



RFP NUMBER:	RFP/SASSETA/21221005/1
DESCRIPTION:	Appointment of a suitable qualified service provider to supply, deliver and deploy an electronic meeting management solution and related portals for SASSETA
PUBLISH DATE:	24 June 2022
CLOSING DATE:	18 July 2022
CLOSING TIME:	11h00
COMPULSORY BRIEFING SESSION DATE	5 July 2022
COMPULSORY BRIEFING SESSION TIME	10h00 – 12h00 Prospective Bidders to join the meeting by 10h14. Prospective Bidders will not be accepted into the meeting from 10h15 on the day of the briefing session. Non-attendance of the briefing session will lead to automatic disqualification
VIRTUAL COMPULSORY BRIEFING SESSION VENUE	Microsoft (MS) teams – Prospective Bidders to join the meeting via SASSETA Website www.sasseta.org.za
VALIDITY PERIOD:	120 Days from the closing date
PREFERENCE POINT SYSTEM	80/20
BID RESPONSES MUST BE SUBMITTED ELECTRONICALLY OR HAND-DELIVERED/ COURIERED TO:	Proposals to be submitted electronically via email to boardpack@sasseta.org.za 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. Lebo Hlombe, Quoting the reference (RFP/SASSETA/21221005/1)
ATTENTION:	Ms. Lebo Hlombe
<p>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.</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 scm04@sasseta.org.za</p>	

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

If you encounter any suspicious calls asking for payment to secure an award of a bid or that the outcome of a tender can be influenced in your favour, please immediately inform the SASSETA Anti-Corruption Hotline at 0800 204 143 for further investigation.

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. Submission Checklist
7. General Conditions of Contract (Annexure A)
8. 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 a compulsory virtual briefing session for this Request for Proposal

Date: 5 July 2022

Time: 10h00 -12h00

Venue: Virtual Microsoft (MS) Teams meeting – a link to be provided on the SASSETA website (www.sasseta.org.za) on the day of the meeting

NB.: Prospective Bidders to join the meeting by 10h14 on the day of the briefing session. Prospective Bidders will not be accepted into the meeting from 10h15. **Non-attendance of the briefing session will lead to automatic disqualification**

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 Lebo Hlombe** at scm04@sasseta.org.za by **8 July 2022**. 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. **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 Lebo Hlombe, Quoting the reference (RFP/SASSETA/21221005/1)

❖ Closing date and time: **18 July 2022 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)

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 must 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: Broad Based Black Economic Empowerment Certificate

Bidders are to submit an Original/Certified copy of a valid BBEE Certificate or a sworn affidavit.

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 6: General Conditions of Contract

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

Part 7: 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 8: 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 9: 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.

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

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 7 should be no longer than 10 single-sided A4 pages in Arial 11 (font size).

Part 10: 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 two (2) or more years of experience in the deployment/ implementation of the electronic board-pack meeting software.

(2 X Technicians), demonstrating one (1) or more years of individual experience in the deployment/ implementation of the electronic board-pack meeting software.

Part 11: 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.

1.8 NEGOTIATION

1.8.1 SASSETA has the right to enter into a 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 Board Assessment: Board, committee, chairperson, and individual members' assessment to be conducted online using questionnaires;
- 2.4.6 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 sixty (60) months	Board Pack Management software with the functionality as described in paragraph 4 below	39 Licenses
Solution Deployment for a period of sixty (60) 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 fifty-three (53) functional requirements mentioned below:

No	Description	Comply (Yes/No)	Your Comments	Offer/
1. Business requirements				
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 Ms Teams, 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.		
1.24.	Declaration of Interest capability: users should be able to complete and sign declarations of interest from the portal.		
1.25.	Action list capability: users should be able		

	to record their comments/responses to the action list before it can be incorporated to the final meeting pack.		
1.26.	The solution should provide secure messaging protocol		
1.27.	Board and Sub-Committee Assessments: Board and Sub-Committees members assessments to be conducted online using questionnaires		
2. Non-Functional requirements			
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		
3. Additional requirements			
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 fifty-three (53) 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 pricing under the following headings:

No	Description	Qty
1	Provision of Licenses for sixty months (60) 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	60 Months
Grand Total		

No	Ad-hoc Costs	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 per hour

2.7 SERVICE LEVEL AGREEMENT

- 2.7.1 Support and maintenance must be included in the Service Level Agreement for a period of sixty (60) 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 sixty (60) 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 is estimated to be sixty (60) months from the date of appointment.

