



REQUEST FOR PROPOSAL (RFP)

Terms of Reference

Appointment of a Service Provider for further Microsoft SharePoint based development

SANAS/MSSP/2017-18/07

COMPULSORY BRIEFING SESSION

SANAS will arrange a Briefing Session on the Terms of Reference, which all potential bidders are required to attend and to register their interest in submitting proposals. The list of attendees will be circulated to all present to encourage the formation of appropriate consortia. No party registering interest is however, bound to submit a proposal.

Date: 24 January 2018
Time: 11h00
Venue: DG 24, Block D, the dti Campus, 77 Meintjies Street, Sunnyside, Pretoria
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THE TERMS OF REFERENCE

SANAS invites interested service providers to submit proposals to develop, implement, support and maintain of required Accreditation modules which must integrate into our existing SharePoint Accreditation system.

REQUEST FOR PROPOSALS:

The South African National Accreditation System ('hereinafter' referred to as **SANAS**) invites interested Service Providers to submit proposals to provide the development and integration of further operational systems into our current Accreditation System according to **SANAS's** requirements.

1. PURPOSE

The purpose of this document is to source proposals from service providers with the expertise, experience and capacity to provide further development and integration of operational systems to our current SharePoint System. Furthermore, the service provider must guarantee the **future developed SharePoint System** and modules for at least 24 months after the sign off and handover to SANAS. The operations solution shall include both the current and future developed modules. The current service provider will be responsible for their part of the development and the new service provider will be responsible for all new work contracted by SANAS. There will be a shared responsibility for maintenance when integrating both the current and new modules within the SharePoint system.

2. BACKGROUND

The Accreditation for Conformity Assessment, Calibration and Good Laboratory Practice, Act No. 19 of 2006, recognizes SANAS as the only National Accreditation Body for the Republic of South Africa for conformity assessment, calibration, monitoring of Good Laboratory Practice, and to provide for matters connected therewith.

SANAS is a Section 3A public entity in terms of the Public Finance Management Act (PFMA), 1999 (Act No. 1 of 1999) (as amended by Act No. 29 of 1999).

SANAS has developed a SharePoint based system as part of its overall automation project of its operational processes.

SANAS embarked on Phase I and Phase II of online accreditation application project during November 2012 to automate the operational processes and launched Phase I in March 2013. This phase focused on infrastructure development and the automation of some business processes.

The application is developed and configured with SharePoint 2010. General information on the existing system:

- Platform – SharePoint 2010
- Workflow – SharePoint Designer

It is imperative that SANAS has a fully automated system that will be able to support the operations, functions and activities of its business. The required solution must provide ease of functionality and integrated capabilities to the users, as SANAS seeks a digitised environment for many of its operations.

Furthermore, and importantly – the SharePoint System must be integrated with other platforms to allow data integrity and data consistency across all systems.

SANAS intends to appoint a service provider that can further develop a highly integrated SharePoint based System that can provide user friendly functionality, simplified interactive processes, information security, workflow processes and management, increased productivity, and ease of compliance with legislations amongst other requirements.

SharePoint based System should be tailored to accommodate possibilities of expansion in future.

3. OBJECTIVES

Herein below is a summary of the objectives to be achieved:

- a) To implement seamless automated operational processes to eliminate manual processes.
- b) To implement a centralised repository that allows for multi-user access and transaction, data audit trail, secure repository and easier report extraction.

4. SCOPE OF WORK

Please use the Appendix 2 and 3 – Workflows in conjunction the deliverables

Deliverables

- Migrate current SharePoint 2010 to SharePoint 2016
- Document control and Record Management System
- Automated processes such as but not limited to:

- Financial Processes
- Marketing & Communication Processes
- Online assessment
- User portal
- Management system and reporting

