



<b>RFP NUMBER:</b>	RFP/SASSETA/21221005
<b>DESCRIPTION:</b>	Appointment of a suitable qualified service provider to supply, deliver and deploy an electronic meeting management solution and related portals for SASSETA
<b>PUBLISH DATE:</b>	19 November 2021
<b>CLOSING DATE:</b>	13 December 2021
<b>CLOSING TIME:</b>	11h00
<b>COMPULSORY BRIEFING SESSION DATE</b>	N/A
<b>VALIDITY PERIOD:</b>	120 Days from the closing date
<b>PREFERENCE POINT SYSTEM</b>	80/20
<b>BID RESPONSES MUST BE SUBMITTED ELECTRONICALLY OR HAND DELIVERED/ COURIERED TO:</b>	Proposals to be submitted electronically via email to <b>boardpack@sasseta.org.za</b>  or  be couriered, posted or hand delivered to SASSETA Offices at Building 2 Waterfall Corporate Campus, 74 Waterfall Drive, Waterfall City, Midrand, 2090 for the attention of Ms Vutivi Manganyi, Quoting the reference (RFP/SASSETA/21221005)
<b>ATTENTION:</b>	Ms. Vutivi Manganyi
<p><b>NB: Bidders must ensure that they sign the tender register at the reception when delivering their bids. Bidders who will use Courier companies are to ensure that the Courier company writes the name of the bidding company on the tender register. Submissions not registered on the tender register will be disqualified from further evaluation.</b></p> <p>This email address (boardpack@sasseta.org.za) is for submission of tender proposals only and will only be accessed after the tender closing date and time.</p> <p>Queries related to this tender are to be sent to scm03@sasseta.org.za</p>	

**NB: The SASSETA logo should not be displayed in any shape or form on proposals sent to SASSETA for consideration**

## **DOCUMENTS IN THIS BID DOCUMENT PACK**

Bidders are to ensure that they have received all pages of this document, which consist of the following documents:

### **SECTION A**

1. RFP Submission Conditions and Instructions
2. Terms of Reference
3. Selection Process

### **SECTION B**

1. Special Conditions of Bid and Contract
2. Invitation to Quote (SBD 1)
3. Pricing Schedule (SBD 3.3)
4. Declaration of Interest (SBD 4)
5. Preference Points Claim form in terms of Preferential Procurement Regulations 2017 (SBD 6.1). Bidders are to submit a certified copy of a valid B-BBEE Certificate or Sworn Affidavit.
6. Declaration of bidder's Past SCM Practices (SDB 8)
7. Certificate of Independent Bid Determination (SBD 9)
8. Submission Checklist
9. General Conditions of Contract (Annexure A)
10. Map to SASSETA offices (Annexure B)

**NB.: Bidders are required to return the SASSETA attached Standard Bidding (SBD) forms and not submit SBD forms from other entities.**

## 1. RFP SUBMISSION CONDITIONS AND INSTRUCTIONS

### 1.1 FRAUD AND CORRUPTION

- 1.1.1 All Service Providers are to take note of the implications of contravening the Prevention and Combating of Corrupt Activities Act, Act No 12 of 2004 and any other Act applicable.

### 1.2 COMPULSORY BRIEFING SESSION

- 1.2.1 There will be no **briefing session** for this Request for Proposal.

### 1.3 CLARIFICATIONS/QUERIES

- 1.3.1 Any clarification required by a bidder regarding the meaning or interpretation of the Terms of Reference, or any other aspect concerning the bid, is to be requested in writing (e-mail) from **Ms Vutivi Manganyi** at [scm03@sasseta.org.za](mailto:scm03@sasseta.org.za) by **Friday 03 December 2021**. The bid **number** should be mentioned in all correspondence. **Telephonic requests for clarification will not be accepted.**

### 1.4 SUBMITTING BIDS

- 1.4.1 Proposals to be submitted electronically via email to: [boardpack@sasseta.org.za](mailto:boardpack@sasseta.org.za). **The maximum size to be 30 MB.**

**OR**

Hard-copy document to be couriered, posted or hand delivered to SASSETA Offices, Building 2 Waterfall Corporate Campus, 74 Waterfall Drive, Waterfall City, Midrand, 2090 for the attention of Ms Vutivi Manganyi, Quoting the reference (RFP/SASSETA/21221005)

❖ Closing date and time: **Monday 13 December 2021 at 11h00**

### 1.5 LATE BIDS

- 1.5.1 Bids received late shall not be considered. A bid will be considered late if it arrived only one second after 11h00 or any time thereafter. Bids arriving late will not be considered under any circumstances. Bidders are therefore strongly advised to ensure that bids be sent allowing enough time for any unforeseen events that may delay the delivery of the bid.
- 1.5.2 The official Telkom time (dial 1026) will be used to verify the exact closing time (11h00), especially for Hard copies.

### 1.6 DIRECTIONS TO SASSETA OFFICE FOR DELIVERY OF BIDS

- 1.6.1 Directions to SASSETA offices are attached as **Annexure B** to this document.
- 1.6.2 **Bidders should allow time to access the premises due to security arrangements that need to be observed.**

## 1.7 FORMAT OF BIDS

1.7.1 Bidders to complete all the necessary bid documents and undertakings required in this bid document. Bidders are advised that their bid should be concise, written in plain English and simply presented.

1.7.2 Bidders are to set out their bid in the following format:

### **Part 1: Invitation to Bid (SBD 1)**

Bidders to complete and submit the Invitation to Bid document.

### **Part 2: Pricing (SBD 3.3)**

Bidders Must complete SBD 3.3 as attached to this request in full and also must submit their own detailed quotation on their Company letterhead inclusive of VAT and any other costs as per the requirements of the Terms of Reference. **Bidders must attach their quotation on the company letterhead as part of SBD 3.3**

**The value of this bid is estimated not to exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 system shall be applicable**

### **Part 3: Declaration of Interest (SBD 4)**

Each party to the bid must complete and submit the Declaration of Interest.

### **Part 4: Preference Points Claim Form in terms of the Preferential Procurement Regulations 2017 (SBD 6.1)**

Bidders to complete and submit the Preference Points Claim Form.