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; Methodology and project plan should speak to the execution and implementation within a month or less from date of appointment.
 - 2.10.1.2 Experience of the team leader: Bidders to complete Annexure D (CV Templates as provided demonstrating two (2) or more assignments in the deployment / implementation of the electronic board-pack meeting software.
 - 2.10.1.3 Experience of two technical members; Bidders to complete Annexure D (CV Templates) as provided demonstrating one (1) or more individual assignments for the two (2) technical members in the deployment/ implementation of the electronic board-pack meeting software
 - 2.10.1.4 The bidder to provide three (3) or more signed reference letters on the client's letterhead demonstrating experience in deployment/ implementation, support and maintenance 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 and, SBD 6.1.
- 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 – 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
1. Proposed technical approach and research / evaluation methodology of the bidder	Rating out of 2	Evaluation criteria		
<p>Methodology and project plan should speak to the execution and implementation within a month or less from the date of appointment.</p> <p>NB.: Methodology demonstrating less than one (1) month will score a maximum of 30 points</p>	0	Methodology and project plan that speaks to the Implementation and execution greater than a month/Methodology not related to the scope of work	30%	
	1	Methodology and project plan that speaks to the Implementation and execution within a month		
	2	Methodology and project plan that speaks to the Implementation and execution in less than a month		
2.Reference letters				
<p>The bidder to provide three (3) or more signed reference letters on the client's letterhead demonstrating experience in deployment/ implementation, support and maintenance of the electronic board-pack meeting software</p> <p>NB.: Three (3) or more signed reference letters demonstrating experience in the deployment/ implementation, support and maintenance of the electronic board-pack meeting software will score the maximum of 30 points.</p>	0	The bidder did not submit or submitted less than two (2) signed reference letters on the client's letterhead demonstrating experience in the deployment/ implementation, support and maintenance of the electronic board-pack meeting software	30%	
	1	The bidder submitted two (2) signed reference letters on the client's letterhead demonstrating experience in the deployment/ implementation, support and maintenance of the electronic board-pack meeting software		
	2	The bidder submitted three (3) or more signed reference letters on the client's letterhead demonstrating experience in the deployment/ implementation, support and maintenance of the electronic board-pack meeting software		
3. Suitability of the project team leader				
<p>Experience of the team leader. The bidding company to submit a comprehensive CV of the team leader demonstrating two (2) or more assignments in the deployment/ implementation of the electronic board-pack meeting software.</p> <p>Bidders to complete Annexure (D) as</p>	0	The bidding company did not submit / submitted a comprehensive CV of the team leader demonstrating less than two (2) assignment in the deployment/ implementation of the electronic board-pack meeting software	30%	
	1	The bidding company submitted a comprehensive CV of the team leader demonstrating two (2) assignments in the deployment/ implementation of the electronic board-pack meeting software		

<p>provided demonstrating two (2) or more assignments in the deployment/ implementation of the electronic board-pack meeting software</p> <p>NB.: A CV of the team leader demonstrating two (2) or more years in the deployment/ assignments implementation of the electronic board-pack meeting software 30 points.</p>	2	The bidding company submitted a comprehensive CV of the team leader demonstrating three (3) or more years assignments in the deployment/ implementation of the electronic board-pack meeting software				
<p>4. Suitability of the project technical members</p>						
<p>Experience of two (2) technical members. The bidding company to submit comprehensive CV's of the two (2) technical members demonstrating one (1) or more individual assignments in deployment/ implementation of the electronic board-pack meeting software.</p> <p>Bidders to complete Annexure D (CV Template) as provided demonstrating two (2) or more individual assignments for the two (2) technical members in the deployment/ implementation of the electronic board-pack meeting software Manager/Team Leader.</p> <p>NB.: CV's of the technical members demonstrating one (1) or more individual assignments in deployment/ implementation of the electronic board-pack meeting software. 10 points.</p>	0	The bidding company did not submit comprehensive CV's of the technical members/ CV demonstrating a minimum of one assignment in the deployment/ implementation of the electronic board-pack meeting software	10%			
	1	The bidding company submitted comprehensive CV's of the two (2) technical members demonstrating one (1) individual assignment in the deployment/ implementation of the electronic board-pack meeting software				
	2	The bidding company submitted comprehensive CV's of the two (2) technical members demonstrating two (2) or more individual assignments in the deployment/ implementation of the electronic board-pack meeting software				
<p>Total</p>			100%			

N/B: Bidders need to obtain a minimum of 75% for functionality for them to be evaluated further on the 80/20 preference point system. If no bidder meets 75%, we will reduce the minimum functionality threshold to 70%. If none of the bidders meet the 70% threshold, they will be disqualified from the further evaluations.

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:

ELEMENT	FUNCTIONALITY EVALUATION		FUNCTIONALITY WEIGHT	TOTAL SCORE
1. Suitability of the bidding Company	Rating out of 2	Evaluation criteria		
<p>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:</p> <p>The bidding company to present and demonstrate the electronic Boardpack solution on all forty-six (46) functionality requirements as stated below.</p> <p>The projected system to exhibit all compulsory forty-six (46) functionalities. A system projected and not exhibiting all 46 functionalities will be disqualified from further evaluation.</p> <p>NB.: A Bidding company that meets all compulsory 46 points of the Board Software system functional requirements will score the maximum of 100 points</p>	0	The bidding company does not meet all compulsory 46 points of the Board Software system functional requirements below	100%	
	2	The bidding company meet all compulsory 46 points of the Board Software system functional requirements as stated on functional requirements below		
Total			100%	

N/B: Bidders need to obtain a minimum of 100% for presentation for them to be evaluated further. Bidders who do not meet 100% of the presentation will be eliminated from further evaluation.