The table below defines the scope of work in detail

SCOPE of WORK		
WP No	Module / Functionality	Description
1	Migration of current SharePoint 2010 to SharePoint 2016	Migrate our current SharePoint platform from SharePoint 2010 to 2016. Also, our current online accreditation application's (SharePoint System) databases, forms, reports, workflows and anything else that is pertinent to the functionality of SharePoint System` will need to be converted and migrated to SharePoint 2016 platform.
2	Document and record management system	Fully functional document management system with version control must be fully developed and implemented on SharePoint 2016, as document control is core to SANAS Business and must be aligned to POPI
3	Integration to current SharePoint System	Integration of all systems used by SANAS into our SharePoint, eg, Sage.
4	Digital signature module	Digital signature module developed and implemented for the signing of all SANAS documents. This strategy must be in line with South African legislation ie POPI
5	Online assessment	All documents required on site must be in digital format, the assessor can fill them in onsite and submit once completed. Also, there could also be no internet connectivity, in which case, the assessor could submit documentation into SharePoint System upon return to office Please refer to the additional workflows in Appendix and 3
6	Electronic communication	Communication between stakeholders need to be automated depending on the work flow step
7	Marketing and Commination	Event management
8	User Portal	Allow external clients to view the various process statuses and update information and documentation
9	Management information and Reporting	a. The system must be able to generate weekly, monthly, quarterly, and yearly reports b. The system must have sorting functionality when generating reports.

		<p>c. Performance dashboard must be developed for all managers so that they can have a quick view of their programmes and make quick decision based on the data viewed</p> <p>d. The system must have functionalities to generate customised and ad-hoc reports.</p>
10	Assessment Schedules	Calendar development so that each of the applications can be provisionally booked, edited and used for information and scheduling
11	Off / On line assessment forms	An application should be developed so that the form can be accessible offline but must populate database when the application goes online. Alternatively, the form can be online, but must be in pdf format with fields that are filled in and on submission must be digitally signed by the user. Must be device independent.
12	Online Assessor claims	<p>A module where the assessor will log onto SharePoint System, log their claims for assessment performed, the system will then notify the Accreditation manager which will vet the claim and then sent to finance for processing, the assessor must have a dashboard where they can get statement and the status of their claims. Must be able to link to google maps calculate distance travelled and the total claim for travel</p> <p>See Appendix 2</p>
13	Role-based workflow and Access control	Provide a workflow engine that supports role-based system and personnel structure and integrative with access management functionalities
14	Security	<p>a. Develop a roles and responsibility matrix for users to give them access to the different parts of the SharePoint System</p> <p>b. Ensure input validation and encoding of possible dangerous characters; Implement additional factor of authentication on SharePoint System;</p>
15	Internal Audits / Risk	Management, tracking escalations and timelines for resolution for each of the risks / audit
16	Feedback & Surveys	Develop a database whereby we can perform customer surveys for each department. The system must be able to email users, collect data and do trend analysis once the survey is closed

Furthermore, SharePoint based System must have the following features once fully implemented

Feature	Description
A web-based system	Provide online access, with business rules built into the system to streamline the submission and tracking of business process. The system will be hosted by SANAS.
Integration and interoperability	The system must be integrative and interoperable with other systems.
Scalable	The system should be sufficiently scalable to cater for future increase in user numbers and further development.
Usability – Graphical User Interface	a. The system must provide a uniform look and feel between all the pages and forms.
	b. The system must provide use of icons and toolbars, and responsive menus.
	c. The system must be robust and user friendly
Documents Upload	Must allow for attaching and uploading of supporting of documents.
	Documents must be in PDF
Audit trail and transaction log	The system must provide for an audit trail regarding the changes effected on the application form and record all the transaction logs against the application process.
Email and SMS notifications	The system must be able to send Email or SMS notifications.
Client profile	a. Allow the client to create profile and set his credential.
	b. Allow client to authenticate credentials to view the profile.
	c. Allow the client to update the profile information.
Client support	The system shall provide online help, FAQ's client support, and sitemap options for client support.

5. METHODOLOGY AND PROJECT PLAN

- The bidder must specify details of their project management methodology and Indicate how they will meet the requirements of the tender.
- The Bidder must submit a high-level project plan with timelines.