A trust, consortium or joint venture:

- ❖ will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate OR a Letter from a registered Accounting Officer/ Auditor OR a sworn affidavit in terms of the Amended B-BBEE Codes from Exempted Micro Enterprises (EMEs) of R10 000 000 annual turnover.
- ❖ will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.

### **Part 5: Declaration of bidders past supply chain management practices (SBD 8)**

Each party to the bid must complete and submit the Declaration of past supply chain management practices

### **Part 6: Certificate of Independent Bid Determination (SBD 9)**

Bidders to complete and submit the "Certificate of Independent Bid Determination" document.

### **Part 7: Broad Based Black Economic Empowerment Certificate**

Bidders are to submit an Original/Certified copy of a valid BBBEE Certificate.

A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid. or a letter from an Accounting Officer/ Auditor or a sworn affidavit in terms of the Amended B-BBEE Codes from Exempted Micro Enterprises (EMEs) of R10 000 000 annual turnover.

### **Part 8: General Conditions of Contract**

Bidders to initial each page of the General Conditions of Contract and submit with their bid document.

### **Part 9: Bidders National Treasury CSD registration report**

Bidders to submit their CSD report indicating the validity of the bidder's registration. Directors listed on SBD 4 to be the same as those listed on the CSD report.

### **Part 10: Bidder's quotation on their Company letterhead**

Bidders to attach a quotation on the Company letterhead inclusive of VAT and any other applicable costs in line with the SBD 3.3

### **Part 11: Technical approach and Methodology**

Bidders to submit Methodology and project plan that speak to the execution and implementation within a month or less from date of appointment.

Bidder to at least:

Describe, in detail, exactly how they propose to carry out the activities to achieve the outcomes identified in the terms of reference. Bidders are required to have the basic office equipment and the resource/s (which must include, laptop, 3G connection, landline, own office with the basic office equipment) will be located within the region where the work will be done. They should identify any possible problems that might hinder delivery and indicate how they will avoid or overcome such problems.

Describe how the work will be managed. Provide an organisation chart clearly indicating:

- ❖ The lines of reporting and supervision within the bidder's team.
- ❖ The lines of reporting between the bidder and SASSETA.

Identify the position(s) involved in the direct delivery of the service to be provided and in the overall management of the work and name the people who will fill these positions.

Describe the tasks, duties or functions to be performed by staff in these positions.

Indicate the number of hours required to complete each task and the number of hours to be provided by each team member. The bidder must be able to work within strict timelines and have the capacity to do so.

Provide information on any additional value-added services for consideration by SASSETA, and which will form part of the overall proposed solution. Please note that the additional value ads must be priced separately in the space provided for in the pricing schedule.

Bidders are to present such information in a matrix. The following is provided merely as guidance. Bidders are free to elaborate as they see fit.

<b>Outcome/ output</b>	<b>Activity</b>	<b>Team member(s) involved (name and position)</b>	<b>Person days for each team member</b>	<b>Total person days</b>

Provide a work plan of activities. In addition to providing details of the estimated number of workdays for each activity, bidders are to supply a detailed timetable that identifies when certain activities will be undertaken and over what period they will be spread. The timing of activities, the time needed to complete them, and the order in which they will be undertaken must be explained and justified.

Please note that part 9 should be no longer than 10 single-sided A4 pages in Arial 11 (font size).

**Part 12: Experience in this field**

Bidders to submit three (3) members CV's

(1 X Project Manager/Team leader), a comprehensive CV of the team leader demonstrating five (5) or more years experience in deployment/ implementation of the electronic board-pack meeting software.

(2 X Technicians), demonstrating three (3) or more years individual experience in deployment/ implementation of the electronic board-pack meeting software.

**Part 13: Qualifications of the team members**

Bidders to submit copies of qualifications of the team leader, ICT qualification at NQF level 7 or higher.

**NB: Copies of certificates to be attached.**

International qualifications to be verified by SAQA and a copy of letters confirming the validity of the qualifications to be attached.

**Part 14: Signed Reference letters**

Bidders to submit three (3) or more signed reference letters on the client's letterhead demonstrating experience in deployment/ implementation of the electronic board-pack meeting software

**NB:** It is to be noted that the team leader proposed for this assignment cannot be replaced without prior approval by the SASSETA.

**Part 15: SLA**

Bidders must submit a comprehensive SLA for onsite and 24/7 offsite support warranty for a period of for thirty-eight (38) months, with three (3) hours onsite response time and thirty (30) minutes remote support

## **1.8 NEGOTIATION**

- 1.8.1 SASSETA has the right to enter into negotiation with a prospective service provider regarding any terms and conditions, including price(s), of a proposed contract.
- 1.8.2 SASSETA shall not be obliged to accept the lowest of any quotation, offer or bid.
- 1.8.3 SASSETA issues this bid invitation in good faith; however, it reserves the right to:
  - ❖ Cancel or delay the selection process at any time, without explanation,
  - ❖ Not to select any of the respondents to this bid invitation, without explanation,
  - ❖ Exclude certain services, without explanation.
- 1.8.4 A contract will only be deemed to be concluded when reduced to writing in a contract form signed by the designated responsible person of both parties.

## **1.9 REASONS FOR REJECTION**

- 1.9.1 SASSETA shall reject a bid for the award of a contract if the recommended bidder has committed a proven corrupt or fraudulent act in competing for the particular contract.
- 1.9.2 SASSETA may disregard the bid of any bidder if that bidder, or any of its directors:
  - 1.9.2.1 have abused the Supply Chain Management systems of SASSETA.
  - 1.9.2.2 have committed proven fraud or any other improper conduct in relation to such systems.
  - 1.9.2.3 have failed to perform on any previous contract and the proof exists.
- 1.9.3 Such actions shall be communicated to the National Treasury.

## **2 TERMS OF REFERENCE**

### **2.1 INTRODUCTION AND BACKGROUND**

- 2.1.1 The Safety and Security Sector Education and Training Authority (SASSETA) was established on 1 July 2005. It is one of the twenty-one (21) Sector Education and Training Authorities (SETAs) established in terms of the Skills Development Act (Act 97 of 1998) as amended. SASSETA's licence has been renewed until 31st March 2030. SASSETA is classified as a schedule 3A Public Entity in terms of the Public Finance Management Act, (Act 1 of 1999, as amended). SASSETA reports to the Department of Higher Education and Training (DHET).
- 2.1.2 SASSETA utilises Information and Communication Technology (ICT) as the platform to manage and provide access to its systems and communicate with its stakeholders. Through the use of ICT, SASSETA generates and utilises enormous amount of data that is backed up in accordance with the Backup Policy.

