



For more information on TCTA, please visit our web site [www.tcta.co.za](http://www.tcta.co.za)

**APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR THE PROVISION OF ICT SERVICES FOR DIGITAL PROJECTS FOR A PERIOD OF 36 MONTHS**

|  |   |
|--|---|
| <b>Bid Number</b>                              | 020/2024/IT-PANEL/PSL/01  |
| <b>Non- Compulsory Briefing Session:</b>       | Yes   |
| <b>Briefing Session Date and Time:</b>         | Online: Microsoft Teams<br>Send an e-mail to tenders02@tcta.co.za to preregister and receive an invite. Registration for the briefing session will end on 13 November 2024 @ 15h00. |
| <b>Non- Compulsory Briefing Session Venue:</b> | Online<br>14 November 2024 @ 11h00  |
| <b>Clarification Deadline:</b>                 | 22 November 2024 @ 16h00  |
| <b>Closing Time &amp; Date</b>                 | 28 November 2024 @ 11h00  |
| <b>Submission of bids time</b>                 | Bidders must submit their bids during office hours between 08:00 – 16:30  |
| <b>Bid Validity Period</b>                     | 120 days  |
| <b>Bid Submission must be delivered to:</b>    | Address: Trans Caledon Tunnel Authority (TCTA),<br>Building 9,<br>Byls Bridge Office Part,<br>Olievenhoutbosch Rd,<br>Centurion,<br>0157  |
| <b>Enquiries:</b>                              | Name: Motshabi Ntemane<br>Email Address: tenders02@tcta.co.za   |

## TABLE OF CONTENTS

|      |  |                              |
|------|--|------------------------------|
| 1.   | DEFINITIONS, ACRONYMS AND ABBREVIATIONS .....  | 1                            |
| 2.   | PREPARATION OF BID SUBMISSIONS .....   | 3                            |
| 3.   | BACKGROUND .....   | 3                            |
| 3.1  | COMPANY EXPERIENCE .....   | 4                            |
| 3.2  | KEY PERSONNEL EXPERIENCE.....  | 4                            |
| 4.   | SCOPE OF WORK.....   | 4                            |
| 4.1  | CATEGORIES OF SERVICES.....  | 5                            |
| 4.2  | PERSONNEL REQUIREMENTS .....   | 17                           |
| 4.3  | DELIVERABLES .....   | 23                           |
| 5.   | EVALUATION PROCESS.....  | 23                           |
| 5.1  | STAGE 1: ATTENDANCE OF BRIEFING SESSION.....   | ERROR! BOOKMARK NOT DEFINED. |
| 5.2  | STAGE 2: RETURNABLES.....  | 23                           |
| 5.3  | STAGE 3: FUNCTIONALITY .....   | 25                           |
| 5.4  | STAGE 4: SPECIFIC GOALS.....   | 26                           |
| 5.5  | STAGE 5: PRICE .....   | 26                           |
| 5.6  | PREFERENTIAL POINTS CALCULATION .....  | 27                           |
| 5.7  | STAGE 6: SUPPLIER VETTING .....  | 27                           |
| 6.   | CONDITIONS OF BID .....  | 30                           |
| 6.1  | COSTS OF BIDDING .....   | 30                           |
| 6.2  | CLARIFICATIONS .....   | 30                           |
| 6.3  | AMENDMENTS .....   | 30                           |
| 6.4  | MODIFICATION, ALTERATION OR SUBSTITUTION AND/OR WITHDRAWAL OF A BID<br>SUBMISSION .....                              | 31                           |
| 6.5  | VALIDITY PERIOD.....   | 31                           |
| 6.6  | CONFIDENTIALITY .....  | 32                           |
| 6.7  | RIGHT NOT TO AWARD .....   | 32                           |
| 6.8  | TERMS AND CONDITIONS OF CONTRACT .....   | 32                           |
| 6.9  | SUBCONTRACTING AFTER AWARD.....  | 34                           |
| 6.10 | CESSION OF RIGHTS .....  | 34                           |
| 6.11 | NOTIFICATION OF UNSUCCESSFUL BIDDERS .....   | 34                           |
| 6.12 | PROHIBITION OF BRIBERY, FRAUDULENT AND CORRUPT PRACTICES .....   | 34                           |
| 6.13 | FRONTING .....   | 35                           |
| 6.14 | JOINT VENTURE OR CONSORTIUM.....   | 35                           |
| 6.15 | PAYMENT PROCESS.....   | 37                           |
|      | ANNEXURE A: SBD 1 – REQUEST FOR BID.....   | 38                           |
|      | ANNEXURE B: SBD 4 – BIDDER’S DISCLOSURE .....  | 40                           |
|      | ANNEXURE C: SBD 6.1: PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL<br>PROCUREMENT REGULATIONS 2022 ..... | 42                           |
|      | ANNEXURE D: SWORN AFFIDAVIT – B-BBEE ICT /WHICH EVER IS APPLICABLE .....   | 47                           |
|      | ANNEXURE E: MINIMUM REQUIREMENTS FOR VALIDITY OF BBBEE SWORN AFFIDAVIT .....   | 51                           |
|      | ANNEXURE F: PANEL TERMS OF REFERENCE .....   | 54                           |

## 1. DEFINITIONS, ACRONYMS AND ABBREVIATIONS

Table 1:

|  |  |
|--|--|
| <b>B-BBEE</b>                                    | Broad Based Black Economic Empowerment in terms of the Broad Based Black Economic Empowerment Act 53 of 2003 (B-BBEE Act).   |
| <b>B-BBEE STATUS LEVEL OF CONTRIBUTOR</b>        | The B-BBEE status received by a measured entity issued in terms of section 9(1) of the B-BBEE Act.   |
| <b>BID SUBMISSION</b>                            | A bidder's written proposal in response to an Invitation for Bids (Request for Bids/Quotations/ Information etc.)  |
| <b>BLACK PEOPLE</b>                              | Africans, Coloureds and Indians as defined in the Broad Based Black Economic Empowerment Act 53 of 2003.   |
| <b>CONSORTIUM OR JOINT VENTURE OR CONSORTIUM</b> | 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.  |
| <b>CONSULTANT</b>                                | A professional person appointed to provide technical and specialist advice or to assist with the design and implementation of projects. The legal status of this person can be an individual, a partnership, a corporation or a company.   |
| <b>CONTRACT</b>                                  | A legal agreement or National Treasury issued Standard Bid Document Number 7 signed by TCTA and a successful bidder. This term does not refer to the actual bid process.   |
| <b>CONTRACT MANAGER</b>                          | A representative from the Requesting Department that will be responsible for monitoring the day to day activities related to the contract.   |
| <b>DESIGNATED SECTORS</b>                        | Sectors, sub-sectors or industries that have been designated by the Department of Trade and Industry in line with national development and industrial policies for local production, where only locally produced services, works or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content.  |
| <b>DIGITAL FORENSICS</b>                         | <p>Practice of identifying, acquiring, and analysing electronic evidence. An important element is the analysis of suspected cyberattacks, with the aim of identifying, mitigating, reducing and/or eliminating cyber threats. Digital Forensics is also used post an attack, to avail relevant information needed by law enforcement agencies or the impacted organisation, to implement corrective actions. Categories of Digital Forensics include:</p> <ul style="list-style-type: none"> <li>• Forensic Data Analysis</li> <li>• Computer Forensics</li> <li>• Mobile Device Forensics</li> <li>• Database Forensics</li> <li>• Network Forensics</li> </ul> |

|  |   |
|--|---|
| <b>EME</b>                                 | 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.  |
| <b>FIRM PRICES</b>                         | Means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the bidder and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract. |
| <b>HISTORICALLY DISADVANTAGED ENTITIES</b> | Means entities that are at least:<br>51% black owned;<br>51% owned by black youth;<br>51% owned by black women;<br>51% owned by black people with disabilities;<br>51% owned by black people in rural areas, underdeveloped areas or townships;<br>a co-operative that is 51% owned by black people.<br>51% owned by black people who are military veterans.  |
| <b>LOWEST ACCEPTABLE TENDER</b>            | Means a tender that complies with all specifications and conditions of tender and that has the lowest price compared to other tenders.  |
| <b>PROCUREMENT SPECIALIST</b>              | Any person in the Procurement Unit who is responsible for managing a bid process from start to finish.  |
| <b>PO</b>                                  | A Purchase Order generated by the Procurement Unit after the conclusion of a successful bid process authorizing the expenditure against an awarded contract.  |
| <b>PRICE</b>                               | Means an amount of money for goods or services and includes all applicable taxes less all unconditional discounts.  |
| <b>QSE</b>                                 | 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.  |
| <b>RD</b>                                  | A requesting department within TCTA or its representative.  |
| <b>SUPPLIER</b>                            | A juristic person or legal entity that provides goods or services to TCTA.  |
| <b>SPECIFIC GOALS</b>                      | Means specific goals as contemplated in the Preferential Procurement Regulations, 2022 which may include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programmes of the Reconstruction and Development Programme as published in Government Gazette No. 16085 dated 23 November 1994.        |

## **2. PREPARATION OF BID SUBMISSIONS**

- 2.1 Bidders are required to comply fully with this Request for Bid including annexures during submission to TCTA.
- 2.2 Bid Submissions must:
  - 2.2.1 Not be late and it must be delivered to the address stated on the front page. TCTA shall not accept nor be obliged to accept Bid Submissions submitted after the stipulated closing date and time, notwithstanding that such late submission is as a result of circumstances beyond the Bidder's control;
  - 2.2.2 Clearly reflect the Bid description and bid number on the outer packaging; and
  - 2.2.3 Contain a Firm Price.
- 2.3 TCTA reserves the right to reject bids that are not prepared in terms of section 2.2 and to not evaluate them.
- 2.4 Bidders must provide one original Bid document with required returnable in English and one hard copy of the original Bid document with required returnable.
- 2.5 This Bid has six stages of evaluation summarised in the document below. Each stage reflects the process of evaluation. Bid submissions must be neat and legible and prepared in the same order as the stages of evaluation. Each stage must be clearly marked.

## **3. BACKGROUND**

TCTA's roadmap over the next few years is to transform its IT landscape in line with leading technology offerings and solution implementation methodologies, i.e. Cloud Computing, Internet of Things (IoT), Machine Learning, Augmented Reality, Cognitive Learning, Artificial intelligence (AI), Virtual Reality and e-Learning, Big Data and Business Intelligence, Mobile and Remote Computing, SharePoint, Cybersecurity, ICT governance and agile solutions development.

TCTA has adopted the usage of various technologies as a strategic enabler to deliver on its strategic objectives. The TCTA Digital Strategy has critical projects in which the panel of service providers will be critical for the delivery of the identified initiatives and other ICT functions.