6. PRICING AND RESOURCE ALLOCATION

- The bidder must provide the scope of work and deliverables as specified in section 4

above

- The bidder is required to provide a Project Cost in line with the methodology, resource allocation and estimated number of hours.
- For each of the modules specified on page 5 and 6 please supply the following information
 Total Development costs including VAT
 Maintenance costs including VAT
 The bidder must add the below table to their bid pricing documents

SCOPE of WORK COSTING			
WP No	Module / Functionality	Development Cost including VAT	Maintenance (24 Months) Cost including VAT
1	Migration of current SharePoint 2010 to SharePoint 2016		
2	Document and record management system		
3	Integration to current SharePoint System		
4	Digital signature module		
5	Online assessment		
6	Electronic communication		
7	Marketing and Commination		
8	User Portal		
9	Management information and Reporting		
10	Assessment Schedules		
11	Off / On line assessment forms		
12	Online Assessor claims		
13	Role-based workflow and Access control		
14	Security		
15	Internal Audits / Risk		
16	Feedback & Surveys		
TOTAL			

- The bidder must also add Timelines as per below table for each of the above modules

PROJECT PHASE	ESTIMATED NO. OF HOURS	COST PER HOUR	TOTAL COST
Phase 1:			
Phase 2:			
Phase 3:			
TOTAL			

- The project breakdown table is mandatory and therefore must be included in the bid pricing document
- Please note that this is just an example and bidders are free to present their costing schedule as per their own phasing and timelines
- All prices must be VAT inclusive

7. BIDDER'S STAFF EXPERIENCE AND QUALIFICATIONS

Please refer to evaluation criteria on scorecard

8. COMPULSORY BRIEFING SESSION

SANAS will arrange a Briefing Session on the Terms of Reference, which all potential bidders are required to attend and to register their interest in submitting proposals. The list of attendees will be circulated to all present to encourage the formation of appropriate consortia. No party registering interest is however, bound to submit a proposal.

Date: 24 January 2018

Time: 11h00

Venue: DG 24, Block D, the dti Campus, 77 Meintjies Street, Sunnyside, Pretoria 0002

9. NOTES TO BIDDERS

- a) Bid documents should be presented to SANAS marked "**Bid Appointment of a Service Provider for further Microsoft SharePoint based development.**"
- b) SANAS will not be liable to reimburse any costs incurred by the bidder during the bidding process.
- c) Bid Evaluation Committee will carry out evaluation of bidders. The Supply Chain Manager (SCM) will, if necessary, contact bidders to seek clarification of any aspect of the bid.
- d) Bidder acknowledges that the responsibility for a working solution lies solely with them, not with SANAS, and that any additional costs over and above the RFP amount required to arrive at a working solution (i.e. a non-compliant or incomplete solution was offered) will be for the account of the bidder.

- e) Bidder commits to implement and follow all contract conditions and specifications as agreed to in the contract. This includes all technical and solution requirements listed in the bid document, including up-to-date technical specifications.
- f) All services, features must be listed as standard (included in the price) under 3.1 must be the minimum RFP requirements in the bid specification. All pricing must be VAT inclusive.
- g) Service providers must disclose subcontractors partaking in this contract and submit evidence of the relevant expertise. The subcontractors partaking in the actual implementation must be the same as in the tender proposal.
- h) Bidders to include supplier number (MAAA number) and unique code from National Treasury as proof that the supplier is registered on CSD).

10. VALIDITY OF PROPOSALS

The Bidder is required to confirm that it will hold its proposal valid for 90 days from the closing date of the submission of proposals without significant changes that will affect the provision of the service.

11. TAX CLEARANCE CERTIFICATE REQUIREMENTS

It is the requirement that the tax matters of the bidder must be in order. Service providers should provide original and valid Tax Clearance Certificate and PIN. The certificate will not be acceptable without the PIN.

12. QUALITY ASSURANCE REVIEWS OF WORK

The successful bidder shall ensure that all work conforms to the signed contract and agreed deliverables.

13. AUTHORISED DELEGATE(S)

Nothing as stipulated in these terms of reference may be amended without the written confirmation of SANAS' authorized delegates.

14. DISCLAIMER

SANAS reserves the right not to appoint a service provider and is not obliged to provide reasons for the rejection of any proposal. SANAS reserves the right to:

- a) Reject all bids.
- b) Decline to consider any bids that do not conform to any aspect of the bidding process.

- c) Request further information from any service provider after the closing date, for clarity purposes.
- d) Cancel this RFP or any part thereof at any time.

15. EVALUATION

15.1 Evaluation Committee

Proposals will be reviewed and evaluated by a SANAS Bid Evaluation Committee. Bidders may be invited to give written or oral presentations and/or to participate in interviews with the committee. Bidders may be requested to submit any additional information required by SANAS.