### **2.2 PURPOSE**

- 2.2.1 SASSETA seeks to appoint a suitably qualified service provider to supply, Deliver and deploy an electronic meeting management solution and related portals for the board members, board committees, and management committees of SASSETA to enable them to set up and manage meetings, distribute documents, record decisions and provide a knowledge base electronically with the main purpose of moving away from the current paper-based process.

### **2.3 SCOPE OF WORK**

- 2.3.1 Online access for review and collaboration on published documents (agenda, meeting minutes, supporting documents and any other related meeting documents);
- 2.3.2 Offline access for members for reviewing the documents (including recording comments); whilst maintaining strict security levels);
- 2.3.3 Secured archiving of meeting documentation;
- 2.3.4 Due to the sensitive nature of the meeting documents, security is critical but also ensuring easy access to the meeting documents by authorized users.
- 2.3.5 The solution must be deployed on SASSETA's infrastructure (internally hosted).

### **2.4 THE KEY BENEFITS THAT ARE EXPECTED BY SASSETA FROM THE SOLUTION INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:**

- 2.4.1 Meeting documents will be accessible to only authorized users, anywhere and anytime;
- 2.4.2 Improved collaboration by the Board Committees, Executives and Management;
- 2.4.3 Comprehensive audit trail of all activities by the Board Secretary, Board and Committee Members and Executive members;
- 2.4.4 Improved security for the sensitive data in the meeting documents.
- 2.4.5 The Scope of work is listed below:



Item	Description	Qty
A hosted Electronic Meeting Management Solution with Licence Per User inclusive of support and maintenance for a period of thirty-eight (38) months	Board Pack Management software with the functionality as described in paragraph 4 below	39 Licenses
Solution Deployment for a period of thirty-eight (38) months	Deployment of the solution (Expected date of delivery and full functionality)	5 days from the date of purchase order.
Training (two groups, 25 in the first group and 20 in the second group), administrators and first line technical support	Training of administrators, first line technical support and all users (39 Licensed users)	

## 2.5 FUNCTIONAL REQUIREMENTS

2.5.1 The Bidding companies are expected to provide the solution that will meet all forty-nine (49) functional requirements mentioned below:

No	Description	Comply (Yes/No)	Your Comments	Offer/
<b>1. Business requirements</b>				
1.1.	The solution must be available 24/7 to allow users who may be in different time zone access to the solution.			
1.2.	The solution must be available 24/7 for the uploading and downloading of documents.			
1.3.	The solution must be available offline, where there is no internet access and still apply security controls.			
1.4.	The solution must have automatic synching of changes to documents when the user was offline.			
1.5.	The solution should be able to upload documents against the agenda and allow the addition of late papers and changes without any issues. The solution should accommodate pdf, MS word, MS excel, PowerPoint, at a minimum.			
1.6.	The users should be able to change view between landscape and portrait, zoom in and out etc.			
1.7.	The users should be able to make notes on all documents formats, be able to save the notes, the notes should be specific to the user and the user should be able to share the notes they made.			
1.8.	The administrator should be able to set rules for reviewing actions and provide a 'read receipt' capability.			
1.9.	The solution should enable the			

	distribution of finalised Minutes and assign actions and record decisions.		
1.10.	The solution should be able to create and amend, Agendas, board packs, and minutes, which should be easily searchable by date or keyword, while applying relevant security.		
1.11.	The finished product must look like a collection of documents (meeting pack).		
1.12.	The solution must have the ability to email the consolidated meeting pack (compressed) directly from the App to meeting attendees, e.g. pdf meeting pack (the maximum email size should be 30MB)		
1.13.	The solution should have the ability to store full meeting packs of current and previous meetings.		
1.14.	The solution should be able to set up an unlimited number of meetings, and members should have access to previous archived meetings.		
1.15.	The solution should be able to schedule, reschedule or cancel any number of meetings, and invite meeting attendees and integrate with Outlook Calendars; and members not registered on the SASSETA Exchange server should also be accommodated.		
1.16.	The solution should be able to set and amend venue, including virtual venues.		
1.17.	If changes are made to venue, date, time, or agenda, the solution should automatically send notifications to meeting attendees and update their calendars automatically.		
1.18.	The solution must have the ability for the administrators to set up any matter for voting by members.		
1.19.	The members should have the ability to vote on any matter they be invited to participate.		
1.20.	The solution should enable administrators to set deadline dates and time for voting; and send reminders to members which will be sent automatically via the APP directly to their mailbox		
1.21.	The administrator should be able to track voting progress		
1.22.	The solution should provide for an electronic signature solution		
1.23.	The solution must have ability to set up a reading room independent of meetings.		
<b>2. Non-Functional requirements</b>			
2.1.	The solution should require a username and password to allow a user access to it.		

2.2.	The solution should be able to set up and edit user accounts and organise them into groups.		
2.3.	The solution is expected to comply with SASSETA password standards.		
2.4.	The solution should allow a segregation of duties through user roles and rights		
2.5.	The solution should have the ability to restrict functionality by user or group of users, including the ability to restrict the export of data.		
2.6.	The solution should use multi-factor authentication.		
2.7.	The solution should provide password self-service capabilities.		
2.8.	The solution must ensure private requirements are met (e.g. the need to protect the confidentiality of customer records or personally identifiable information while demonstrating a clear chain of custody).		
2.9.	The solution must be able to provide adequate protection for sensitive information and be compliant to privacy regulations including but not limited to POPIA		
2.10.	The solution should be able fully auditable with an ability to create and provide audit trails for all the actions performed on the solution, with date and time stamp, changes and the user making the change.		
2.11.	The solution should be protected against the open web application security project threats.		
2.12.	The solution should have a replication solution that enables data consistency to disaster recovery		
2.13.	The solution should have data archiving and backup capability.		
2.14.	The solution should have the ability to recover within reasonable time of power failure or network failure.		
2.15.	The bidder should demonstrate on how the solution is secured.		
2.16.	The solution upgrade process should not result in any business hour downtime – all planned upgrades are to occur on weekends or holidays or after business hours.		
2.17.	The applications should exist in disaster recovery and should be kept in synchronised with respect to configurations, versions, and patches.		
2.18.	The solution must provide up-to-date business continuity plan that		

	demonstrates the SETA's continuity arrangements for operational disruptions.		
2.19.	The solution must be compatible to SASSETA's supported operating systems (Windows 10, Android and Apple IOS, Windows Server 2012, 2016)		
2.20.	The solution must be compatible with PC, tablet, smartphone		
2.21.	The solution must support SharePoint functionality		
2.22.	The solution should cater for future growth, i.e. adding of new functions		
<b>3. Additional requirements</b>			
3.1.	User training (group and individual) and support		
3.2.	Telephonic, remote and onsite user support in line with an SLA to be concluded		
3.3.	Organisational Branding		
3.4.	Self-service tool set and admin control		