It is for that reason that TCTA seeks to appoint a panel of up to six (6) service providers per category to assist TCTA in fulfilling its mandate. Panellists will be allocated work on an ad-hoc basis, in line with Annexure F terms of Reference of Panel.

### 3.1 COMPANY EXPERIENCE

The bidders must have at least 3 projects/contracts in providing the services listed below per category. Annexure B must be fully completed with a minimum of 3 contactable references containing all contact details, scope of work and duration of the projects/contracts.

Categories:

- Enterprise Architecture Services,
- Project Management Services,
- Business Analysis Services,
- Systems Analysis and Design Services,
- Software Development Services,
- Software Testing Services,
- Data Analytics Services,
- Business Intelligence Services,
- Data Management Services,
- System Administration Services,
- Cybersecurity Services,
- Infrastructure Services,

### 3.2 KEY PERSONNEL EXPERIENCE

For each category they want to be considered for, bidders should consult section 4 of the "Scope of Work," specifically the section on "Personnel Requirements" (4.2). **This will be required and evaluated as and when the request for the service is issued per category in line with the Terms of Reference.**

## 4. SCOPE OF WORK

Members of the panel may, from time-to-time, be appointed to render the following services. TCTA invites prospective service providers with requisite experience and skills in one or more categories listed below:

## 4.1 CATEGORIES OF SERVICES

### 4.1.1 Enterprise Architecture Services:

Enterprise Architecture (EA) is a framework used to manage and align an organization's IT assets, processes, and data with its business goals. It encompasses a wide range of services and disciplines to ensure that a business's information technology is effectively supporting its overall strategy. Here are some key services to be considered:

- **Business Architecture:**
  - ✓ Defines the business strategy, governance, organization, and key business processes.
  - ✓ Ensures alignment of strategic goals with operational processes.
- **Information Architecture:**
  - ✓ Manages data and information assets to support business processes.
  - ✓ Includes data models, data flow diagrams, and data governance policies.
- **Application Architecture:**
  - ✓ Describes the individual applications, their interactions, and their relationships to business processes.
  - ✓ Ensures that applications are aligned with business needs and are interoperable.
- **Technology Architecture:**
  - ✓ Covers the software and hardware infrastructure, including servers, databases, networks, and cloud services.
  - ✓ Supports the applications and business processes.
- **Security Architecture:**
  - ✓ Covers a set of models, methods, and security principles that align with business objectives to keep the organization safe from cyber threats.
- **Cloud Architecture:**
  - ✓ Covers components and subcomponents required for cloud computing. These components typically consist of a front-end platform, back-end platforms, a cloud-based delivery, and a network.

### 4.1.2 Project Management Services:

Project management encompasses a wide range of services, tools, and methodologies to efficiently plan, execute, and complete projects. Here are the key components to be considered:

- **Initiation:**
  - ✓ Project Charter: Document that formally authorizes the project and provides an overview of objectives, scope, and stakeholders.
  - ✓ Stakeholder Engagement:
    - Identifying and understanding stakeholders affected by the change.
    - Engaging stakeholders through communication and involvement to gain their support.
- **Planning:**
  - ✓ Scope Management: Defining and controlling what is included and excluded from the project.
  - ✓ Time Management: Developing a schedule to ensure timely completion.
  - ✓ Cost Management: Estimating and budgeting to control costs.
  - ✓ Quality Management: Ensuring that project deliverables meet the required standards.
  - ✓ Resource Management: Planning, estimating, and managing resources needed.
  - ✓ Risk Management: Identifying, analysing, and responding to project risks.
  - ✓ Communication Management: Planning for effective internal and external communication.
  - ✓ Procurement Management: Acquiring necessary goods and services from external sources.
  - ✓ Stakeholder Management: Engaging and managing stakeholder expectations.
- **Execution:**
  - ✓ Coordinating people and resources to carry out the project plan.
  - ✓ Ensuring that project deliverables are completed according to plan.
- **Monitoring and Controlling:**
  - ✓ Tracking project performance and making necessary adjustments.
  - ✓ Ensuring that project objectives are met by monitoring scope, schedule, and costs.
  - ✓ Implementing changes when necessary.
- **Training and Support:**
  - ✓ Providing necessary training and resources to help individuals adapt to the change.
  - ✓ Offering ongoing support to address concerns and reinforce new behaviours.



- **Resistance Management:**
  - ✓ Identifying potential resistance to change and developing strategies to address it.
  - ✓ Involving and empowering employees to participate in the change process.
- **Implementation and Reinforcement:**
  - ✓ Executing the change plan and monitoring progress.
  - ✓ Reinforcing the change through recognition, rewards, and continuous feedback.
- **Closure:**
  - ✓ Finalizing all project activities.
  - ✓ Handing over deliverables to the customer.
  - ✓ Closing out contracts and documenting lessons learned.

#### 4.1.3 **Business Analysis Services:**

Business analysis is a critical process that involves identifying business needs and determining solutions to business problems. Solutions often include a combination of process improvements, technology implementations, strategic planning, and policy development. Business analysts (BAs) play a crucial role in bridging the gap between business stakeholders and IT teams to ensure that business objectives are met efficiently and effectively. Here are some key components to be considered:

- **Requirement Elicitation:**
  - ✓ Gathering information from stakeholders through interviews, surveys, workshops, and observation.
  - ✓ Understanding the needs, goals, and constraints of the business.
- **Requirement Analysis:**
  - ✓ Analyzing and prioritizing requirements to ensure they align with business goals.
  - ✓ Creating detailed documentation to communicate requirements clearly.
- **Requirement Documentation:**
  - ✓ Documenting requirements in a clear and concise manner using formats like Business Requirement Documents (BRD), Functional Requirement Documents (FRD), and User Stories.
- **Requirement Validation and Verification:**
  - ✓ Ensuring that requirements are feasible, complete, and aligned with business objectives.

- ✓ Validating that solutions meet the business needs and verifying that they are implemented correctly.
- **Solution Assessment and Validation:**
  - ✓ Assessing proposed solutions to determine their feasibility and effectiveness.
  - ✓ Validating that the implemented solutions meet the intended business outcomes.

#### 4.1.4 **Systems Analysis and Design Services:**

- **Requirements Gathering:**
  - ✓ Collecting detailed information from stakeholders to understand their needs and expectations.
  - ✓ Methods include interviews, surveys, observation, and document analysis.
- **System Analysis:**
  - ✓ Analysing the collected requirements to identify system capabilities and limitations.
  - ✓ Modelling and documenting the current system (As-Is) and identifying areas for improvement.
- **Feasibility Study:**
  - ✓ Assessing the practicality and viability of proposed solutions in terms of technical, economic, and operational aspects.
- **System Design:**
  - ✓ Creating detailed blueprints for the new system, including architecture, user interfaces, data models, and process workflows.
  - ✓ Producing design documents like system specifications, data flow diagrams (DFDs), and entity-relationship diagrams (ERDs).
- **Development:**
  - ✓ Building the system according to the design specifications using appropriate technologies and programming languages.
- **Testing:**
  - ✓ Conducting various tests (unit, integration, system, user acceptance) to ensure the system functions correctly and meets requirements.
- **Implementation:**
  - ✓ Deploying the system in the production environment and transitioning from the old system to the new one.

- ✓ Providing training and support to users.
- **Maintenance and Evaluation:**
  - ✓ Ongoing support and maintenance to fix issues, optimize performance, and implement enhancements.
  - ✓ Periodic evaluation to ensure the system continues to meet business needs.

#### 4.1.5 **Software Development Services:**

Software development is a structured process that involves creating, designing, deploying, and supporting software. This multifaceted discipline covers a wide range of activities, from initial planning and analysis to final deployment and maintenance. Here's a list of components to be considered:

- **Planning:**
  - ✓ Requirement Gathering: Collecting business needs and determining project goals.
  - ✓ Feasibility Study: Assessing technical, economic, and operational viability.
  - ✓ Project Planning: Creating a project roadmap, defining scope, resources, timeline, and budget.
- **Analysis:**
  - ✓ Requirement Analysis: Detailed examination of user needs and functional requirements.
  - ✓ Specification Documentation: Producing detailed documentation like Software Requirement Specification (SRS).
- **Design:**
  - ✓ System Design: Architecting the overall system structure, including data models, user interfaces, and system interfaces.
  - ✓ Detailed Design: Defining the internal modules, data structures, algorithms, and other software components.
- **Development:**
  - ✓ Coding: Writing the actual source code in the chosen programming languages.
  - ✓ Integration: Combining individual modules and components into a cohesive system.
- **Testing:**
  - ✓ Unit Testing: Verifying individual components for correctness.

- ✓ Integration Testing: Ensuring that different components work together.
- ✓ System Testing: Validating the complete and integrated software.
- ✓ User Acceptance Testing (UAT): Confirming that the software meets user requirements.
- **Deployment:**
  - ✓ Implementation: Releasing the software to the production environment.
  - ✓ User Training: Providing training and documentation to users.
- **Maintenance:**
  - ✓ Bug Fixing: Resolving any issues that arise post-deployment.
  - ✓ Updates and Enhancements: Implementing new features and improvements.

#### 4.1.6 **Software Testing Services:**

Software testing is a critical phase in the software development lifecycle aimed at identifying defects and ensuring that the software meets the specified requirements. It involves executing software/system components to evaluate their properties and behaviour against expected outcomes. Here's an overview of the key aspects to be considered:

- **Verification and Validation:**
  - ✓ Verification: Ensures that the software is built correctly, adhering to design specifications and requirements.
  - ✓ Validation: Ensures that the software meets the user's needs and requirements.
- **Test Planning:**
  - ✓ Developing a test plan that outlines the scope, approach, resources, and schedule of intended test activities.
  - ✓ Identifying test objectives, deliverables, and responsibilities.
- **Test Case Development:**
  - ✓ Creating detailed test cases that describe the inputs, execution conditions, and expected results for each test scenario.
- **Test Environment Setup:**
  - ✓ Establishing a controlled environment to conduct tests, including hardware, software, network configurations, and test data.
- **Test Execution:**
  - ✓ Running the tests based on the planned test cases and documenting the results.

- **Defect Tracking and Management:**
  - ✓ Identifying, documenting, and managing defects found during testing.
  - ✓ Using defect tracking tools to ensure that bugs are fixed and retested.
- **Test Reporting:**
  - ✓ Summarizing the test activities, results, defects, and overall quality of the software.