15.2 Evaluation Criteria

Proposals will be evaluated based upon, but not limited to, in no order:

- i) Compliance with the RFP document, including provision of all information requested in section 4 the RFP;
- j) Demonstrated ability to provide services and expertise as listed in this RFP;
- k) Qualifications, experience, and professional development of the Bidder's staff, and those staff proposed to be generally handling the contract;
- l) Reference checks.

15.3 Evaluation Process of Bids Received

15.3.1 Stage 1

- a) All proposals received will be examined to determine compliance with RFP requirements and conditions (completion and attachment of compulsory documents). Proposal with obvious deviations from the requirements/conditions will be disqualified from stage 1 (one) of the evaluation process.
- b) SANAS will establish a Bid Evaluation Committee to review all the responses received.
- c) A two-envelope system will be utilized for consideration of proposal received and two separate envelopes must be submitted clearly marked as Functionality and the other one for Price & BBEE.
- d) Bidders who obtain 80/100 percent in stage 2 (Functionality) will qualify to proceed to stage 3 (Price and B-BBEE) evaluation wherein the 80/20 preference Points System will be used as follows: 80 points for price and 20 points for B-BBEE status of contribution.
- e) All bidders to supply an original proposal plus 3 copies

15.3.2 Stage 2: Functionality

Evaluation Criteria for Functionality is as Follows:

FUNCTIONALITY

Bidder's Experience	
<p>Contactable References for similar projects (official client's letterhead) Minimum of three (3) written testimonials demonstrating provable experience (5 points) Four (4) or more written testimonials demonstrating provable experience (10 points)</p>	max 10 points
<p>Qualifications of Assigned teams Three (3) CV's (5 points) More than three (3) CV's (10 points)</p> <p>NB: CV's of assigned team members to this project highlighting SharePoint based development qualifications, previous project involvement in SharePoint based development and membership or certification of relevant profession body</p>	max 10 points
<p>Experience of Team in development Collective experience of team members assigned to this project 2-5 years (10 points) >5-10 years (15 points) >10 years (20 points)</p>	max 20 points
<p>Experience of Team in SharePoint based development Collective SharePoint experience of team members assigned to this project 2-5 years (10 points) >5-10 years (20 points) >10 years (30 points)</p>	max 30 points
Proposal Methodology and project plan with following	
<p>Analysis, Design, Development, Testing (approved test plans, implementation in test environment, pilot testing, User Acceptance Testing), Implementation, user training, Skill transfer, Handover, Documentation and post-support</p>	20 points
<p>High level project plan with time lines</p>	10 points
Threshold	80
Total	100

Bidders who fail to meet the minimum score of 80 points out of 100 in stage 2 will not be considered for evaluation in terms of Stage 3 (Price and B-BBEE).

Stage 3 – Price and B-BBEE

Step 1: Calculation of points for price

- Only bids that achieve the minimum qualifying score for functionality will be evaluated further in accordance with the 80/20 preference point system, as contemplated in the Preferential Procurement Regulation 2017. The formulae to be used in calculating points scored for price is as follows:

$$Ps = 80 \left[1 - \frac{(Pt - PMin)}{Pmin} \right]$$

Where

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

Pt = Comparative price of bid or offer under consideration

Pmin = Comparative price of lowest acceptable bid or offer.

- Points scored will be rounded off to the nearest 2 decimal places.

Step 2: Calculation of points for B-BBEE status level of contributor

Points will 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

A Bid will not be disqualified from the bidding process if the bidder did not submit a certificate substantiating the B-BBEE status level of contribution or is a non-compliant contributor. Such a bidder will score zero (0) out of a maximum of 20 points respectively for B-BBEE.