**NB.:** The Bidder is expected to:

- (a) Complete all the forty-nine (49) rows in the table above to confirm whether their solution meets all the functional requirements or otherwise.
- (b) Develop a plan for the deployment of the project with minimal impact to daily operations and staff.

## 2.6 PRICE RESPONSES FORMAT

2.6.1 For ease in evaluating the functionality of bids the Bidders are required to present their bid documentation under the following headings:

No	Description	Qty	Amount (Inclusive of VAT)
1	Provision of Licenses for thirty-eight months (38) months	39	
2	Installation (Deployment of Solution) and full functionality for all users and Administrators	1	
3	Training of Administrators, First Line Support and All Users, in two groups.	39	
4	Telephonic, remote and On-Site Support with the SLA	38 Months	
<b>Grand Total</b>			

No	Ad-hoc Costs	Unit Cost (incl. of Vat)	Unit Cost (incl. of Vat)
1	Support and Maintenance including upgrades	Rate per hour	
2	Training of Administrators, First Line Support and All Users, in two groups.	Rate per delegate	
3	Cost per additional License	Cost per month	

4	The solution should cater for future growth, i.e. adding of new functions	Rate hour	per	
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## 2.7 SERVICE LEVEL AGREEMENT

- 2.7.1 Support and maintenance must be included in the Service Level Agreement for a period of thirty-eight (38) months, which must cover all aspects of the solution including hardware, software, data, and engineering time. Software must be assured, and maintenance on software should apply for a period of thirty-eight (38) months for the proposed solution.
- 2.7.2 All data of this project, in whatever format raw or analysed, will be the confidential information for utilisation by SASSETA. All information and documents are to be kept confidential and may not be used or distributed in any format without the written approval of SASSETA. To this end, the service provider will be required to sign a confidentiality agreement within the service level agreement.

## 2.8 REQUIRED DELIVERABLES

- 2.8.1 The service provider is expected to deliver as per the above table on 2.5.1

## 2.9 TIMEFRAMES FOR DELIVERY OF THE WORK

- 2.9.1 Methodology and project plan of this assignment should be executed and implementation within a month or less from date of appointment.
- 2.9.2 The total contract period for this assignment from the date of appointment is estimated to be approximately thirty-eight (38) months.

## 2.10 SUBMISSION REQUIREMENTS

- 2.10.1 The proposal of the bidder is required to consist of, and demonstrate, the following:
- 2.10.1.1 Methodology as to how the scope of work will be executed;
  - 2.10.1.2 Experience of the team leader
  - 2.10.1.3 Experience of two technical members;
  - 2.10.1.4 Qualification of the team leader;
  - 2.10.1.5 Should cover the proposed SLA, support, and maintenance plan for the period of thirty-eight (38) months.
  - 2.10.1.6 The bidder to provide a three (3) or more signed reference letters on the client's letterhead demonstrating experience in deployment/ implementation of the electronic board-pack meeting software

## 2.11 PRICING

- 2.11.1 Service Providers are requested to provide an all-inclusive cost of this project assignment and complete this information on SBD 3.3 in this document.
- 2.11.2 Bidders to ensure delivery of the project within the required timeframes stipulated in the terms of reference that will be agreed upon between parties (provider and SASSETA).

## 2.12 ACCOUNTABILITY AND REPORTING

- 2.12.1 The service provider will report directly to the Chief Executive Officer (CEO) for the duration of the contract.

## **2.13 INTELLECTUAL PROPERTY**

- 2.13.1 The service provider will be contracting with SASSETA. All products and data of this project, in whatever format raw or analysed, will be the confidential information for utilization by SASSETA. All information and documents received from SASSETA is to be kept confidential and may not be used or distributed in any format without the written approval of SASSETA. To this end, the service provider will be required to sign a confidentiality agreement within the Contract.

### 3 PROPOSED SELECTION CRITERIA

#### 3.1 Compliance with minimum requirements

3.1.1 All bids duly lodged will be examined to determine compliance with bidding requirements and conditions. Bids who have not adhered or deviated to the requirements/conditions, will be eliminated from further evaluation.

#### 3.1.2 Conditions for selection/short listing

3.1.2.1 All submissions will be evaluated as follows:

##### 3.1.2.1.1 Phase 1 – Service Providers to:

- Submit their proposal by the closing date and time. **Proposals submitted after the closing date and time will be disqualified from further evaluation.**
- Register the proposals in the tender register at SASSETA reception. **Proposals not recorded on the tender submission register at SASSETA reception will be disqualified from further evaluation.**
- Complete and submit all Standard Bidding Documents (SBD) forms mentioned above on page 2 of this document, namely: SBD1, SBD3.3, SBD4, SBD 6.1, SBD 8 and SBD 9
- Be registered on the National Treasury Central Supplier Database (CSD) by the closing date and time of this request for quotation. Bidders are to provide SASSETA with a copy of their CSD registration report downloaded from the National Treasury CSD Website.
- Initial each page of the General Condition of Contract (Annexure A) and submit with the proposal

##### 3.1.2.1.2 Phase 2 – Functionality evaluation

- Bidders who meet the mandatory items requirements above will be evaluated on functionality requirements as per the table below:

0: Required document/item not submitted

1: Satisfactory should be adequate for stated element

2: Exceptional mastery of the requirement should ensure extremely effective performance.