#### 4.1.7 **Data Analytics Services:**

Data analytics services encompass a broad range of activities aimed at extracting meaningful insights from data to inform business decisions, optimize operations, and enhance customer experiences. Here's an overview of types of services and offerings required:

- **Business Intelligence (BI) Services:**
  - ✓ Focus on converting data into actionable business insights through visualization and reporting tools.
- **Big Data Analytics:**
  - ✓ Handling and analysing large datasets that traditional data processing software cannot manage.
- **Customer Analytics:**
  - ✓ Understanding customer behaviour and preferences to improve customer experience and loyalty.
- **Operational Analytics:**
  - ✓ Enhancing internal business processes and operational efficiencies.
- **Risk and Compliance Analytics:**
  - ✓ Identifying and managing risks, ensuring compliance with regulations.

#### 4.1.8 **Business Intelligence Services:**

Business Intelligence (BI) is a technology-driven process for analysing data and presenting actionable information to help executives, managers, and other corporate end users make informed business decisions. BI encompasses a variety of tools, applications, and methodologies that enable organizations to collect data from internal systems and external sources, prepare it for analysis, develop and run queries, and create reports, dashboards, and data visualizations. Here's an overview of the key components to be considered in the service offering:

- **Data Sources:**
  - ✓ Internal Sources: Databases, data warehouses, ERP systems.
  - ✓ External Sources: Market research, social media, industry reports, public datasets.
- **Data Integration:**
  - ✓ Combining data from various sources to provide a unified view.
  - ✓ ETL (Extract, Transform, Load) processes are commonly used.
- **Data Storage:**
  - ✓ Data Warehouses: Central repositories for integrated data from various sources.
  - ✓ Data Lakes: Storage systems that hold vast amounts of raw data in its native format.
- **Data Analysis:**
  - ✓ Tools and techniques for analysing data to extract meaningful insights.
  - ✓ Includes statistical analysis, data mining, predictive analytics, and machine learning.
- **Data Visualization:**
  - ✓ Creating graphical representations of data to make complex information more accessible.
  - ✓ Includes charts, graphs, dashboards, and interactive visualizations.
- **Reporting:**
  - ✓ Generating structured and ad hoc reports to communicate findings.
  - ✓ Reports can be automated and scheduled for regular distribution.

#### 4.1.9 **Data Management Services:**

Data management refers to the process of acquiring, storing, organizing, protecting, and analysing data to ensure its accuracy, reliability, accessibility, and security. Effective data management practices are essential for organizations to derive valuable insights, make informed **decisions**, and maintain compliance with regulatory requirements. Here's an overview of the key components to be considered in the offering of services required:

- **Data Acquisition:**
  - ✓ Gathering data from various sources, including internal systems, external databases, and third-party sources.

- **Data Storage:**
  - ✓ Storing data in structured databases, data warehouses, data lakes, or cloud storage platforms.
  - ✓ Ensuring data is organized efficiently and accessible when needed.
- **Data Quality:**
  - ✓ Ensuring data accuracy, completeness, consistency, and integrity.
  - ✓ Implementing processes for data cleansing, deduplication, and validation.
- **Data Governance:**
  - ✓ Establishing policies, procedures, and standards for managing data assets.
  - ✓ Assigning roles and responsibilities for data stewardship and oversight.
- **Data Security:**
  - ✓ Implementing measures to protect data from unauthorized access, theft, and breaches.
  - ✓ Enforcing encryption, access controls, and data masking techniques.
- **Data Integration:**
  - ✓ Combining data from various sources to provide a unified view.
  - ✓ Implementing ETL (Extract, Transform, Load) processes to integrate data into a centralized repository.
- **Data Analysis:**
  - ✓ Analyzing data to extract insights, identify trends, and make data-driven decisions.
  - ✓ Using statistical analysis, data mining, machine learning, and predictive analytics techniques.

#### 4.1.10 **System Administration Services:**

System administration involves managing and maintaining an organization's IT infrastructure, ensuring its efficient operation, security, and availability. System administrators (sysadmins) are responsible for a range of tasks including installing, configuring, and maintaining hardware and software, monitoring system performance, managing user accounts, and ensuring data integrity and security. Here's an overview of the key components to be considered:

- **Hardware Management:**
  - ✓ Servers, workstations, network devices, and peripherals.

- ✓ Hardware installation, configuration, and troubleshooting.
- **Software Management:**
  - ✓ Operating systems, application software, and system utilities.
  - ✓ Software installation, updates, patches, and licensing.
- **Network Management:**
  - ✓ Local Area Networks (LANs), Wide Area Networks (WANs), and internet connectivity.
  - ✓ Network configuration, monitoring, and security.
- **Security Management:**
  - ✓ Implementing and managing security policies and protocols.
  - ✓ Firewall configuration, intrusion detection, and prevention systems.
- **User Account Management:**
  - ✓ Creating, modifying, and deleting user accounts.
  - ✓ Managing permissions, roles, and access controls.
- **Backup and Recovery:**
  - ✓ Regularly backing up data and systems.
  - ✓ Developing and executing disaster recovery plans.
- **Performance Monitoring and Optimization:**
  - ✓ Monitoring system performance and resource usage.
  - ✓ Optimizing system performance and resolving bottlenecks.

#### 4.1.11 **Cybersecurity Services:**

Cybersecurity involves the practice of protecting systems, networks, and programs from digital attacks. These cyberattacks are usually aimed at accessing, changing, or destroying sensitive information, extorting money from users, or interrupting normal business processes. Implementing effective cybersecurity measures is particularly challenging today because there are more devices than people, and attackers are becoming more innovative. Here's an overview of the key components to be considered in offering services:

- **Network Security:**
  - ✓ Protects the integrity, confidentiality, and accessibility of networks and data using both hardware and software technologies.
  - ✓ Includes firewalls, VPNs, and intrusion detection/prevention systems.



- **Application Security:**
  - ✓ Focuses on keeping software and devices free of threats.
  - ✓ Involves secure coding practices, application testing, and software updates.
- **Information Security:**
  - ✓ Protects the integrity and privacy of data both in storage and in transit.
  - ✓ Utilizes encryption, access controls, and data masking.
- **Operational Security:**
  - ✓ Includes the processes and decisions for handling and protecting data assets.
  - ✓ Involves permissions and controls for accessing systems and data.
- **Endpoint Security:**
  - ✓ Protects end-user devices such as computers, mobile devices, and other smart gadgets.
  - ✓ Includes antivirus software, anti-malware, and endpoint detection and response (EDR) tools.
- **Identity and Access Management (IAM):**
  - ✓ Ensures that the right people and job roles (identities) can access the right resources at the right times for the right reasons.
  - ✓ Involves multi-factor authentication, single sign-on (SSO), and role-based access control (RBAC).
- **Cloud Security:**
  - ✓ Protects data, applications, and infrastructures involved in cloud computing.
  - ✓ Includes security measures for cloud platforms, SaaS applications, and cloud-based data storage.
- **Disaster Recovery and Business Continuity:**
  - ✓ Ensures an organization can continue operating even after a cyberattack or other disasters.
  - ✓ Involves regular backups, disaster recovery plans, and business continuity planning.
- **Incident Response:**
  - ✓ **Incident Response Planning:** Help in developing a plan to respond to cybersecurity incidents.

- ✓ Threat Detection and Monitoring: Monitoring networks and systems to detect potential threats.
- ✓ **Incident Response:** Responding quickly to contain and mitigate the impact of a security incident.
- ✓ Forensic Analysis: Conducting thorough investigations to determine the cause and scope of an incident.
- ✓ Remediation and Recovery: Help in restoring systems and data after an incident.
- ✓ Post-Incident Activities: Providing guidance on how to improve security and prevent future incidents.
- ✓ Training and Exercises: Conducting training and exercises to test incident response plans and capabilities.
- ✓ Continuous Monitoring: Continuously monitoring the environment to detect and respond to potential threats.
- ✓ Incident Response Planning and Development: Assist in developing and maintaining the incident response plan.
- ✓ **Compliance and Regulatory Support:** Assist with compliance and regulatory requirements related to incident response.

#### 4.1.12 **Infrastructure Services:**

Infrastructure in the context of IT refers to the foundational technology systems and services that support the organization's computing needs. This encompasses a broad range of components, including hardware, software, networking resources, and facilities that enable the delivery and management of IT services. Effective IT infrastructure is crucial for ensuring operational efficiency, security, scalability, and reliability of an organization's IT environment. Here's an overview of the key components, management practices, tools, and benefits of IT infrastructure:

- **Hardware:**
  - ✓ Servers: Physical or virtual machines that provide processing power and resources.
  - ✓ Data Storage: Devices and systems used to store data, such as SAN, NAS, SSDs, and HDDs.
  - ✓ Networking Equipment: Routers, switches, firewalls, and other devices that facilitate data communication.

- ✓ End-User Devices: Computers, laptops, tablets, and smartphones used by employees.
- **Software:**
  - ✓ Operating Systems: Software that manages hardware and software resources (e.g., Windows, Linux, macOS).
  - ✓ Enterprise Applications: Software for business processes (e.g., ERP, CRM, SCM).
  - ✓ Middleware: Software that connects different applications and allows them to communicate (e.g., database management systems, web servers).
- **Networking:**
  - ✓ Local Area Networks (LANs): Networks that connect devices within a limited area.
  - ✓ Wide Area Networks (WANs): Networks that connect devices over larger geographical areas.
  - ✓ Internet and Intranet: External and internal networks for data communication and collaboration.
- **Data Centres:**
  - ✓ Physical facilities that house servers, storage, and networking equipment.
  - ✓ Include power supplies, cooling systems, and security controls.