**Compulsory – Forty-six (46) 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
43.	Declaration of Interest capability: users should be able to complete and sign declarations of interest from the portal
44.	Action list capability: users should be able to record their comments/responses to the action list before it can be incorporated to the final meeting pack
45.	The solution should provide secure messaging protocol
46.	Board and Sub-Committee Assessments: Board and Sub-Committees members assessments to be conducted online using questionnaires

3.1.2.1.4 Phase 4 – Price and 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 as follows:

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

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/21221005/1	CLOSING DATE:	18 July 2022	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 businesscontinuity@sasseta.org.za OR 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 Lebo Hlombe					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Ms Lebo Hlombe		CONTACT PERSON	Ms Lebo Hlombe	
E-MAIL ADDRESS	Scm04@sasseta.org.za		E-MAIL ADDRESS	Scm04@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 GOODS /SERVICES /WORKS OFFERED?	<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		
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS 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.

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.: RFP/SASSETA/21221005/1
CLOSING TIME: 11h00	CLOSING DATE: 18 July 2022

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 sixty (60) 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	60 Months	R
	TOTAL COSTS		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:

NO.	ROLE IN THE TEAM	NAME AND SURNAME (Bidders to indicate <u>one</u> (1) name per role below.	IS THE CV ATTACHED <i>(circle the response below)</i>	IS THE CERTIFICATE ATTACHED <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).

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 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

N
/B. If more space required, Service providers are to copy this table onto their letterhead and provide information as per the table above

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 particulars:

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

2.3.1 If so, furnish particulars:

3 DECLARATION

I, the undersigned, (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 consortium¹ will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

(MUST be signed by a duly Authorised Delegate. A signed Company Resolution must be submitted).

¹ 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.

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:

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

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

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

2. DEFINITIONS

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

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

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

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

Where

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

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

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

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

5. BID DECLARATION

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

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

6.1 B-BBEE Status Level of Contributor: = Level
(Bidder to state their B-BBEE level from level 1 to level 8)

6.2 Number of points claimed = (maximum of 20 points)
(Bidder to state the number of points claimed from 20 to 0)

(Points claimed in respect of paragraph 6.1 and 6.2 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		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

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

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

8.6 COMPANY CLASSIFICATION

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

[TICK APPLICABLE BOX]

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

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process; 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.

WITNESSES
1.
2.

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

(MUST be signed by a duly Authorised Delegate. A signed Company Resolution must be submitted).

If you encounter any suspicious calls asking for payment to secure an award of a bid or that the outcome of a tender can be influenced in your favour, please immediately inform the SASSETA Anti-Corruption Hotline at 0800 204 143 for further investigation.”

10. 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"> • To be signed by a duly Authorised Delegate. 	
2.	<ul style="list-style-type: none"> • Part 2: Completed and signed pricing schedule (SBD 3.3) • To be signed by a duly Authorised Delegate. 	
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 must complete and sign the declaration of interest document)</i> <ul style="list-style-type: none"> • To be signed by a duly Authorised Delegate 	
4.	<ul style="list-style-type: none"> • Part 4: Completed and signed Preference Points Claim form in terms of Preferential Procurement Regulations 2017 (SBD 6.1). Not claiming points as per bullet 6.1 and 6.2 on SBD 6.1 will lead to B-BBEE points not awarded 	
5.	<ul style="list-style-type: none"> • Part 5: 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 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.</i> <ul style="list-style-type: none"> • Non submission of a valid B-BBEE Certificate/sworn affidavit will lead to zero points awarded 	
6.	Part 6: Submitted the General Conditions of Contract (initialled each page)	
7.	Part 7: Bidders National Treasury Central Supplier Database (CSD) forms indicating the validity of the bidder's registration	
8.	Part 8: Bidder's to attached quotation on the Company letterhead inclusive of VAT and any other applicable costs in line with the SBD 3.3	
9.	Part 9: 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. NB.: Methodology demonstrating less than one (1) month will score the maximum 30 points	
10.	Part 10: 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.: Four (Three) or more signed reference letters will score the maximum 30 points.	
11.	Part 11: Bidders to submit CV of the team leader demonstrating two (2) or more assignments in the deployment/ implementation of the electronic board-pack meeting software; NB.: A CV of the team leader demonstrating two (2) or more years deployment/ implementation of the electronic board-pack meeting software of 30 points .	
12.	Part 12: The bidding company to submit a comprehensive CV's of the two (2) technical members demonstrating one (1) or more years individual experience in deployment/ implementation of the electronic board-pack meeting software . NB.: CV's of the technical members demonstrating one (1) or more years in implementation of online restoration, maintenance and monitoring services will score the maximum of 10points .	