16. BIDDER’S PRESENTATION AND DEMONSTRATION

Bidders may be required to give a presentation and demonstration. This provides an opportunity for the vendor to clarify or elaborate on their service. This is a fact finding and explanation session only and does not include negotiation. SANAS shall schedule the time and location of these presentations

17. CLOSING DATE AND TIMES

Sealed proposal clearly stating the name of this RFP and bid number must be deposited into the tender box located at the reception of SANAS, The DTI Campus, Block G, 77 Meintjies Street, Sunnyside, Pretoria, 0002 during office hours (08h00 to 16h30) on or before **02 February 2017 at 11:00 am.**

18. RESPONSE FORMAT (SUBMISSION OF PROPOSAL)

- a) The proposals must be submitted in the prescribed format. Standard bidding documents attached with terms of reference should be filled in (not re-typed).
- b) The original proposal must be submitted with three (3) copies of the original proposal.
- c) Service providers are required to use the two systems, whereby the technical proposal (envelope 1) and the price and preference point system (envelope 2) be placed in two separate envelopes.
- d) Cover Page: (the cover page must clearly indicate the bid reference number, description and the service provider name)
- e) The documents below must be completed and submitted with the bid (Failure to comply with this requirement will result in your bid being disqualified):

Stage 1 (Technical Proposal) – Envelope 1	Stage 2 (Financial Proposal) – Envelope 2
<p>Technical Proposal (including all relevant information per evaluation matrix and scope of services, including but not limited to:</p> <ul style="list-style-type: none"> a) Comprehensives Company Profile and Executive Summary. b) Comprehensive Functional Criteria Solutions proposed as per SANAS requirements. c) Comprehensive Specification solutions evidence or answers as per the RFP document. 	<p>Bidding documents, as follows:</p> <ul style="list-style-type: none"> a) SBD 1 Invitation to Bid b) Tax Clearance Certificate and PIN c) SBD 3.3 Pricing Schedule including proposed total cost of the contract (for each option). d) SBD 4 Declaration of Interest e) SBD 6.1 Preference Points Claim Form f) SBD 7.2 Contract Form (to be completed in duplicate)

<p>d) No pricing proposal to be included in envelope 1.</p>	<p>g) SBD 8 Declaration of Bidder's past supply chain management practices.</p> <p>h) SBD 9 Independent Bid Determination Certification</p> <p>i) General Condition of Contracts (all pages initialed)</p> <p>j) Terms of references (all pages initialed)</p> <p>k) Original or certified copy of BEE Certificate. (if applicable)</p> <p>l) Original or copies of Company registration documents</p> <p>m) Certified ID Copies of Company Directors/ Partners / Trustees (whichever is applicable).</p>
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19. ENQUIRIES

All communication and attempts to solicit information of any kind relative to this Request for Proposal (RFP) should be channeled in writing to:

Name: Inathi Fibi (Procurement Officer)
Email address: inathif@sanas.co.za

20. Appendix

Appendix 1

Assessor Claims

Work Flow

1. Assessor will log onto SharePoint System	2. Assessor log their claims for assessment performed	3. System must be able to calculate distance travelled from both the office and home to facility by using Google maps, take the shortest path and multiply it by rate per km, if the assessor vehicle is used	4. The system will then notify the Accreditation manager that a new claim has been uploaded	5. The Accreditation manager will check and approve the claim
6. Finance is notified of the approved claim	7. Finance accepts the claim for processing	8. Finance will notify the assessor when payment will be done	9. Once payment is done, the transaction will move to history where the assessor can interrogate	

Appendix 2

Onsite Assessment Work Flow

1. Accreditation Manager allocates team to assessment (once application process is completed and acknowledge letter is sent to client)	2. Once client accepts team and invoice is paid then Accreditation Manager will grant permission to the facility documents	3. Assessors gets access to all pre-determined historical information of facility	4. The latest version of electronic documents as well as historical documents from previous assessments are available for download by team in pdf format and usable on any device if necessary.	5. On assessment day the assessment, the assessor fills each of the required documents offline
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<p>6. Each Non-Conformance will be signed off electronically by the Technical assessor, Technical signatory and Nominated Representative either by stylus or by sign pad, 2 steps or any other technology accepted by POPI. We must consider a system that is user friendly to have forms signed digitally</p>	<p>7. At end of assessments all signed Non-conformances will be collated by the Lead assessor, if there is internet connectivity, they could be emailed to the facility, otherwise will be copied using USB. But it must be noted, that if there was no internet connectivity, the form must be uploaded once there is connectivity</p>	<p>8. If there is internet connectivity, as the Non-conformances are signed off, they are automatically uploaded and ready for use by the Technical assessor, Technical signatory and Nominated Representative</p>	<p>9. The programme administration will be notified that the pack has been filled and submitted by the assessment team and available on the system.</p>	<p>10. A counter of 25 days for example could be different depending on type of assessment for facility to clear the Non-conformances</p>
<p>11. Facility will upload corrective actions and evidence onto portal, and the administration team will be notified by system that this has been done.</p>	<p>12. The administration team will verify documentation on system, Lead assessors and Technical assessors will be notified that corrective actions are available for review on system.</p>	<p>13. Technical assessors will review the corrective actions and will either accept or reject each of the proposed corrective actions with reasons / comments if rejection</p>	<p>14. On rejection of corrective action, the system will loop between step 11 - 13 till all corrective actions are accepted</p>	<p>15. On acceptance of all corrective actions, the system will notify the facility according</p>