ELEMENT	FUNCTIONALITY EVALUATION		FUNCTIONALITY WEIGHT	TOTAL SCORE
<b>1. Proposed technical approach and research / evaluation methodology of the bidder</b>	<b>Rating out of 2</b>	<b>Evaluation criteria</b>		
Methodology and project plan should speak to the execution and implementation within a month or less from date of appointment.  <b>NB.:</b> Methodology demonstrating less than one (1) month will score the maximum of <b>30 points</b>	0	Methodology and project plan that speak to the Implementation and execution greater than a month	<b>30%</b>	
	1	Methodology and project plan that speak to the Implementation and execution within a month		
	2	Methodology and project plan that speak to the Implementation and execution in less than a month		
<b>2. Suitability of the project team leader</b>				
Experience of the team leader. The bidding company to submit a comprehensive CV of the team leader demonstrating five (5) or more years experience in deployment/ implementation of the electronic board-pack meeting software.  <b>NB.:</b> A CV of the team leader demonstrating six (6) or more years in implementation of online Restoration, Maintenance and Monitoring services will score the maximum of <b>25 points</b> .	0	The bidding company did not submit a comprehensive CV of the team leader/ CV demonstrating a minimum of four (4) or less years experience in deployment/ implementation of the electronic board-pack meeting software	<b>25%</b>	
	1	The bidding company submitted a comprehensive CV of the team leader demonstrating five (5) years experience in deployment/ implementation of the electronic board-pack meeting software		
	2	The bidding company submitted a comprehensive CV of the team leader demonstrating six (6) or more years experience in deployment/ implementation of the electronic board-pack meeting software		
<b>3. Suitability of the project technical members</b>				
Experience of two (2) technical members. The bidding company to submit comprehensive CV's of the two (2) technical members demonstrating three (3) or more years individual experience in deployment/ implementation of the electronic board-pack meeting software.  <b>NB.:</b> CV's of the technical members	0	The bidding company did not submit comprehensive CV's of the two (2) technical members/ CV demonstrating a minimum of four (4) or less years individual experience in deployment/ implementation of the electronic board-pack meeting software	<b>15%</b>	
	1	The bidding company submitted comprehensive CV's of the two (2) technical members demonstrating five (5) years individual experience in deployment/ implementation of the electronic board-pack meeting software		



demonstrating six (6) or more years in implementation of online restoration, maintenance and monitoring services will score the maximum of <b>15 points</b> .	2	The bidding company submitted comprehensive CV's of the two (2) technical members demonstrating six (6) or more years individual experience in deployment/ implementation of the electronic board-pack meeting software		
<p>Qualifications of the team leader. The bidding company to submit an ICT qualification at NQF level 6 or higher.</p> <p><b>NB:</b> Copies of certificates to be attached. International qualifications to be verified by SAQA and a copy of letters confirming the validity of the qualifications to be attached.</p> <p><b>NB.:</b> ICT qualification NQF level 7/ higher of team leader will score the maximum of <b>10 point</b>.</p>	0	No ICT qualification submitted submitted	<b>10%</b>	
	1	The team leader has ICT qualification at NQF level 6		
	2	The team leader has ICT qualification at NQF level 7/ higher		
<p>The bidder to provide three (3) or more signed reference letters on the client's letterhead demonstrating experience in deployment/ implementation of the electronic board-pack meeting software</p> <p><b>NB.:</b> Four (4) or more signed reference letters will score the maximum of <b>10 points</b>.</p>	0	The bidder did not submit a minimum of three (3) signed reference letters on the client's letterhead demonstrating experience in deployment/ implementation of the electronic board-pack meeting software	<b>10%</b>	
	1	The bidder submitted three (3) signed reference letters on the client's letterhead demonstrating experience in deployment/ implementation of the electronic board-pack meeting software		
	2	The bidder submitted four (4) or more signed reference letters on the client's letterhead demonstrating experience in deployment/ implementation of the electronic board-pack meeting software		
<p>Bidders to provide a comprehensive SLA for onsite and 24/7 offsite support warranty for a period of thirty-eight (38) months, with three (3) hours onsite response time and thirty (30) minutes remote support.</p> <p><b>(10 Points)</b></p> <p><b>NB.:</b> A comprehensive SLA for onsite and 24/7 offsite support warranty for a period of</p>	0	The bidder did not submit a comprehensive SLA for onsite and 24/7 offsite support warranty for a period of thirty-eight (38) months, with three (3) hours onsite response time and thirty (30) minutes remote support	<b>10%</b>	
	1	The bidder submitted a comprehensive SLA for onsite and 24/7 offsite support warranty for a period of thirty-eight (38) months, with three (3) hours onsite response time and thirty (30) minutes remote support		

thirty-eight (38) months, with three (3) hours onsite response time and thirty (30) minutes remote support will score the maximum of <b>10 points</b> .				
<b>Total</b>			<b>100%</b>	

**N/B: Bidders need to obtain a minimum of 70% for functionality for them to be evaluated further on the 80/20 preference point system. Bidders who obtain less than 70% for functionality will be eliminated from further evaluation.**

**3.1.2.1.3 Phase 3: Presentation/Demonstration of a live system**

SASSETA reserves the right to invite shortlisted bidders to conduct presentation on the proposed methodology of the offered solution:

<b>ELEMENT</b>	<b>FUNCTIONALITY EVALUATION</b>		<b>FUNCTIONALITY WEIGHT</b>	<b>TOTAL SCORE</b>
	<b>Rating out of 2</b>	<b>Evaluation criteria</b>		
<b>1. Suitability of the bidding Company</b>				
<b>Bidder to present a live Board Software system that complies with all the compulsory functional requirements of this assignment as stated in the table below:</b> The bidding company to present and demonstrate the electronic Boardpack solution on all forty-two (42) functionality requirements as stated below.  The projected system to exhibit all compulsory forty-two (42) functionalities. A system projected and not exhibiting all 42 functionalities will be disqualified from further evaluation.  <b>NB.:</b> Bidding company meet all compulsory 42 points of the Board Software system functional requirements will score the maximum of <b>100 points</b>	0	The bidding company does not meet all compulsory 42 points of the Board Software system functional requirements below	<b>100%</b>	
	2	The bidding company meet all compulsory 42 points of the Board Software system functional requirements as stated on functional requirements below		
<b>Total</b>			<b>100%</b>	

**N/B: Bidders need to obtain a minimum of 100% for functionality for them to be evaluated further on the 80/20 preference point solution**