**The panel of prospective service providers appointed per functional area will be expected to source and provide suitable candidates for the functional areas they are appointed for, over a period of 36 months.**

## 4.2 PERSONNEL REQUIREMENTS

The key personnel nominated by the bidder must meet the following qualifications, skills and experience requirements. This will be required and evaluated as and when the request for the service is issued per category in line with the Terms of Reference.

| ROLE                                  | MINIMUM TECHNICAL SKILLS  | QUALIFICATIONS   |
|---------------------------------------|---|--|
| <b>ENTERPRISE ARCHITECTURE ROLES:</b> |   |  |
| Application Architect                 | Minimum six years' experience and knowledge of software development, implementation and integration methodologies | <ul style="list-style-type: none"> <li>• BSc or BTech in computer science or equivalent tertiary qualification; and</li> <li>• Certification in application architecture (TOGAF, AWS Certified Solutions Architect, etc.)</li> </ul> |

| ROLE                     | MINIMUM TECHNICAL SKILLS   | QUALIFICATIONS   |
|--------------------------|--|--|
| Infrastructure Architect | Minimum ten-years' experience in IT infrastructure and IT security infrastructure across the IT systems landscapes and application portfolios. | <ul style="list-style-type: none"> <li>• BSc or BTech in computer science or equivalent tertiary qualification; and</li> <li>• Certification in infrastructure architecture (Certified Infrastructure Architect, TOGAF, etc.)</li> </ul>         |
| Data Architect           | Minimum six years' experience in developing data architectural designs.  | <ul style="list-style-type: none"> <li>• BSc or BTech in computer science or equivalent tertiary qualification; and</li> <li>• Certification in data architecture (Certified Data Architect, TOGAF, etc.)</li> </ul>                             |
| Business Architect       | Minimum seven years' experience in developing business architectural designs   | <ul style="list-style-type: none"> <li>• BSc or BTech in computer science or equivalent tertiary qualification; and</li> <li>• Certification in business architecture (Certified Business Architect, TOGAF, etc.)</li> </ul>                     |
| Solution Architect       | Minimum seven years' experience and knowledge of solution architecture development, implementation and integration methodologies               | <ul style="list-style-type: none"> <li>• BSc or BTech in computer science or equivalent tertiary qualification; and</li> <li>• Certification in solution architecture (Certified Solution Architect, TOGAF, etc.)</li> </ul>                     |
| Security Architect       | Minimum 6 years' experience in security architecture or lead security architect roles  | <ul style="list-style-type: none"> <li>• Bachelor's degree in Computer Science, Information Assurance, or related field</li> <li>• Certifications in security architecture (CompTIA, Security+, CISSP, CEH, CISM, CRISC, TOGAF, etc.)</li> </ul> |
| Cloud Architect          | Minimum 6 years' experience in cloud architecture or lead cloud architect roles  | <ul style="list-style-type: none"> <li>• Bachelor's degree in Computer Science, Information Technology, or related field</li> <li>• Certifications in cloud architecture (AWS Certified Solutions Architect, TOGAF, etc.)</li> </ul>             |
| Enterprise Architect     | Minimum fifteen years' experience in managing and leading (more than one architecture domain in a single project) large architectural projects | <ul style="list-style-type: none"> <li>• BSc or BTech in computer science or equivalent tertiary qualification; and</li> </ul>   |

| ROLE                                     | MINIMUM TECHNICAL SKILLS  | QUALIFICATIONS  |
|--|---|---|
|  |   | <ul style="list-style-type: none"> <li>• Certification in enterprise architecture (Certified Enterprise Architect, TOGAF, etc.)</li> </ul>  |
| <b>PROJECT MANAGEMENT ROLES:</b>         |   |   |
| Project Managers                         | Minimum six years of practical IT project management experience   | <ul style="list-style-type: none"> <li>• Bachelor's degree in Business Administration, Management, Engineering, or related field</li> <li>• Project Management Professional (PMP) certification or equivalent (PRINCE2, Agile, etc.)</li> </ul>                                 |
| Project Administrators                   | Minimum three years of working on enterprise information systems development projects administration experience.  | <ul style="list-style-type: none"> <li>• Diploma in Project Management or Administration or equivalent</li> </ul>   |
| <b>BUSINESS ANALYSIS ROLES:</b>          |   |   |
| Business Analysts                        | Minimum of five years in practices, methods and techniques of business analysis and process modelling experience. | <ul style="list-style-type: none"> <li>• Bachelor's degree in Business Administration, Management, Finance, or related field</li> <li>• Certification in Business Analysis (CBAP, CCBA, etc.)</li> </ul>  |
| Business Process Engineer                | Minimum of five years in business process engineering or related field  | <ul style="list-style-type: none"> <li>• Bachelor's degree in Business Administration, Industrial Engineering, or related field</li> <li>• Certified Business Process Professional (CBPP) or Certified Process Professional (CPP) certification</li> </ul>                      |
| <b>SYSTEM ANALYSIS AND DESIGN ROLES:</b> |   |   |
| Systems Analyst/Designer                 | Minimum five years' experience in designing enterprise-wide software solutions and system analysis                | <ul style="list-style-type: none"> <li>• BSc or BTech in computer science or relevant diploma</li> <li>• Certification in systems analysis and design (CBAP, CCBA, etc.)</li> </ul>   |
| Business Systems Analyst                 | Minimum of three years in business systems analysis and business process management software and tools            | <ul style="list-style-type: none"> <li>• Bachelor's degree in Computer Science, Information Technology, Business Administration, or related field</li> <li>• Certified Business Systems Analyst (CBSA) or Certified Information Systems Analyst (CISA) certification</li> </ul> |

| ROLE   | MINIMUM TECHNICAL SKILLS  | QUALIFICATIONS   |
|--|---|--|
| Training Specialist- Analyst                     | Minimum three-year experience in IT training and development experience.  | <ul style="list-style-type: none"> <li>• Bachelor's degree in Education, Training, or related field</li> <li>• Certification in Instructional Design (CID), Training, or related field.</li> </ul> |
| <b>SOFTWARE DEVELOPMENT &amp; TESTING ROLES:</b> |   |  |
| Senior Test Analyst                              | Minimum five years' experience in software and manual testing.  | <ul style="list-style-type: none"> <li>• Relevant IT degree / diploma or equivalent</li> <li>• ISTQB or ISEB qualification would be advantageous</li> </ul>  |
| Test Analyst                                     | Minimum 3 years' experience in software and manual testing.   | <ul style="list-style-type: none"> <li>• Bachelor's degree in Computer Science, Information Technology, or related field;</li> <li>• ISTQB or ISEB qualification would be advantageous</li> </ul>  |
| Performance Tester                               | Minimum five years performance testing experience.  | <ul style="list-style-type: none"> <li>• BSc or BTech in computer science; and</li> <li>• Certification in Performance Testing (CTFL-PT, CSTP, etc.)</li> </ul>                                    |
| Test Automation Analyst                          | Minimum four years' experience in a Test Automation role  | <ul style="list-style-type: none"> <li>• Relevant IT degree/ diploma or equivalent</li> <li>• Certification in test automation (CTFL-TA, CTA, etc.)</li> </ul>                                     |
| IT Security Test Specialist                      | Minimum five years' experience in performing penetration tests on all types of software applications, hardware, platforms and networks. | <ul style="list-style-type: none"> <li>• BSc or BTech in computer science or higher; and</li> <li>• Certification in security testing (OSCP, CEH, etc.)</li> </ul>                                 |
| Integration Developer/Specialist                 | Minimum five years' experience in integration platforms development   | <ul style="list-style-type: none"> <li>• BSc or BTech in computer science or relevant diploma</li> <li>• Certification in integration development (MuleSoft Certified Developer, etc.)</li> </ul>  |
| Application Developer                            | Minimum six years' experience in application development & solutions  | <ul style="list-style-type: none"> <li>• BSc or BTech in computer science or relevant diploma</li> <li>• Certification in programming languages or development frameworks</li> </ul>               |
| Business Intelligence Developer                  | Minimum 6 years' experience in the IT BI development environment  | <ul style="list-style-type: none"> <li>• BSc or BTech in computer science or relevant diploma</li> </ul>   |

| ROLE   | MINIMUM TECHNICAL SKILLS   | QUALIFICATIONS  |
|--|--|---|
|  |  | <ul style="list-style-type: none"> <li>• Certification in BI tools or data analytics (Certified Business Intelligence Analyst, etc.)</li> </ul>   |
| <b>DATA ANALYTICS, BI &amp; DATA MANAGEMENT ROLES:</b> |  |   |
| Data Scientist/Specialist                              | Minimum six years' experience in deep learning and machine learning algorithm design, feature engineering, validation, prediction, recommendation, and measurement | <ul style="list-style-type: none"> <li>• Master's or Ph.D. degree in Computer Science, Statistics, Mathematics, or related field.</li> <li>• Certification in data science or related field (Certified Data Scientist, etc.)</li> </ul>               |
| Data Analyst   | Minimum of three years in data analysis and reporting tools  | <ul style="list-style-type: none"> <li>• Bachelor's degree in Computer Science, Information Technology, or related field</li> <li>• Certified Data Analyst (CDA) or Certified Analytics Professional (CAP) certification</li> </ul>                   |
| Business Intelligence Analyst                          | Minimum of three years in business intelligence and tools.   | <ul style="list-style-type: none"> <li>• Bachelor's degree in Computer Science, Information Technology, or related field</li> <li>• Certified Business Intelligence Analyst (CBIA) or Certified Analytics Professional (CAP) certification</li> </ul> |
| Data Management Specialist                             | Minimum five years' experience in assisting organisations to start their journey in data management.   | <ul style="list-style-type: none"> <li>• Bachelor's degree in management information systems or related field required.</li> <li>• CDMP Practitioner or upwards certification</li> </ul>  |
| <b>CYBERSECURITY ROLES:</b>                            |  |   |
| Security Analyst                                       | Minimum two years' experience in penetration testing or related field  | <ul style="list-style-type: none"> <li>• Bachelor's degree in Computer Science, Cybersecurity, or related field</li> <li>• Certifications (e.g., CompTIA Security+, CISSP, CEH)</li> </ul>  |
| Penetration Tester                                     | Minimum two years' experience in using various tools and techniques to attempt to breach security measures and provide recommendations for improvement.            | <ul style="list-style-type: none"> <li>• Bachelor's degree in Computer Science, Cybersecurity, or related field</li> <li>• Certifications (e.g., OSCP, CEH, GPEN)</li> </ul>  |