<p>16. The administration team will also be notified so planning of the Accreditation committee will begin</p>	<p>17. Administration staff start preparing the pack if there is printing need to be presented to the Accreditation Committee</p>	<p>18. At Accreditation Committee the assessment will be evaluated and depending on decision, if accreditation is rejected, the system will step 11 and 17 (this will depend on the outcome, as there are different reasons for rejection and not just Corrective Actions, I think the system needs to have a few options for rejection, that way we can determine which step it should loop back to) to be decided is the different actions for the different rejections i.e. where the workflow must go</p>	<p>19. On Accreditation Committee accepting the assessment corrective action etc, an Accreditation Committee outcome letter is to be generated, the process of printing the certificate, signing it and delivering to facility will start</p>	
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Appendix 3

Team Assistant

System

Field Manager

Client and Assessor

Administrator

D.1 Regulatory and Voluntary Pre-assessments

<p>1. Select Programme</p>	<p>2. Select Pre-assessment</p>	<p>3. Select Regulatory or Voluntary (workflows differ)</p>	<p>4. Alert to FM to plan pre-assessment</p>	<p>5. Pre-populate the F43 with client</p>	<p>6. FM complete quote F43 and submits</p>	<p>7. Send F43 to Finance</p>
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			(Assessor & Duration)	contact details		
8. Pastel Process – Official Quote, Invoice, Payment from client	9. Finance update system with payment date and amount	10. Alert to Team Assistant	11. Team Assistant schedule Pre-assessment and update system with agreed dates	12. System sends official confirmation to client and Assessor & send alert to Team Assistant, Assessor and Client	13. Assessor and Client login securely and confirms assessment	14. System alerts Team Assistant & Administrator and send link of official forms (Programme, Pre-assessment : see 1 and 2)
15. Administrator follows link and prints pack	16. Administrator confirms travel arrangements (Travel agent and Courier service)	17. Administrator updates system with pack and travel date (as confirmed with Assessor)	18. System tracks pack return (5 days) and Corrective Actions due dates (± 3 months) (Calculate from Confirmation date: see 11) [Administrator can change due date]	19. System alerts Administrator & Assessor of pack return date 5 days (see 12)	20. Administrator updates system with pack return date and Corrective Actions #s (i.e. NC1, FB02).	21. System alerts Administrator or of 3 months follow up [or other due date captured] on Corrective Actions
22. Client secure login and submits corrective actions (several PDF files)	23. System alerts Administrator to process (flag if overdue by 2 days)	24. Administrator submits CCAs to Assessor via the system	25. System alerts Assessor to review CCAs	26. Assessor secure login, comment and send feedback (text and/or PDF files)	27. System alerts Administrator	28. Administrator update system with status of CAs (see flowchart loop)

29. System sends client updated report on cleared and not-cleared Corrective actions (21-29 repeats)	30. System alerts client, Assessor, FM, Team Assistant and Administrator once all Corrective Actions are cleared (standard letter)	31. FM reviews Pre-assessment documentation and issues LoA to client on system	32. System sends LoA to client and alerts client and schedules 3-6 months follow up alert to Client, FM and Administrator (if approval from Regulator date not captured)	33. Client secure login to update Regulator approval date on system.	34. Alert FM and Team Assistant to arrange initial	End of Pre-assessment process