**Compulsory - Forty -two (42) Board Software system functional requirements to be projected Phase: 3 Presentation/Demonstration  
Functionality Evaluation stage as mentioned above:**

No.	Description
1.	The solution must be available 24/7 to allow users who may be in different time zone access to the solution.
2.	The solution must be available 24/7 for the uploading and downloading of documents.
3.	The solution must be available offline, where there is no internet access and still apply security controls.
4.	The solution must have automatic synching of changes to documents when the user was offline.
5.	The solution should be able to upload documents against the agenda and allow the addition of late papers and changes without any issues. The solution should accommodate pdf, MS word, MS excel, PowerPoint, at a minimum.
6.	The users should be able to make notes on all documents formats, be able to save the notes, the notes should be specific to the user and the user should be able to share the notes they made.
7.	The administrator should be able to set rules for reviewing actions and provide a 'read receipt' capability.
8.	The solution should enable the distribution of finalised Minutes and assign actions and record decisions.
9.	The solution should be able to create and amend, Agendas, board packs, and minutes, which should be easily searchable by date or keyword, while applying relevant security.
10.	The finished product must look like a collection of documents (meeting pack).
11.	The solution must have the ability to email the consolidated meeting pack (compressed) directly from the App to meeting attendees, e.g. pdf meeting pack (the maximum email size should be 30MB)
12.	The solution should be able to set up an unlimited number of meetings, and members should have access to previous archived meetings.
13.	The solution should be able to schedule, reschedule or cancel any number of meetings, and invite meeting attendees and integrate with Outlook Calendars; and members not registered on the SASSETA Exchange server should also be accommodated.
14.	The solution should be able to set and amend venue, including virtual venues.
15.	If changes are made to venue, date, time, or agenda, the solution should automatically send notifications to meeting attendees and update their calendars automatically.
16.	The solution must have the ability for the administrators to set up any matter for voting by members.
17.	The members should have the ability to vote on any matter they be invited to participate.
18.	The solution should enable administrators to set deadline dates and time for voting; and send reminders to members which will be sent automatically via the APP directly to their mailbox
19.	The administrator should be able to track voting progress
20.	The solution should provide for an electronic signature solution
21.	The solution should require a username and password to allow a user access to it.

22.	The solution should be able to set up and edit user accounts and organise them into groups.
23.	The solution is expected to comply with SASSETA password standards.
24.	The solution should allow a segregation of duties through user roles and rights
25.	The solution should have the ability to restrict functionality by user or group of users, including the ability to restrict the export of data.
26.	The solution should use multi-factor authentication.
27.	The solution should provide password self-service capabilities.
28.	The solution must ensure private requirements are met (e.g. the need to protect the confidentiality of customer records or personally identifiable information while demonstrating a clear chain of custody).
29.	The solution must be able to provide adequate protection for sensitive information and be compliant to privacy regulations including but not limited to POPIA
30.	The solution should be able fully auditable with an ability to create and provide audit trails for all the actions performed on the solution, with date and time stamp, changes and the user making the change.
31.	The solution should have a replication solution that enables data consistency to disaster recovery
32.	The solution should have the ability to recover within reasonable time of power failure or network failure.
33.	The bidder should demonstrate on how the solution is secured.
34.	The applications should exist in disaster recovery and should be kept in synchronised with respect to configurations, versions, and patches.
35.	The solution must be compatible to SASSETA's supported operating systems (Windows 10, Android and Apple IOS, Windows Server 2012, 2016)
36.	The solution must be compatible with PC, tablet, smartphone
37.	The solution must support SharePoint functionality
38.	The solution should cater for future growth, i.e. adding of new functions
39.	User training (group and individual) and support
40.	Telephonic, remote and onsite user support in line with an SLA to be concluded
41.	Organisational Branding
42.	Self-service tool set and admin control

#### 3.1.2.1.4 Phase 4 – Price and B-BBEE

The value of this bid is estimated not to exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 system shall be applicable where 80 points will be allocated to price and 20 points for Broad-Based Black Economic Empowerment (B-BBEE) as follows:

<b>Evaluation Criterion on Price and BBEE</b>	
Relative competitiveness of proposed price	80
B-BBEE Status Level of Contribution	20
<b>TOTAL FOR PRICE AND PREFERENCE</b>	<b>100</b>

### 3.2 ADJUDICATION OF BID

- 3.2.1 The Bid Adjudication Committee will consider the recommendations of the Bid Evaluation Committee (BEC) and make a recommendation to the Award Authority to make the final award. The successful bidder will usually be the service provider scoring the highest number of points or it may be a lower scoring bid based on firm, verifiable and justifiable grounds or no award at all.

## PART A - INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	RFP/SASSETA/21221005	CLOSING DATE:	13 December 2021	CLOSING TIME:	11h00
DESCRIPTION	Appointment of a suitable qualified service provider to supply, deliver and deploy an electronic meeting management solution and related portals for SASSETA				
PROPOSALS TO BE EMAILED:					
Proposals to be submitted electronically via email to <a href="mailto:businesscontinuity@sasseta.org.za">businesscontinuity@sasseta.org.za</a> <b>OR</b> be couriered, posted or hand delivered to SASSETA Offices, Building 2 Waterfall Corporate Campus, 74 Waterfall Drive, Waterfall City, Midrand, 2090 for the attention of Ms Vutivi Manganyi					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Ms Vutivi Manganyi		CONTACT PERSON	Ms Vutivi Manganyi	
E-MAIL ADDRESS	Scm03@sasseta.org.za		E-MAIL ADDRESS	Scm03@sasseta.org.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE <b>GOODS /SERVICES /WORKS OFFERED?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3 ]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
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		
<b>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.</b>					

**PART B**

**TERMS AND CONDITIONS FOR BIDDING**

<p><b>1. BID SUBMISSION:</b></p> <p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>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></p> <p>1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.</p> <p>1.4. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b></p>
<p><b>2. TAX COMPLIANCE REQUIREMENTS</b></p> <p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>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.</p> <p>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p> <p>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."</p>

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

**NAME OF SIGNATORY** .....

**SIGNATURE OF BIDDER:** .....

**N/B.:** If a Company has one director as listed on CSD, the one Director to sign these documents on behalf of the Company. Any other member of the Company will require a Company Resolution to be attached to this submission signed by the duly Authorised Director.