| ROLE   | MINIMUM TECHNICAL SKILLS   | QUALIFICATIONS  |
|--|--|---|
| Incident Responder                                       | Minimum two years' experience in incident response containing and mitigating the impact of incidents, identifying root causes, and implementing measures to prevent future occurrences.        | <ul style="list-style-type: none"> <li>• Bachelor's degree in Computer Science, Cybersecurity, or related field</li> <li>• Certifications (e.g., CISSP, CISM, GIAC)</li> </ul>  |
| Information Security Specialist                          | Minimum two years' experience in information security in implementing and maintaining security measures, conducting risk assessments, and ensuring compliance with security regulations.       | <ul style="list-style-type: none"> <li>• Bachelor's degree in Computer Science, Cybersecurity, or related field</li> <li>• Certifications (e.g., CISSP, CISM, CEH)</li> </ul>   |
| Cybersecurity Engineer                                   | Minimum three years' experience in cybersecurity developing and enforcing security protocols, conducting vulnerability testing, and ensuring compliance with security regulations.             | <ul style="list-style-type: none"> <li>• Bachelor's degree in Computer Science, Cybersecurity, or related field</li> <li>• Certifications (e.g., CISSP, CEH, CompTIA Security+)</li> </ul>  |
| Security Forensic Responder                              | Minimum two years' experience in security forensics in conducting forensic analysis, identifying malicious activity, and providing recommendations for remediation                             | <ul style="list-style-type: none"> <li>• Bachelor's degree in Computer Science, Cybersecurity, or related field</li> <li>• Certifications (e.g., GCFA, GCFE, CCE)</li> </ul>  |
| <b>INFRASTRUCTURE &amp; SYSTEM ADMINISTRATION ROLES:</b> |  |   |
| Infrastructure Specialist                                | Minimum three years relevant work experience in infrastructure management  | <ul style="list-style-type: none"> <li>• Bachelor's degree in Computer Science, Information Technology, or related field</li> <li>• Security certifications (e.g., CompTIA Security+, CISSP)</li> </ul>                                     |
| System Administrator                                     | Minimum three years relevant work experience in system administration which involves ensuring system security, performance, and availability, as well as providing technical support to users. | <ul style="list-style-type: none"> <li>• Bachelor's degree in Computer Science, Information Technology, or related field</li> <li>• Certifications (e.g., CompTIA Server+, MCSA, CCNA)</li> </ul>   |
| Cloud Engineer   | Minimum three years relevant work experience in cloud computing or related field   | <ul style="list-style-type: none"> <li>• Bachelor's degree in Computer Science, Information Technology, or related field</li> <li>• Certifications (e.g., AWS Certified Cloud Practitioner, Azure Certified Solutions Architect)</li> </ul> |



| ROLE                   | MINIMUM TECHNICAL SKILLS   | QUALIFICATIONS  |
|------------------------|--|---|
| Database Administrator | Minimum three years relevant work experience in database administration or related field | <ul style="list-style-type: none"> <li>Bachelor's degree in Computer Science, Information Technology, or related field</li> <li>Certifications (e.g., Oracle Certified Professional, Microsoft Certified Database Administrator)</li> </ul> |

### 4.3 DELIVERABLES

The deliverables will be aligned to the Statement of Work of each project/initiative detailed in each as and when required.

## 5. EVALUATION PROCESS

This Bid has five (5) stages of evaluation summarised in the document below.

### 5.1 STAGE 1: RETURNABLES

All returnable documents are required for purposes of evaluation irrespective of whether they are designated mandatory or not.

**Table 2: Returnable documents**

| No        | Document Type | Description  | Status         |
|-----------|---------------|--|----------------|
| Section 1 | Compliance    | SBD 1: Invitation to bid terms and conditions for bidding  | Non-Mandatory  |
|           | Compliance    | SBD 4: Declaration of Interest   | Non- Mandatory |
|           | Compliance    | SBD 6.1: Preference points claim form in terms of the Preferential Procurement Regulations 2022  | Non-Mandatory  |
| Section 2 | Compliance    | Proof of registration on National Treasury Central Supplier Database   | Non-Mandatory  |
| Section 3 | Compliance    | Tax Compliance Status Pin  | Non-Mandatory  |
| Section 4 | Compliance    | <p>A valid BBEE Certificate issued by SANAS accredited agency.</p> <p>In the instance of an EME or QSE</p> <ul style="list-style-type: none"> <li>Bidder must complete one of the Sworn Affidavit applicable to their company (EME/QSE)</li> <li>The Sworn affidavit submitted must be validly commissioned and meet the minimum requirement stated in <b>Annexure E</b>.</li> </ul> <p>QSEs that do not meet level 1 or 51% black ownership</p> | Non-Mandatory  |

| No        | Document Type | Description  | Status    |
|-----------|---------------|--|-----------|
|           |               | <p>thresholds are obliged to show compliance with all five of the categories on the BEE scorecard therefore, a B-BBEE certificates must be obtained from verification agencies accredited by SANAS.</p> <p>Consolidated BBEE for Joint Venture tenderers issued by a registered Auditor approved by Verification Agency approved by SANAS, or a Sworn Affidavit for EME and QSE.</p>   |           |
| Section 5 | Functionality | <p><b>COMPANY EXPERIENCE:</b></p> <p>Bidders must have at least 3 projects/contracts in in providing services as per the TCTA ICT panel Scope of Work.</p> <p><b>Bidders to provide Signed Reference Letters in the Client's Company Letterhead with the following information:</b></p> <p><b>Name of Client</b></p> <p><b>Start and End Date</b></p> <p><b>Nature of service rendered</b></p> <p><b>Contact Person and Designation</b></p> <p><b>Contact Details</b></p> <p><b>Bidders can also complete Form A &amp; B.</b></p> <p><b>TCTA reserves the right to contact the References provided to ascertain the quality of service rendered by the bidder, prior to award of this bid.</b></p> | Mandatory |

**Any bidder who fails to submit or complete a non-mandatory document will receive zero points where that document is linked to a specific functionality criterion which is scored.**

**Any bidder who fails to submit a mandatory document will be disqualified at this stage and not evaluated further.**

## 5.2 STAGE 2: FUNCTIONALITY

TCTA will evaluate the submissions for functional capacity and capability. TCTA will evaluate the submissions in terms of the functional criteria set out below.

**Table 3: FUNCTIONAL EVALUATION**

| FUNCTIONALITY EVALUATION   |            |            |
|--|------------|------------|
| Evaluation criteria  | Min Points | Max Points |
| <b>COMPANY EXPERIENCE</b>  |            |            |
| <p>The bidders must have at least 3 projects/contracts in providing the services listed below per category. The bidder must complete Annexure A &amp; B to provide information where the provided services as requested per category.</p> <p>Categories:</p> <ul style="list-style-type: none"> <li>• Enterprise Architecture Services,</li> <li>• Project Management Services,</li> <li>• Business Analysis Services,</li> <li>• Systems Analysis and Design Services,</li> <li>• Software Development Services,</li> <li>• Software Testing Services,</li> <li>• Data Analytics Services,</li> <li>• Business Intelligence Services,</li> <li>• Data Management Services,</li> <li>• System Administration Services,</li> <li>• Cybersecurity Services,</li> <li>• Infrastructure Services,</li> </ul> <p><b>Bidders to provide Signed Reference Letters in the Client’s Company Letterhead with the following information:</b></p> <ul style="list-style-type: none"> <li>• Name of Client</li> <li>• Start and End Date</li> <li>• Nature of service rendered</li> <li>• Contact Person and Designation</li> <li>• Contact Details</li> </ul> <p><b>Bidders must also complete Form A &amp; B.</b></p> <p><b>Points will be allocated per category selected as follows:</b></p> <ul style="list-style-type: none"> <li>• 3 references provided where service/resource was provided = 20 points</li> <li>• 4 references provided where service/resource was provided = 25 points</li> <li>• 5+ references provided where service/resource was provided = 30 points</li> </ul> <p>NB** No points will be allocated if Form B is not fully completed.</p> <p><b>The Reference Letters must have the same information required on the forms for consistency.</b></p> <p><b>NB:</b> TCTA will conduct a reference check from the list provided by bidder.</p> | <b>20</b>  | <b>30</b>  |
| <b>TOTAL</b>   | <b>20</b>  | <b>30</b>  |

The first six(6) bidders who score the highest points on Functional Evaluation per category will be listed under that category to be used as and when required.

### 5.3 STAGE 3: SPECIFIC GOALS

The preferred supplier will be appointed in line with the Terms of Reference. The Request for Quotations will be evaluated in terms of the Preferential Procurement Policy Framework Act, No.5 of 2000 (PPPFA).

The specific goals for this bid are as follows:

#### **B-BBEE**

The following table will be used to calculate the score out of 20 for BBEE:

5.3.1 B-BBEE Status Level of Contributor Number of Points for bids evaluated using 80/20.

| B-BBEE Status Level of Contributor | Number of Points |
|------------------------------------|------------------|
| 1                                  | 20               |
| 2                                  | 18               |
| 3                                  | 14               |
| 4                                  | 12               |
| 5                                  | 8                |
| 6                                  | 6                |
| 7                                  | 4                |
| 8                                  | 2                |
| Non-compliant contributor          | 0                |

5.3.2 A joint venture or consortium must submit a consolidated B-BBEE certificate in order to earn B-BBEE points.

5.3.3 All B-BBEE certificates must be obtained from verification agencies accredited by SANAS unless the bidder is an EME or QSE in which case they must submit a validly commissioned affidavit.

### 5.4 STAGE 4: PRICE

5.4.1 TCTA will treat the bids in terms of the Preferential Procurement Policy Framework Act, No.5 of 2000 (PPPFA).

5.4.2 If the price offered by the highest scoring bidder is not market related, TCTA reserves the right not to award to that bidder in terms of its Procurement policies.

5.4.3 Price must be reflected Excluding and Including VAT.

5.4.4 Price will be based on an hourly rate for the requested personnel.

## 5.5 PREFERENTIAL POINTS CALCULATION

- 5.5.1 The following formula must be used to calculate the points out of 80 for price in bids with a Rand value equal to or above R30 000 and up to a Rand value of R50 million, inclusive of all applicable taxes:

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

Where-

$P_s$  = Points scored for price of bid under consideration;

$P_t$  = Price of bid under consideration; and

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

- 5.5.2 The 80/20 preference point system may apply and that the lowest acceptable tender will be used to determine the applicable preference point system
- 5.5.3 The weighting of the Preferential points calculation is as follows:

Specific Goals = 20

Price = 80

## 5.6 STAGE 5: SUPPLIER VETTING

TCTA may disqualify a bidder who/whose:

- 5.6.1 Submits fraudulent information or information that they do not have to authority to submit;
- 5.6.2 Is listed on National Treasury's list of Blacklisted Suppliers or Defaulters or similar;
- 5.6.3 Poses a risk in terms of any vetting process conducted either by TCTA internally or the National Intelligence Agency;
- 5.6.4 Has a director and/or shareholder who is employed by any organ of state. This does not apply to any organ of state acting as a bidder. If a bidder has a director and/or shareholder who is employed by an organ of state, they must submit a letter from the relevant organ of state stating that they are allowed to do remunerative work outside of their employment contract and that they are not prohibited from doing business with other organs of state; and
- 5.6.5 Tax affairs are not in order at the time of award after being requested to resolve the non-compliance status with SARS within the prescribed period.

