



RFP NUMBER:	RFP/SASSETA/222311104
DESCRIPTION:	Appointment of a suitably qualified service provider to develop, implement, host, train, provide access to, maintain, manage, and support an integrated management information system.
PUBLISH DATE:	28 November 2022
CLOSING DATE:	20 January 2023
CLOSING TIME:	11h00 am
COMPULSORY BRIEFING SESSION DATE	14 December 2022 at 10h00 – 12h00 via Microsoft (MS) teams – Prospective Bidders are to join the meeting via SASSETA Website www.sasseta.org.za Prospective Bidders are to join the meeting by 10h14. they will not be accepted into the meeting from 10h15 on the day of the briefing session.
VALIDITY PERIOD:	120 days from the closing date
PREFERENCE POINT SYSTEM	80/20
BID RESPONSES TO BE SUBMITTED ELECTRONICALLY OR HAND-DELIVERED/ COURIERED TO:	Proposals to be submitted electronically via email to imis@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/222311104)
ATTENTION:	Ms. Lebo Hlombe
<p>NB: Bidders to 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>The email address (imis@sasseta.org.za) is for the 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 scm01@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 receive 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. Specifications
3. Selection Process

SECTION B

1. Special Conditions of Bid and Contract
2. Invitation to Quote (SBD 1)
3. Pricing Schedule (SBD 3.1)
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: 14 December 2022

Time: 10h00 -12h00

Venue: Virtual Microsoft (MS) Teams 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.

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 scm01@sasseta.org.za by **15 December 2022 at 12h00**. 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 imis@sasseta.org.za

OR

Hard-copy document to be couriered, posted 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/222311103)

❖ Closing date and time: **20 January 2023 @ 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)

1.6 DIRECTIONS TO SASSETA OFFICES 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 premise 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 to complete SBD 3.3 as attached to this request in full and to 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 to 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 to 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: Broad Based Black Economic Empowerment Certificate

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

Part 8: Quotation on the Company letterhead of the Bidding Company

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

Part 9: Proposed technical approach.

The service provider to submit a proposed technical approach relevant to the terms of reference including but not limited to the detailed project implementation plan, Data Conversion and Migration Plan, and the transition between the current system and the implementation of the new system (parallel running of the systems).

Part 10: Suitability of the bidding Company

The Bidding Company submitted reference letters that indicate the entity's ability to develop module(s) or systems within an integrated environment.

Part 11: Suitability of the project team leader

Bidders to submit the CV of the team leader that demonstrate managing of two (2) or more successful implementation/ ability to develop module(s) or systems within an integrated environment.

Part 12: Bidders to submit copies of qualifications of the proposed team leader.

Bidders to submit the CV of a Business System Analyst demonstrating active participation in a minimum of two (2) successful implementation of integrated modules.

Part 13: Suitability of the proposed ICT project specialists

Bidders to submit the CV of a System Developer demonstrating active participation in a minimum of two (2) successful implementation of integrated modules

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 The SASSETA must, in accordance with any prescribed requirements –

- a) develop a Sector Skills Plan within the National Skills Development Plan (NSDP) by:
 - i. implementing its Sector Skills Plan (SSP)
 - ii. establishing learning programmes;
 - iii. approving work-place skills plans and annual training reports;
 - iv. allocating grants, in the prescribed manner and in accordance with any prescribed standards and criteria, to employers, skills development providers, and workers, and
 - v. by monitoring the quality of occupation-based learning in the Sector;
- b) promote occupation-based learning programmes that include work experience by: -
 - vi. identifying workplaces for practical work experience;
 - vii. improving the facilitation and assessment of learning; and
 - viii. assisting with the conclusion of agreements for learning programmes;
- c) register agreements for learning programmes;
- d) support and form partnerships
- e) when required to do so, as contemplated in section 7(1) of the SDLA, collect and disburse the skills development levies, allocated to it, in terms of sections 8 and 9 of the SDLA, in its Sector;
- f) submit to the Director-General any budgets, reports and financial statements on its income and expenditure, which it is required to prepare in terms of the PFMA, as well as plans and reports on the implementation of its Service Level Agreement;
- g) formulate policies and procedures of the SETA;
- h) appoint the employees necessary for the performance of its functions;
- i) perform any other functions and duties imposed on it by the Skills Development Act, the SDLA, other relevant legislation and this Constitution, or that are consistent with the purposes of the Skills Development Act, the SDLA, any other relevant legislation and this Constitution.