D.2 Initial Assessment

Process

35. Select Programme	36. Select Initial assessment	37. Alert to FM to plan Initial assessment (Assessors & Duration)	38. Pre-populate the F43 with contact details	39. FM completes quote F43 and submits	40. Send F43 to Finance	41. Pastel Process – Official Quote, Invoice, Payment from client
42. Finance update system with payment date and amount	43. Alert to Team Assistant	44. Team Assistant schedule Initial assessment and update system with agreed dates (client	45. System sends official confirmation to client and Assessor & send alert to Team Assistant,	46. Assessors and Client login securely and confirms assessment	47. System alerts Team Assistant & Administrator and send link of official forms (Programme, Initial	48. Administrator follows link and prints pack + F14, F18

		and assessors)	Assessor and Client		assessment: see 35 and 36)	
49. Administrators confirms travel arrangements (Travel agent and Courier service)	50. Administrator updates system with pack and travel date (as confirmed with Assessor)	51. System tracks pack return (5 days) and Corrective Actions due dates (\pm 3 months) (Calculate from Confirmation date: see 44) [Administrator can change due date]	52. System alerts Administrator & Assessor of pack return date 5 days (see 44)	53. Administrator updates system with pack return date and Corrective Actions #s (i.e. NC1, FB02).	54.1. System alerts Administrator of 3 months [or other due date captured] to follow up on Corrective Actions 54.2 System alerts FM to commence with Draft Certificate of Accreditation	55. Client secure login and submits corrective actions (several PDF files / word documents)
56. System alerts Administrator to process (flag if overdue by 2 days)	57. Administrator submits CCAs to Assessor via the system	58. System alerts Assessor to review CCAs	59. Assessor secure login, comment and send feedback (text and/or PDF files)	60. System alerts Administrator or	61. Administrator update system with status of CAs (see flowchart loop)	62. System sends client updated report on cleared and not-cleared Corrective actions (54-62 repeats)
63. System alerts client, Assessor, FM, Team Assistant and Administrator once all Corrective Actions are cleared (standard letter)	64.1. System alerts FM to appoint AAC (names and e-mails) 64.2 System alerts FM to prepare	65. System sends AAC members invites and copies FM, Team Assistant and Administrator	66. AAC Member secure login and accepts invite date on system	67. System alerts FM, Team Assistant and Administrator with AAC accepted date	68. Team Assistant update system with AAC decision (approved / rejected / deferred) and comments	69. System generates standard AAC letter and sends to Team Assistant for review and specifics

	Final Draft of Certificate of Accreditation for AAC review					
70. Team Assistant ensures that the AAC letter is correct with all detail captured and submits to either FM [interim review then submit to client] or to the system	71.1 System issues AAC letter to client and copy FM, Team Assistant and Administrator 71.2 System generates an alert to FM and Administrator for Corrections on Certificate of Accreditation	72. System updates Master Accreditation Records with new accredited client	73. System updates the website with new accredited client	74. System issues alert to finalise Certificate of Accreditation	75. Administrator updates the system with the Certificate of Accreditation Issue and Expiry date	76. System updates the website with the Certificate of Accreditation Expiry date.
76. Administrator uploads Certificate of Accreditation to website and updates the system with the date it was done.	77. System generates an assessment cycle from the issue and expiry date of the Certificate of Accreditation and populates the SANAS	End of Pre-assessment process				

	Assessment Calendar					
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PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)

BID NUMBER:		CLOSING DATE:		CLOSING TIME:	
DESCRIPTION					

THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).

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

SUPPLIER INFORMATION

NAME OF BIDDER				
POSTAL ADDRESS				
STREET ADDRESS				
TELEPHONE NUMBER	CODE		NUMBER	
CELLPHONE NUMBER				
FACSIMILE NUMBER	CODE		NUMBER	
E-MAIL ADDRESS				
VAT REGISTRATION NUMBER				
	TCS PIN:		OR	CSD No:
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes <input type="checkbox"/> No
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?				
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	<input type="checkbox"/>	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)		
	<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)		
	<input type="checkbox"/>	A REGISTERED AUDITOR		
		NAME:		

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT(FOR EMEs& QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