**APPENDIX A: FORM A - COMPANY EXPERIENCE CATEGORY LIST**

| CATEGORY                               | APPLYING FOR CATEGORY<br>YES/NO | NUMBER OF YEARS PROVIDING SERVICE |
|--|---------------------------------|-----------------------------------|
| 1. Enterprise Architecture services    |                                 |                                   |
| 2. Project Management services         |                                 |                                   |
| 3. Business Analysis service           |                                 |                                   |
| 4. Systems Analysis and Design service |                                 |                                   |
| 5. Software development services       |                                 |                                   |
| 6. Software testing services           |                                 |                                   |
| 7. Data Analytics Services             |                                 |                                   |
| 8. Business Intelligence Services      |                                 |                                   |
| 9. Data Management services            |                                 |                                   |
| 10. System Administration services     |                                 |                                   |
| 11. Cybersecurity services             |                                 |                                   |
| 12. Infrastructure services            |                                 |                                   |

**NB: No points will be allocated if this table is not completed in full. No points will be allocated for self-created templates not in line with existing template.**

SIGNATURE: ..... NAME OF BIDDER.....(of person authorised to sign on behalf of the Bidder)

**APPENDIX B: FORM B - LIST OF REFERENCES**

| CLIENT NAME<br>(The client that services were provided to) | DURATION OF CONTRACT |                    | CATEGORY              | NATURE OF SCOPE WORK SIMILAR TO CATEGORY TENDERED FOR | NAME & SURNAME OF CONTACT PERSON | DESIGNATION OF CONTACT PERSON | CONTACT DETAILS       |
|--|----------------------|--------------------|-----------------------|---|----------------------------------|-------------------------------|-----------------------|
|  | START DATE           | END DATE           |                       |   |                                  |                               |                       |
| <i>Example: XYZ Limited</i>                                | <i>01 Jan 2016</i>   | <i>31 Dec 2018</i> | <i>Cyber Security</i> | <i>VAPT</i>   | <i>Miss T Lukhele</i>            | <i>IT Programme Manager</i>   | <i>(013) 755 3650</i> |
| 1.   |                      |                    |                       |   |                                  |                               |                       |
| 2.   |                      |                    |                       |   |                                  |                               |                       |
| 3.   |                      |                    |                       |   |                                  |                               |                       |
| 4.   |                      |                    |                       |   |                                  |                               |                       |
| 5.   |                      |                    |                       |   |                                  |                               |                       |
| 6.   |                      |                    |                       |   |                                  |                               |                       |
| 7.   |                      |                    |                       |   |                                  |                               |                       |
| 8.   |                      |                    |                       |   |                                  |                               |                       |
| 9.   |                      |                    |                       |   |                                  |                               |                       |
| 10.  |                      |                    |                       |   |                                  |                               |                       |
| 11.  |                      |                    |                       |   |                                  |                               |                       |
| 12.  |                      |                    |                       |   |                                  |                               |                       |

## **6. CONDITIONS OF BID**

Any bid submission that does not meet the conditions of bid may be rejected and not evaluated at all. Such a bid submission will not be acceptable.

### **6.1 COSTS OF BIDDING**

6.1.1 Bidders shall bear their own costs, disbursements and expenses associated with the preparation and submission of the Bid Submissions, including submission of any additional information requested by TCTA or attending the compulsory briefing session.

6.1.2 TCTA shall not under any circumstances be liable nor assume liability to any Bidder for costs, disbursements and/or expenses incurred by Bidders regardless of the outcome of the Bid process or by virtue of cancellation and/or postponement of the Bid process. Where applicable a non-refundable fee for documents may be charged.

### **6.2 CLARIFICATIONS**

6.2.1 All questions or queries regarding the Request for Bid must be directed to the person stated on the front page of this document, stating the relevant Bid number in the subject field, at least five business days before the stipulated closing date and time of the Request for Bid. No e-mails, faxes and/or telephone calls should be directed to any other employees of TCTA.

6.2.2 TCTA shall not be liable nor assume liability for any failure to respond to any questions and/or queries raised by potential Bidders.

6.2.3 Should a Bidder fail to submit and/or complete non-mandatory annexures, TCTA will call upon the Bidder to complete and submit such annexures. TCTA reserves the right to request clarity to remove any ambiguities in the documents that have already been submitted. If a Bidder fails to submit any of the requested non-mandatory documents or schedules within 5 (five) working days of being called upon to do so, then the TCTA may disqualify the Bidder and no mandatory annexures, mandatory documents and/or mandatory schedules shall be requested after the tender closing date and time.

### **6.3 AMENDMENTS**

6.3.1 TCTA reserves the right, in its sole and absolute discretion, to amend any terms and conditions of the Request for Bid and/or to stipulate additional requirements, provided that such amended terms and conditions and/or additional requirements are placed on TCTA's website at least 10 (ten) business days prior to the stipulated closing date and time.



- 6.3.2 Any amended terms and conditions and/or stipulation of additional requirements by TCTA shall be deemed to form part of this Request for Bid.
- 6.3.3 TCTA shall not be liable, nor assume liability of any nature whatsoever, for the failure of a Bidder to receive information if sent to the e-mail, fax or postal address supplied.
- 6.3.4 TCTA reserves the right to stipulate additional Bid requirements as it deems appropriate in its sole and absolute discretion.
- 6.3.5 TCTA shall not be liable nor assume liability to any potential Bidder/s for any failure by such Bidder/s to receive any request for additional information.
- 6.3.6 In the event that TCTA amends its Bid requirements or requests additional information, any Bidder shall be entitled to withdraw its Bid Submission submitted by it prior to the stipulated closing date and time and re-submit a replacement Bid Submission by not later than the stipulated closing date and time.

#### **6.4 MODIFICATION, ALTERATION OR SUBSTITUTION AND/OR WITHDRAWAL OF A BID SUBMISSION**

- 6.4.1 Any Bidder shall be entitled to withdraw or modify its Bid Submission at any time prior to the stipulated closing date and time.
- 6.4.2 Any amendment or alteration to the Bid documents must be received before the closing date and time of the Bid as stipulated in the Special conditions of Bid. The words "Amendment to Bid" and the description of the Bid must be clearly reflected on the envelope containing the documents or courier packaging as referred to in Condition 8.2.
- 6.4.3 No modification, alteration or substitution of Bid Submissions will be permitted after the stipulated closing date and time.
- 6.4.4 TCTA reserves the right to request Bids for clarification needed to evaluate their Bids, however, such request for clarification shall not allow or entitle Bidders to change the substance or price of their Bids after Bid opening. Any request for clarification and the Bidder's responses will be made in writing.

#### **6.5 VALIDITY PERIOD**

- 6.5.1 All Bid Submissions must remain valid from the stipulated closing date and time of the Request for Bid for the period stated in this Bid. Each Bid Submission will constitute an irrevocable offer which remains open for acceptance by TCTA during the validity period.

- 6.5.2 In the event that TCTA issues a request to extend the validity period, failure to respond to such a request shall be deemed to be an approval to extend the bid validity period on the same terms and conditions as per your original bid submission.
- 6.5.3 In the event that a bidder rejects the extension of validity period with no further comments. The bidder's rejection shall be accepted as a withdrawal from the bid process.
- 6.5.4 In the event that a bidder rejects the extension of the validity period and requests an adjustment to their bid price. Such adjustment has to be in line with the Consumer Price Index applicable at the time of request for extension and/or a recognised industry pricing guide. Adjustments outside of these parameters or for any other reason will not be acceptable and the bidders original bid price shall be deemed to be applicable for the extended validity period.

## **6.6 CONFIDENTIALITY**

All Bid Submissions received by TCTA will remain in TCTA's possession. Save as may be required by law or by any court of competent jurisdiction or similar body having appropriate jurisdiction, no information contained in or relating to any Bid Submissions will be disclosed to any other parties.

## **6.7 RIGHT NOT TO AWARD**

TCTA reserves the right, at its sole discretion, not to award to any of the Bidders or to cancel a Bid.

- 6.7.1 Due to changed circumstances; there is no longer a need for the goods or the services specified in the invitation;
- 6.7.2 Funds are no longer available to cover the total envisaged expenditure;
- 6.7.3 No acceptable Bid is received; or
- 6.7.4 There is material irregularities in the Bid process

## **6.8 TERMS AND CONDITIONS OF CONTRACT**

6.8.1 Once the successful bidder is issued with a Letter of Award, a pre-liminary contract will be deemed to have been concluded between TCTA and the successful Bidder, which contract will include the following documents:

- 6.8.1.1 The contents of this Request for Bid, including all annexures hereto and any additional requirements as may have been stipulated by TCTA;

- 6.8.1.2 The relevant Bid Submissions;
- 6.8.1.3 The letter of acceptance to the successful Bidder/s; and
- 6.8.1.4 Any correspondence between TCTA and the relevant Bidder/s including all additional documents submitted by the relevant Bidder/s and accepted by TCTA for clarification purposes; and
- 6.8.1.5 The terms and conditions of any agreement/s proposed to be entered into by TCTA with the successful Bidder/s.

6.8.2 The Bidder will be deemed to have accepted the terms and conditions of an agreement and/or terms of reference attached to and issued with this Request for Bid. The terms and conditions of the attached agreement are non-negotiable.

6.8.3 In the event that TCTA and the relevant Bidder are unable to reach consensus on the terms and/or conditions of the final written agreement, then TCTA reserves the right to cancel the award of the Bid, without liability of any nature, and to conclude an agreement with any other Bidder as may be necessary to meet TCTA’s requirements.

**6.8.4 Variations**

No variations to the contract price will be accepted within 6 months from the date of award, unless otherwise stipulated in the Letter of Award.

**6.8.5 Performance Management**

6.8.5.1 This contract shall be subject to performance management in line with TCTA’s Contract Management Policy and Procedure as amended from time to time. Failure to provide satisfactory goods or services may result in the bidder’s blacklisting within TCTA or other organs of state.

6.8.5.2 If the final signed contract between the parties does not stipulate the number of times performance management meetings shall be held, they must be held as outlined below.

|                    |   |
|--------------------|---|
| More than 3 years  | once every month;                         |
| 1 year to 3 years  | once every 3 (three) months               |
| 6 months to 1 year | at least twice in the contract’s duration |
| Less than 6 months | at least once in the contract’s duration  |

**6.8.6 Communication**

The successful bidder must forward all communication in respect to this contract to the Contract Manager stipulated in the Letter to Award.

## **6.9 SUBCONTRACTING AFTER AWARD**

The successful bidder:

- 6.9.1 May only subcontract with the prior written approval from the Contract Manager appointed by TCTA.
- 6.9.2 May not sub-contract more than 25% of the contract to a third party that has a B-BBEE status level that is more or equal to that of the successful bidder unless the third party is an EME capable of executing the contract.