**N/B.:** If the Company has more than one Director as listed on CSD, a signed Company Resolution to be attached to confirm that the one Director can sign on behalf of the Company. Any other member of the Company will require a Company Resolution to be attached to this submission signed by the duly Authorised Directors.

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

**DATE:** .....

**PRICING SCHEDULE  
(Professional Services)**

NAME OF BIDDER: .....	BID NO.: <b>RFP/SASSETA/21221005</b>
CLOSING TIME: <b>11h00</b>	CLOSING DATE: <b>13 December 2021</b>

OFFER TO BE VALID FOR **90** DAYS FROM THE CLOSING DATE OF BID.

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

- The accompanying information must be used for the formulation of proposals.
- Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project.**

	DESCRIPTION	QUANTITY	Total Costs
1.	Provision of Licenses for thirty-eight (38) months	39	R
2.	Installation (Deployment of Solution) and full functionality for all users and Administrators	1	R
3.	Training (two groups, 20 in the first group and 19 in the second group), administrators and first line technical support.	39	R
4.	Telephonic, remote and On-Site Support with the SLA	38 Months	R
	<b>TOTAL COSTS</b>		R



**ADHOC COSTS – SHOULD THE ITEMS BE REQUIRED**

No	Adhoc Costs	Unit Cost (Inc. of Vat	Total Price Year 1	Total Price Year 2	Total Price Year 3	Total Price Year 4
1.	Support and Maintenance	Rate per hour	R			
2.	Training of Administrators, First Line Support and All Users	Rate per delegate	R			
3.	Cost per additional License	Cost per month	R			
4.	The solution should cater for future growth, i.e. adding of new functions	Rate per hour	R			

**SBD 3.3**

Bidders are to complete the names and surnames of the proposed team on this assignment and ensure that comprehensive CVs of this member is attached to the proposal as follows:

<b>NO.</b>	<b>ROLE IN THE TEAM</b>	<b>NAME AND SURNAME (Bidders to indicate <u>one</u> (1) name per role below.</b>	<b>IS THE CV ATTACHED</b> <i>(circle the response below)</i>	<b>IS THE CERTIFICATE ATTACHED</b> <i>(circle the response below)</i>
1.	1 X Project manager/ Team manager		Yes/No	Yes/No
2.	1 X Technical team member		Yes/No	N/A
3.	1 X Technical team member		Yes/No	N/A

.....  
**Signature**

.....  
**Date**

.....  
**Position**

.....  
**Name of bidder**

(To be signed by a duly Authorised Delegate. A signed Company Resolution to be submitted).

**DECLARATION OF INTEREST**

1. Any legal person, including persons employed by the state, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a bid or written price quotation). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorized representatives declare his/her position in relation to the evaluating/adjudicating authority where-
  - the bidder is employed by the state; and/or
  - the legal person on whose behalf the bidding document is signed, has a relationship with persons/ a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

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

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

2.2 Identity Number: .....

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

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

2.5 Tax Reference Number: .....

2.6 VAT Registration Number: .....

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

1“state means-

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

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

2.7 Are you or any person connected with the bidder presently employed by the state? **YES/NO**

2.7.1 If so, furnish the following particulars:

Name of person /director /trustees /shareholder /member: .....

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

Position occupied in the state institution: .....

Any other particulars:

.....  
.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES/NO/N/A**

**NB: (Please tick NO or N/A if your answer was NO on 2.7. above)**

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

**NB: (Please tick NO or N/A if your answer was NO on 2.7. above)**

**(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.)**

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

.....  
.....

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

2.8.1 If so, furnish particulars:

.....  
.....

**NB.: (If a bidder has had a contract with any government department, /municipality/entity/parastatal/SOE, etc. please tick YES on 2.8 above and name the institutions worked for)**

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

2.9.1 If so, furnish particulars:

.....  
.....

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

2.10.1 If so, furnish particulars:

.....  
 .....

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

2.11.1 If so, furnish particulars:

.....  
 .....

**3 Full details of directors /trustees / members /shareholders.**

Full Name	Identity Number	Personal Income Tax Reference Number	State Employee Number/ Persal Number
<b>Directors listed here to be the same as those listed on CSD.</b>			

**N/B. If more space required, Service providers are to copy this table onto their letterhead and provide information on all their directors/trustees/members/shareholders**

**4 DECLARATION**

I, THE UNDERSIGNED (NAME).....  
 CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPH 2 and 3 ABOVE IS CORRECT.  
 I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS DECLARATION PROVES TO BE FALSE.

.....  
**Signature**

.....  
**Date**

.....  
**Position**

.....  
**Name of bidder**

**(To be signed by a duly Authorised Delegate. A signed Company Resolution to be submitted).**

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

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

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

**1. GENERAL CONDITIONS**

- 1.1 The following preference point systems are applicable to all bids:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
  - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

a) The value of this RFP is estimated **not to exceed** R50 000 000, **therefore the 80/20 reference point system shall be applicable.**

- 1.2 Points for this bid shall be awarded for:

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

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

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

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

**2. DEFINITIONS**

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

## SBD 6.1

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

### 3. POINTS AWARDED FOR PRICE 3.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

**80/20**

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

Where

- Ps = Points scored for price of bid under consideration  
Pt = Price of bid under consideration  
Pmin = Price of lowest acceptable bid

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

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

**5. BID DECLARATION**

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

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

6.1 B-BBEE Status Level of Contributor: . = .....(maximum of 20 points)

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

**7. SUB-CONTRACTING**

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

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

7.1.1 If yes, indicate:

i) What percentage of the contract will be subcontracted?.....%

ii) The name of the sub-contractor.....

iii) The B-BBEE status level of the sub-contractor.....

iv) Whether the sub-contractor is an EME or QSE

(**Tick applicable box**)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------



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

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

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

- 8.1 Name of company/firm:.....
- 8.2 VAT registration number:.....
- 8.3 Company registration number:.....
- 8.4 TYPE OF COMPANY/ FIRM
  - Partnership/Joint Venture / Consortium
  - One person business/sole propriety
  - Close corporation
  - Company
  - (Pty) Limited
- [TICK APPLICABLE BOX]
- 8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES
 

.....

.....

.....