<p><i>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</i></p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>[IF YES ENCLOSE PROOF]</p>	<p><i>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</i></p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>[IF YES ANSWER PART B:3 BELOW]</p>
<p><i>SIGNATURE OF BIDDER</i></p> <p>.....</p>	<p><i>DATE</i></p>		
<p><i>CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)</i></p>			
<p><i>TOTAL NUMBER OF ITEMS OFFERED</i></p>		<p><i>TOTAL BID PRICE (ALL INCLUSIVE)</i></p>	
<p>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</p>		<p>TECHNICAL INFORMATION MAY BE DIRECTED TO:</p>	
<p>DEPARTMENT/ PUBLIC ENTITY</p>		<p>CONTACT PERSON</p>	
<p>CONTACT PERSON</p>		<p>TELEPHONE NUMBER</p>	
<p>TELEPHONE NUMBER</p>		<p>FACSIMILE NUMBER</p>	
<p>FACSIMILE NUMBER</p>		<p>E-MAIL ADDRESS</p>	
<p>E-MAIL ADDRESS</p>			

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:	
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE
1.3.	BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
1.4.	WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
1.5.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.
2. TAX COMPLIANCE REQUIREMENTS	
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.
2.6	WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS	
3.1.	IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.2.	DOES THE BIDDER HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.3.	DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.4.	DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
<p>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.</p>	

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

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER:	BID NO.: SANAS/MSSP/2017-18/07
CLOSING TIME 11:00	CLOSING DATE: 02 February 2017

OFFER TO BE VALID FORDAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
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TABLE 1

SCOPE of WORK COSTING			
WP No	Module / Functionality	Development Cost including VAT	Maintenance (24 Months) Cost including VAT
1	Migration of current SharePoint 2010 to SharePoint 2016		
2	Document and record management system		
3	Integration to current SharePoint System		
4	Digital signature module		
5	Online assessment		
6	Electronic communication		
7	Marketing and Commination		
8	User Portal		
9	Management information and Reporting		
10	Assessment Schedules		
11	Off / On line assessment forms		
12	Online Assessor claims		
13	Role-based workflow and Access control		
14	Security		
15	Internal Audits / Risk		
16	Feedback & Surveys		
SUB-TOTAL			
GRAND TOTAL			

- The bidder must also add Timelines as per below table for each of the above modules

TABLE 2

PROJECT PHASE	ESTIMATED NO. OF HOURS	COST PER HOUR	TOTAL COST
Phase 1:			
Phase 2:			
Phase 3:			
SUB-TOTAL			
GRAND TOTAL			

- The project breakdown table is mandatory and therefore must be included in the bid pricing document
- Please note that this is just an example and bidders are free to present their costing schedule as per their own phasing and timelines.
- All prices must be VAT inclusive.

TOTAL PRICING

GRAND TOTAL FOR TABLE 1	GRAND TOTAL FOR TABLE 2
TOTAL BID PRICE	

Any enquiries regarding bidding procedures may be directed to the –

SANAS
THE DTI CAMPUS, BLOCK G, 77 MEINTJIES STREET, SUNNYSIDE, 0132

Inathif@sanas.co.za

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 **YES / NO**
presently employed by the state?

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**

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

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

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

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2

- a) The value of this bid is estimated to **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 (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:

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

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

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

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

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

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

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 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 10 or 20 points)

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

7. SUB-CONTRACTING

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

(Tick applicable box)

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

7.1.1 If yes, indicate:

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

(Tick applicable box)

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

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

Designated Group: An EME or QSE which is at least 51% owned	EME	QSE
by:	√	√

Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

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

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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

8.6 COMPANY CLASSIFICATION

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

[TICK APPLICABLE BOX]

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

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;

iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

- (a) disqualify the person from the bidding process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution.

WITNESSES
1.
2.

..... SIGNATURE(S) OF BIDDERS(S)
DATE:
ADDRESS
.....
.....

CONTRACT FORM - RENDERING OF SERVICES

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution)..... in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number.....at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid .
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Tax clearance certificate;
 - Pricing schedule(s);
 - Filled in task directive/proposal;
 - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
 - Declaration of interest;
 - Declaration of bidder's past SCM practices;
 - Certificate of Independent Bid Determination;
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

WITNESSES	
1
2
DATE:	

CONTRACT FORM - RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I..... in my capacity as..... accept your bid under reference numberdated.....for the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

4. I confirm that I am duly authorised to sign this contract.

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL

WITNESSES

1

2

DATE:

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	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>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)?</p> <p>The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

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 <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

SBD 8

CERTIFICATION

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

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Js365bW

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *per se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

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

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

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 consortium³ 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