## **6.10 CESSION OF RIGHTS**

- 6.10.1 The successful bidder may cede their rights to a third-party provided that:
  - 6.10.1.1 The cession does not take place less than 6 (six) months from the date of award;
  - 6.10.1.2 The third-party is registered on the CSD;
  - 6.10.1.3 The third-party has a BBEE status level of contributor equal to or higher than that of the successful bidder;
  - 6.10.1.4 The parties prepare a draft a cession agreement that meets all the legal requirements on a template of their own choosing and at their own legal costs; and
  - 6.10.1.5 The cession agreement is submitted for vetting by TCTA prior to signature.
- 6.10.2 TCTA may reject the cession should it not meet the requirements set out above and provide reasons to the supplier.

## **6.11 NOTIFICATION OF UNSUCCESSFUL BIDDERS**

In the event that no correspondence or communication is received from TCTA within the validity period, the relevant Bid Submissions submitted will be deemed to be unsuccessful.

## **6.12 PROHIBITION OF BRIBERY, FRAUDULENT AND CORRUPT PRACTICES**

- 6.12.1 No Bidders shall directly or indirectly commit, or attempt to commit, for the benefit of the Bidder or any other person, any of the following:
- 6.12.2 Influencing, or attempting to influence, any TCTA's employees or agents in respect of the award of a Bid or the outcome of the Bid process in relation to any contract for the provision of goods or services; and/or

- 6.12.3 Offering, or giving gratification to, and/or inducing, or attempting to induce, as defined in the Prevention and Combating of Corrupt Activities Act No. 12 of 2004, as amended from time to time, any of TCTA's employees or agents, in favour of or for the benefit of the Bidder and/or any other party; and/or
- 6.12.4 Bribing, or attempting to bribe, any TCTA's employees or agents in order to influence the outcome of a Bid process in favour of or for the benefit of the Bidder and/or any other party.
- 6.12.5 TCTA shall be entitled to disqualify any Bidder/s if it has reason to believe that any conduct relating to that set out in Condition 16.1 above has occurred.

### **6.13 FRONTING**

- 6.13.1 The TCTA supports the spirit of Broad Based Economic Empowerment and recognizes that real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent and legally compliant manner. Against this background TCTA condemns any form of fronting.
- 6.13.2 TCTA, in ensuring that Bidders conduct themselves in an honest manner will, as part of the bid evaluation process, conduct or initiate the necessary probity investigation to determine the accuracy of the representation made in the bid document. Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade and Industry be established during such enquiry / investigation, the onus will be on the Bidder to prove that fronting does not exist.
- 6.13.3 Failure to do so within a period of 14 days from the date of notification may invalidate the Bid/contract and may also result in the restriction of the Bidder, by National Treasury, to conduct business with the public sector for a period not exceeding ten years, in addition to any other remedies the National Treasury may have against the bidder concerned.

### **6.14 JOINT VENTURE OR CONSORTIUM**

- 6.14.1 TCTA encourages the formation of a joint venture or consortium as a condition for the award of a contract, in order to promote the participation of Black Owned Enterprises. In this case, the TCTA has both a moral obligation and a vested interest in ensuring that both the Black Owned Enterprises and its established joint venture or consortium partner are treated reasonably and equitably in terms of a sound, written agreement.
- 6.14.2 The members of a joint venture or consortium formed in response to transformation policies should share in at least the following aspects of the joint venture or consortium's activities in a meaningful and equitable manner:

6.14.2.1 Control

6.14.2.2 Management

6.14.2.3 Operations

6.14.3 The joint venture or consortium agreement:

6.14.3.1 Must clearly and comprehensively set out the contributions to be made by each member towards the activities of the joint venture or consortium in securing and executing the contract and should allocate monetary values to such contributions.

6.14.3.2 Must record the percentage participation by each member.

6.14.3.3 Must provide for meaningful input by all members to the policy making and management activities of the joint venture or consortium;

6.14.3.4 Must provide for the establishment of a management body for the joint venture or consortium;

6.14.3.5 Must provide measures to limit, as far as possible, losses to the joint venture or consortium by the default of a member;

6.14.3.6 Must promote consensus between the members whilst ensuring that the activities of the joint venture or consortium will not be unduly hindered by failure to achieve it;

6.14.3.7 Must provide for rapid, affordable and easy interim dispute resolution and for effective final dispute resolution, if required; and

6.14.3.8 Must be sufficiently flexible to allow for joint venture or consortiums which differ in nature, objectives, inputs by members, management systems, etc;

6.14.4 Right to review the joint venture or consortium agreement

TCTA reserves the right to review the joint venture or consortium agreement between the parties to ensure that the minimum conditions set out above are adhered to and that the Black Owned Enterprise partner is not disadvantaged by conditions of the resultant agreement.

6.14.5 Amendment of the joint venture or consortium agreement

6.14.6 The composition or the constitution of the joint venture or consortium shall not be altered without the prior consent of the Employer.

## **6.15 PAYMENT PROCESS**

- 6.15.1 Monthly invoicing and payment of fees and disbursements will take place based on the actual services rendered, and payment of invoices shall be affected within 30 days from date of receipt.
- 6.15.2 Invoices must be submitted with supporting documents, where requested. No invoice shall be accepted for goods/services that are not received unless otherwise stipulated in the contract between the parties.
- 6.15.3 No payment shall be made unless the following information has been presented to TCTA to its satisfaction:
  - 6.15.3.1 VAT registration certificate, if the successful Bidder is a VAT vendor;
  - 6.15.3.2 Without deduction of PAYE and/or SITE, if the successful Tenderer is not registered for VAT; or
  - 6.15.3.3 Statement setting out details of services rendered, accompanying invoice.
  - 6.15.3.4 Statement of account detailing cumulative costs claimed from contract inception against the contract amount.
- 6.15.4 All invoices shall contain a Purchase Order number, TCTA and successful Bidder's VAT number, if registered for VAT, successful Bidder's name, date of invoice, amount due, services rendered, due date, and any other relevant details. TCTA's VAT number is 4360104923.
- 6.15.5 Payment will only be made against original invoices which complies with the requirements of the VAT Act. Failure to remit fully compliant invoice will result in late payment, without forfeiture of any settlement discounts that may be due to TCTA.

**ANNEXURE A: SBD 1 – REQUEST FOR BID**

**PART A: REQUEST FOR BID**

|   |  |               |   |   |      |
|---|--|---------------|---|---|------|
| <b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>  |  |               |   |   |      |
| BID NUMBER:   |  | CLOSING DATE: |   | CLOSING TIME:   |      |
| DESCRIPTION   |  |               |   |   |      |
| <b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>  |  |               |   |   |      |
|   |  |               |   |   |      |
|   |  |               |   |   |      |
| <b>BIDDING PROCEDURE ENQUIRES MAY BE DIRECTED TO</b>  |  |               | <b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>  |   |      |
| CONTACT PERSON  |  |               | CONTACT PERSON  |   |      |
| TELEPHONE NUMBER  |  |               | TELEPHONE NUMBER  |   |      |
| FACSIMILE NUMBER  |  |               | FACSIMILE NUMBER  |   |      |
| E-MAIL ADDRESS  |  |               | E-MAIL ADDRESS  |   |      |
| <b>SUPPLIER INFORMATION</b>   |  |               |   |   |      |
| 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]<br><input type="checkbox"/> Yes <input type="checkbox"/> No   |               | B-BBEE STATUS LEVEL SWORN AFFIDAVIT   | [TICK APPLICABLE BOX]<br><input type="checkbox"/> Yes <input type="checkbox"/> No                     |      |
| <b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>   |  |               |   |   |      |
| ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?   | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES ENCLOSE PROOF] |               | 1.ARE YOU A FOREIGN BASED SUPPLIER FOR THE <b>GOODS /SERVICES /WORKS OFFERED?</b><br>2. | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES, ANSWER THE QUESTIONNAIRE BELOW ] |      |
| <b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>   |  |               |   |   |      |
| IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?   |  |               | <input type="checkbox"/> YES <input type="checkbox"/> NO                                |   |      |
| DOES THE ENTITY HAVE A BRANCH IN THE RSA?   |  |               | <input type="checkbox"/> YES <input type="checkbox"/> NO                                |   |      |
| DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?  |  |               | <input type="checkbox"/> YES <input type="checkbox"/> NO                                |   |      |
| DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?   |  |               | <input type="checkbox"/> YES <input type="checkbox"/> NO                                |   |      |
| IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?   |  |               | <input type="checkbox"/> YES <input type="checkbox"/> 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**

|  |
|--|
| <b>1. BID SUBMISSION:</b>  |
| 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.   |
| 1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>  |
| 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, 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.   |
| <b>2. TAX COMPLIANCE REQUIREMENTS</b>  |
| 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 VENTURE OR CONSORTIUMS / 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: .....

**ANNEXURE B: SBD 4 – BIDDER’S DISCLOSURE**

**1. PURPOSE OF THE FORM**

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

**2. BIDDER’S DECLARATION**

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

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

| Full Name | Identity Number | Name of State institution |
|-----------|-----------------|---------------------------|
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |

2.2 Do you or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution ? **YES / NO**

2.2.1 If so, furnish the following particulars:

.....  
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

2.3.1 If so, furnish the following particulars:

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

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

**3. DECLARATION**

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5 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.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

<sup>2</sup> 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.

## ANNEXURE C: SBD 6.1: PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

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

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

---

### 1. GENERAL CONDITIONS

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

*(delete whichever is not applicable for this tender).*

- (a) The applicable preference point system for this tender is the 80/20 preference point system.

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) Specific Goals

1.4 To be completed by the organ of state:

The maximum points for this bid are allocated as follows:

|  | POINTS     |
|--|------------|
| PRICE  | 80         |
| SPECIFIC GOALS                                   | 20         |
| <b>Total points for Price and SPECIFIC GOALS</b> | <b>100</b> |

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

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

## 2. DEFINITIONS

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

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1 POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

**80/20**                      **or**

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

### 3.2.1. POINTS AWARDED FOR PRICE

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

**80/20**

$$Ps = 80 \left( 1 + \frac{Pt - Pmax}{Pmax} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

## 4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

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

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

***(Note to organs of state: Where either the 90/10 preference point system is applicable, corresponding points must also be indicated as such.***

***Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)***

| The specific goals allocated points in terms of this tender BBBEE Status level | Number of points allocated (80/20 system)<br>(To be completed by the organ of state) | Number of points claimed (80/20 system)<br>(To be completed by the tenderer) |
|--|--|--|
| BBBEE Status level   | 20   |  |
|  |  |  |
|  |  |  |
|  |  |  |

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

5.1. Name of company/firm.....

5.2. Company registration number: .....

5.3. TYPE OF COMPANY/ FIRM

[TICK APPLICABLE BOX]

- Partnership/Joint venture or consortium / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company (Pty) Limited
- Non-Profit Company
- State Owned Company

5.4. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process;

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

**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME:** .....

**DATE:**.....

**ADDRESS:**.....

.....