.....
- 8.6 COMPANY CLASSIFICATION
  - Manufacturer
  - Supplier
  - Professional service provider
  - Other service providers, e.g. transporter, etc.
- [TICK APPLICABLE BOX]
- 8.7 Total number of years the company/firm has been in business:.....
- 8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of

**SBD 6.1**

contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

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

<p>WITNESSES</p> <p>1. ....</p> <p>2. ....</p> <p><b>(Both witnesses are required to sign this document. SBD 6.1 submitted without signatures will be disqualified from evaluation)</b></p>
---

<p>.....</p> <p>SIGNATURE(S) OF BIDDERS(S)</p>
<p>DATE: .....</p> <p>ADDRESS .....</p> <p>.....</p> <p>.....</p>

**(MUST be signed by a duly Authorised Delegate. A signed Company Resolution must be submitted). Non adherence to this requirement will lead to a disqualification)**

**DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES**

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

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

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?  <b>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</b>  The Database of Restricted Suppliers now resides on the National Treasury's website( <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> ) and can be accessed by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?  <b>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

**CERTIFICATION**

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

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

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

.....  
**Signature**

.....  
**Date**

.....  
**Position**

.....  
**Name of Bidder**

**(To be signed by a duly Authorised Delegate. A signed Company Resolution to be submitted).**

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

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

**<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and bids.**

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

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

---

(Bid Number and Description)

in response to the invitation for the bid made by:

---

(Name of Institution)

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

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

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.
7. However, communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.
8. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
9. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.

10. 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.

<sup>3</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.**

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

.....	.....
Signature	Date
.....	.....
Position	Name of Bidder

**(To be signed by a duly Authorised Delegate. A signed Company Resolution to be submitted).**

**11. BIDDERS ARE ENCOURAGED TO USE THE FOLLOWING CHECKLIST WHEN SUBMITTING THEIR BIDS:**

NO.	DETAILS	TICK BY BIDDER
1.	Part 1: Completed and signed the invitation to bid document (SBD 1) <ul style="list-style-type: none"> <li>• <b>To be signed by a duly Authorised Delegate.</b></li> </ul>	
2.	<ul style="list-style-type: none"> <li>• Part 2: Completed and signed pricing schedule (SBD 3.3)</li> <li>• <b>To be signed by a duly Authorised Delegate.</b></li> </ul>	
3.	Part 3: Completed and signed the declaration of interest document (SBD 4). <i>(In case of a consortium/ joint venture, or where sub-Service providers are utilised, each party to the bid <b>must</b> complete and sign the declaration of interest document)</i> <ul style="list-style-type: none"> <li>• <b>To be signed by a duly Authorised Delegate</b></li> </ul>	
4.	Part 4: Completed and signed the Preference Points Claim form in terms of the Preferential Procurement Regulations 2017 (SBD 6.1) <ul style="list-style-type: none"> <li>• <b>To be signed by a duly Authorised Delegate.</b></li> <li>• <b>Not claiming points as per bullet 6.1 and 6.2 on SBD 6.1 will lead to B-BBEE points not awarded</b></li> </ul>	
5.	Part 5: Completed and signed the Declaration of bidders past Supply Chain Management Practices document (SBD 8). <i>(In case of a consortium/ joint venture, or where sub-Service providers are utilised, each party to the bid <b>must</b> complete and sign the Declaration of bidders past Supply Chain Management Practices document )</i> <ul style="list-style-type: none"> <li>• <b>To be signed by a duly Authorised Delegate.</b></li> </ul>	
6.	Part 6: Completed and signed the Certificate of Independent Bid Determination (SBD 9) <ul style="list-style-type: none"> <li>• <b>To be signed by a duly Authorised Delegate.</b></li> </ul>	
7.	Part 7: Submitted an original/ certified copy of a valid BBEE Certificate/Sworn Affidavit signed by a Commissioner of Oath. <i>(In case of a trust, consortium or joint venture, bidders will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity <b>submits their consolidated B-BBEE scorecard</b> as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.</i> <ul style="list-style-type: none"> <li>• <b>Non submission of a valid B-BBEE Certificate/sworn affidavit will lead to zero points awarded</b></li> </ul>	
8.	Part 8: Submitted the General Conditions of Contract (initialled each page)	
9.	Part 9: Bidders National Treasury Central Supplier Database (CSD) forms indicating the validity of the bidder's registration	
10.	Part 10: Bidder's to attached quotation on the Company letterhead inclusive of VAT and any other applicable costs in line with the SBD 3.3	
11.	Part 11: Technical approach and Methodology Bidders to submit Methodology and project plan that speak to the execution and implementation within a month or less from date of appointment. <b>NB.:</b> Methodology demonstrating less than one (1) month will score the maximum 30 points	
12.	Part 12: Bidders to submit A comprehensive CV of the team leader demonstrating a five (5) or more years experience in deployment/ implementation of the electronic board-pack meeting software; <b>NB.:</b> A CV of the team leader demonstrating six (6) or more years deployment/ implementation of the electronic board-pack meeting software of 25 points.	
13.	The bidding company to submit a comprehensive CV's of the two (2) technical members demonstrating three (3) or more years individual experience in deployment/ implementation of the electronic board-pack <b>meeting software</b> . <b>NB.:</b> CV's of the technical members demonstrating six (6) or more years in implementation of online restoration, maintenance and monitoring services will score the maximum of 15 points.	
14.	Part 13: Bidders to submit copies of qualifications of the team leader, ICT qualification at NQF level 7. <b>NB.:</b> Copies of certificates to be attached. International qualifications to be verified by SAQA and a copy of letters confirming the validity of the qualifications to be attached. <b>NB.:</b> ICT qualification NQF level 7/ higher of team leader will score the maximum of 10 point.	
15.	Part 14: Bidders to submit three (3) or more signed reference letters on the client's letterhead demonstrating experience in deployment/ implementation of the electronic board-pack meeting software <b>NB.:</b> Four (4) or more signed reference letters will score the maximum 10 points.	
16.	Part 15: SLA – Bidders to submit a comprehensive SLA for onsite and 24/7 offsite support warranty for a period of thirty-eight (38) months, with three (3) hours onsite response time and thirty (30) minutes remote support. <b>NB.:</b> A comprehensive SLA for onsite and 24/7 offsite support warranty for a period of thirty-eight (38) months, with three (3) hours onsite response time and thirty (30) minutes remote support will score the maximum of 10 points.	