's database as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on its database were informed in writing of its restriction by National Treasury after the <i>audi alteram partem</i> rule applied).	Yes	No
4.1.1	If so, furnish particulars:		

4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of Section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? To access the Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445	Yes	No
4.2.1	If so, furnish particulars: 		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes	No
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with contract?	Yes	No
4.4.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME).....

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE

.....
Signature

.....
Date

.....
Position

Name of Bidder

SBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that
(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
- (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium⁸ will not be construed as collusive bidding.

7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

ANNEXURE F – PRICING SCHEDULE AND FORM OF OFFER

CDC/421/20: APPOINTMENT OF A SERVICE PROVIDER FOR PROVISION OF IT SERVICE MANAGEMENT SOLUTION (ITSM) FOR COEGA SEZ

BIDDERS NAME: _____

A. IMPLEMENTATION OF ITSM SOFTWARE

#	Implementation	Detailed task list and Disbursements	Quantity	Total Cost (Exc. VAT)	Total Cost (Inc. VAT)
ONCE OF COST					
1.	Development And Licensing	Annual Software Licences for 3 years			
		First 12 months (year 1) support and maintenance which includes version updates (Patches)	Unlimited number of hours		
		Second 12 months (year 2) support and maintenance which includes version updates (Patches)			
		Third 12 months (year 3) support and maintenance which includes version updates (Patches)			
		Setup (Project initiation, project execution, customization and implementation)			
		Hardware requirements for Dev, Test and Prod environments.			
		SUB-TOTAL FOR SYSTEM DEVELOPMENT AND LICENSING			
2.	Training	User training	30		
		Administrator training	5		
		SUB-TOTAL FOR SYSTEM TRAINING			

		Description	Quantity	Rate per hour	
3.	Support Cost Schedule (Ad-hoc)	Project Manager			
		Software Developer			
		Analyst			
		Administrator			
		Other			
		SUB-TOTAL FOR SUPPORT COST			
4.	Disbursements	Other : 10% Contingency cost			
		SUB-TOTAL FOR DISBURSEMENTS			
		TOTAL (INCL. VAT)			

B. IMPLEMENTATION OF ITIL PROCESSES

#	Implementation	Detailed task list and Disbursements	Quantity	Total Cost (Exc. VAT)	Total Cost (Inc. VAT)
1.	<u>ITIL</u> Process Mapping				
		SUB-TOTAL FOR <u>ITIL</u> PROCESS MAPPING			

#	Implementation	Detailed task list and Disbursements	Quantity	Total Cost (Exc. VAT)	Total Cost (Inc. VAT)
2.	<u>ITIL</u> Standard Operating Procedures Development				
		SUB-TOTAL FOR STANDARD OPERATING PROCEDURES DEVELOPMENT			

#	Implementation	Detailed task list and Disbursements	Quantity	Total Cost (Exc. VAT)	Total Cost (Inc. VAT)
3.	<u>ITIL</u> Process Integration (Embedding Processes onto the ITSM System)				
		SUB-TOTAL FOR INTEGRATION OF ITSM PROCESSES			

#	Implementation	Detailed task list and Disbursements	Quantity	Total Cost (Exc. VAT)	Total Cost (Inc. VAT)
4.	Training on Implemented Processes and Standard Operating Procedures				
5.	Disbursements	Other : 10% Contingency cost			
		SUB-TOTAL FOR DISBURSEMENTS			
		TOTAL (INCL. VAT)			

NB: Bidders attention is drawn into ensuring that all proposed costs do cover the below listed items

Note 1: Ad hoc work shall not exceed the budget as stipulated in the (support cost schedule) for the duration of three years

Note 2: If any, Travel and accommodation costs should be covered under point number 1.

Note 3: System training costs shall be paid on actual number of people trained.

Note 4: Rates provided above shall be governed by call logged as and when service is required.

SUMMARY OF PRICING SCHEDULE:

Section	Deliverables	Cost (Rand value)
1.	Implementation of ITSM Software	
2.	Implementation of <u>ITIL</u> Processes	
3.	Disbursement cost	
	TOTAL (Excluding VAT)	
	VAT (15%)	
	TOTAL (Including VAT)	

FORM OF OFFER

We/I _____ in my/our capacity as _____
(name of representative) (state position)

and duly authorized representative for the _____

(Name of the Company or Entity)

offer the total price of R_____ (Incl. of VAT)

(Amount in Words)

for the **CDC/197/21 APPOINTMENT OF A SERVICE PROVIDER FOR PROVISION AN IT SERVICE
MANAGEMENT SOLUTION (ITSM) BASED ON THE LATEST ITIL FRAMEWORK**

Name of Authorised Person: _____ Signature: _____

Date: _____

Witness:

Name: _____ Signature: _____

Date: _____

SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE - GENERAL

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:	
Enterprise Physical Address:	
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 naturalization- 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

3. I hereby declare under Oath that:
 - The Enterprise is _____% Black Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
 - The Enterprise is _____% Black Woman Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
 - The Enterprise is _____% Black Designated Group Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
 - Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of _____, the annual Total Revenue was R10,000,000.00 (Ten Million Rands) or less