.....

.....



**ANNEXURE D: SWORN AFFIDAVIT – B-BBEE ICT /WHICH EVER IS APPLICABLE**

**SWORN AFFIDAVIT – B-BBEE ICT EXEMPT MICRO ENTERPRISE**

---

I the undersigned,

|                                |  |
|--------------------------------|--|
| <b>Full name &amp; Surname</b> |  |
| <b>Identity Number</b>         |  |

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:

|                            |  |
|----------------------------|--|
| <b>Enterprise Name</b>     |  |
| <b>Trading Name</b>        |  |
| <b>Registration Number</b> |  |
| <b>VAT Number</b>          |  |
| <b>Nature of Business</b>  |  |
| <b>Enterprise Address</b>  |  |

**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;
  - I hereby confirm the above ownership was achieved using the flow through principle.

**Definition of “Black Designated Groups”**

*Black designated groups: Means*

- (a) *Unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution*
- (b) *Black people who are youth as defined in the National Youth Commission Act of 1996*
- (c) *Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act*
- (d) *Black people living in rural and under-developed areas*
- (e) *Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011*

- 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
  - Black Youth % = \_\_\_\_\_%
  - Black Disabled % = \_\_\_\_\_%
  - Black Unemployed % = \_\_\_\_\_%
  - Black People living in Rural areas % = \_\_\_\_\_%
  - Black Military Veterans % = \_\_\_\_\_%
- Based on the  Financial Statements/  Management Accounts and other information available on the latest financial year-end of , the annual Total Revenue was R50,000,000.00 (Ten Million Rands) (Fifty Million Rands).
- Please confirm on the table below the B-BBEE level contributor, by ticking the applicable box.

|                           |  |                          |
|---------------------------|--|--------------------------|
| 100% black owned          | <b>Level One</b> (135% B-BBEE procurement recognition) | <input type="checkbox"/> |
| More than 51% black owned | <b>Level Two</b> (125% B-BBEE procurement recognition) | <input type="checkbox"/> |

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

Deponent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Commissioner of Oaths Signature & stamp

**SWORN AFFIDAVIT – B-BBEE ICT EXEMPT MICRO ENTERPRISE**

---

I the undersigned,

|                                |  |
|--------------------------------|--|
| <b>Full name &amp; Surname</b> |  |
| <b>Identity Number</b>         |  |

Hereby declare under oath as follows:

6. The contents of this statement are to the best of my knowledge a true reflection of the facts.
7. I am a  member /  director /  owner of the following enterprise and am duly authorised to act on its behalf:

|                            |  |
|----------------------------|--|
| <b>Enterprise Name</b>     |  |
| <b>Trading Name</b>        |  |
| <b>Registration Number</b> |  |
| <b>VAT Number</b>          |  |
| <b>Nature of Business</b>  |  |
| <b>Enterprise Address</b>  |  |

**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 –*

- (c) Who are citizens of the Republic of South Africa by birth or descent; or*
- (d) 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*

8. 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;
  - I hereby confirm the above ownership was achieved using the flow through principle.

**Definition of “Black Designated Groups”**

*Black designated groups: Means*

- (f) *Unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution*
- (g) *Black people who are youth as defined in the National Youth Commission Act of 1996*
- (h) *Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act*
- (i) *Black people living in rural and under-developed areas*
- (j) *Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011*

- 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
  - Black Youth % = \_\_\_\_\_%
  - Black Disabled % = \_\_\_\_\_%
  - Black Unemployed % = \_\_\_\_\_%
  - Black People living in Rural areas % = \_\_\_\_\_%
  - Black Military Veterans % = \_\_\_\_\_%
- Based on the  Financial Statements/  Management Accounts and other information available on the latest financial year-end of , the annual Total Revenue was R50,000,000.00 (Ten Million Rands) (Fifty Million Rands).
- Please confirm on the table below the B-BBEE level contributor, by ticking the applicable box.

|                           |  |                          |
|---------------------------|--|--------------------------|
| 100% black owned          | <b>Level One</b> (135% B-BBEE procurement recognition) | <input type="checkbox"/> |
| More than 51% black owned | <b>Level Two</b> (125% B-BBEE procurement recognition) | <input type="checkbox"/> |

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

Deponent Signature:

\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Commissioner of Oaths Signature & stamp

## SWORN AFFIDAVIT – B-BBEE ICT– B-BBEE ICT QSE

---

I the undersigned,

|                                |  |
|--------------------------------|--|
| <b>Full name &amp; Surname</b> |  |
| <b>Identity Number</b>         |  |

Hereby declare under oath as follows:

11. The contents of this statement are to the best of my knowledge a true reflection of the facts.
12. I am a  member /  director /  owner of the following enterprise and am duly authorised to act on its behalf:

|                            |  |
|----------------------------|--|
| <b>Enterprise Name</b>     |  |
| <b>Trading Name</b>        |  |
| <b>Registration Number</b> |  |
| <b>VAT Number</b>          |  |
| <b>Nature of Business</b>  |  |
| <b>Enterprise Address</b>  |  |

***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*

13. 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;
  - I hereby confirm the above ownership was achieved using the flow through principle.

**Definition of “Black Designated Groups”**

*Black designated groups: Means*

- (a) Unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution*
- (b) Black people who are youth as defined in the National Youth Commission Act of 1996*
- (c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act*
- (d) Black people living in rural and under-developed areas*
- (e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011*

- 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
  - Black Youth % = \_\_\_\_\_%
  - Black Disabled % = \_\_\_\_\_%
  - Black Unemployed % = \_\_\_\_\_%
  - Black People living in Rural areas % = \_\_\_\_\_%
  - Black Military Veterans % = \_\_\_\_\_%
- Based on the  Financial Statements/  Management Accounts and other information available on the latest financial year-end of \_\_\_\_\_, the annual Total Revenue was R50,000,000.00 (Ten Million Rands) (Fifty Million Rands).
- Please confirm on the table below the B-BBEE level contributor, by ticking the applicable box.

|                           |  |                          |
|---------------------------|--|--------------------------|
| 100% black owned          | <b>Level One</b> (135% B-BBEE procurement recognition) | <input type="checkbox"/> |
| More than 51% black owned | <b>Level Two</b> (125% B-BBEE procurement recognition) | <input type="checkbox"/> |

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

Deponent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Commissioner of Oaths Signature & stamp

## **ANNEXURE E: MINIMUM REQUIREMENTS FOR VALIDITY OF BBEE SWORN AFFIDAVIT**

The following information is required:-

1. Name/s of deponent as they appear in the identity document and the identity number;
2. Designation of the deponent as either the director, owner or member must be indicated in order to know that person is duly authorised to depose of an affidavit;
3. Name of enterprise as per enterprise registration documents issued by the CIPC, where applicable, and enterprise business address.;
4. Percentage of black ownership, black female ownership and designated group. In the case of specialised enterprises as per Statement 004, the percentage of black beneficiaries must be reflected;
5. Indicate total revenue for the latest financial year and whether it is based on audited financial statements or management accounts;
6. Full financial year end as per the enterprise's registration documents, which was used to determine the total revenue. Example 28 February 2022;
7. B-BBEE Status level. An enterprise can only have one status level;
8. Nature of business;
9. VAT Number;
10. Date deponent signed and date of Commissioner of Oath must be the same;
11. Commissioner of Oath cannot be an employee or ex officio of the enterprise because, a person cannot by law, commission a sworn affidavit in which they have an interest;
12. Correct Sector Codes Affidavit to be used

## **ANNEXURE F: PANEL TERMS OF REFERENCE**

### **1. ADMISSION AND TENURE**

The first 6 bidders who scores the highest points for technical Evaluation per category will be listed under that category. The panel will be in existence for a period of 36 months.

### **2. APPOINTMENTS**

- 2.1. Allocation of work will be on a quotation basis per category as an when a need arises.
- 2.2. The request for quotation will be sent to all the prequalified bidders under the category in need
- 2.3. S The bidders will be evaluated on Technical ( Key personnel) according to the requirements on the RFB.
- 2.4. The bidder will be required to provide a total price based on contracted hourly rate for the scope of work defined/detailed in the scope of work.
- 2.5. The bidder with the total highest points on price and preferential points will be awarded the bid.
- 2.6. The bid with a threshold of over R 1 million will be submitted to the Bid Evaluation Committee for award.

### **3. PERFORMANCE MANAGEMENT**

- 3.1. This panel shall be subject to performance management in line with TCTA's Contract Management Policy and Procedure as amended from time to time. Failure to provide satisfactory goods or services may result in the bidder's blacklisting within TCTA or other organs of state.
- 3.2. The bidders admission to this panel shall run concurrently with their signed legal agreement.

### **4. NON-EXCLUSIVITY**

- 4.1. TCTA reserves the right to issue another bid and appoint a services provider that is not on the panel for the same or similar scope of work in the event that the panel is suspended, cancelled or unable to meet the operational needs of TCTA.
- 4.2. TCTA also reserves the right to extend the number of panel members by issuing a separate bid for a supplementary panel.



## **5. NO GUARANTEE**

Appointment onto the TCTA panel shall not entitle a bidder to automatic appointment, TCTA shall appoint panel members for specific assignments as and when required based on a fair and equitable manner that takes into consideration, skills requirements and circulation of work.

## **6. TERMS OF REFERENCE REVIEW**

These Terms of Reference shall be annually reviewed, or whenever changes are required to align with the business needs legislative or regulatory requirements. Revisions to these Terms of Reference shall be submitted for consideration and approved by the Senior Manager Procurement and the Chief Financial Officer.

## **7. CONTRACT MANAGEMENT**

Upon award, TCTA will allocate a contract manager to assist with all queries related to this panel. All communication in respect to the panel must be through the TCTA appointed contract manager.

## **8. TERMINATION OR SUSPENSION OF THE PANEL**

- 8.1. TCTA reserves the right to terminate or suspend this panel in the following circumstances:
  - 8.1.1. Where less than 75% of the panel remains active due to termination of their legal agreements with TCTA;
  - 8.1.2. Where TCTA's operational needs and circumstances change in such a way that negates the current scope of work;
  - 8.1.3. Where there is pending litigation on the panel and subject to any court order/interdict on the termination or suspension of the panel;
  - 8.1.4. Where the scope of work, duration and/or value of the panel and/or individual contracts is varied more than 3 (three) times, the panel may be terminated on the fourth request for variation. These variations do not include those for contract price adjustment. Contract price adjustments are limited by these Terms of Reference.
- 8.2. In the event of a termination or suspension, TCTA shall notify the panel members in writing, no less than 14 (fourteen) working days of the termination of the panel.