2.2 DEFINITIONS

- 2.2.1 **DHET- Department of Higher Education and Training**
- 2.2.2 **AGSA – Auditor General South Africa**
- 2.2.3 **SDF – Skills Development Facilitator**
- 2.2.4 **SLA – Service Level Agreement**

- 2.2.5 **ERP – Enterprise Resource Planning**
- 2.2.6 **CRM – Customer Relationship Management**
- 2.2.7 **ETQA – Education Training and Quality Assurance**
- 2.2.8 **SASSETA – Safety and Security Sector Education and Training Authority**
- 2.2.9 **ID - Identification Document**
- 2.2.10 **NLRD – National Learner Record Database**
- 2.2.11 **QCTO - Quality Council for trades and occupations**
- 2.2.12 **SAQA – South African Qualifications Authority**
- 2.2.13 **SDA - Skills Development Act**
- 2.2.14 **SDLA – Skills Development Levies Act**
- 2.2.15 **SETMIS - SETA Management Information System**
- 2.2.16 **TVET - Technical Vocational Education and Training Colleges**
- 2.2.17 **WIL - Work Integrated Learning**
- 2.2.18 **WSP – Workplace Skills Plan**
- 2.2.19 **ATR – Annual Training Report**
- 2.2.20 **DoHA – Department of Home Affairs**

2.3 BACKGROUND

- 2.3.1 SASSETA currently has an Integrated Management Information System (IMIS) that manages the core business of the organization related to skills development in the Safety and Security Sector. The system assists with progress reports (i.e., weekly, monthly or ad-hoc basis). Amongst other platforms, SASSETA provides information to DHET, SAQA, QCTO, and the AGSA as part of reporting against its annual targets.

2.4 PURPOSE

- 2.4.1 SASSETA wishes to appoint a service provider to develop, implement, host, train, provide access to, maintain, manage, and support an integrated management information system through either:
 - a) rental
 - b) an outright purchase (owned IP)
(The bidder is to provide a brief narration regarding the terms and conditions in relation to the intellectual property)
- 2.4.2 SASSETA requires that the provision of such services shall start on the date of appointment until 31 March 2030. The service may be extended for a further 60 (sixty) months depending on the following circumstances:
 - Operational requirement of SASSETA
 - The SETA Licensing
 - Affordability
 - Any other legislative requirement.

2.5 SCOPE OF WORK

- 2.5.1 The proposed system to support below mentioned, but not limited to the following requirements:

2.5.1.1 SYSTEM REQUIREMENTS

2.5.1.1.1 The service provider is to provide a customised software-based Integrated Management Information System as required by SASSETA. It should be noted that SASSETA uses Microsoft Great Plains as its financial system and the proposed solution should offer the required integration.

2.5.1.1.2 The system should be web-based.

2.5.1.1.3 The system should allow for required enhancements and integration for all the modules as and when required.

2.5.1.1.4 The system should be able to accommodate the workflows

2.5.1.1.5 The system to have the following modules once developed

- a) Employer Management System (Section 2.5.1.2)
- b) Discretionary Grant Management System (Sections 2.5.1.3)
- c) Contract Management (Sections 2.5.1.4)
- d) Learner Management System (Sections 2.5.1.5)
- e) ETQA Quality Assurance Management System (Section 2.5.1.6)
- f) Performance Reporting (Module) (Sections 2.5.1.7)
- g) Business Intelligence and Reporting Functionality (Sections 2.5.1.8)

2.5.1.1.6 The SASSETA users should have access to the system as per their role and functional delegation and functional requirements. Currently, there are +/- 150 (Internal Users) and +/- 20 000 External Users and the systems should be able to consider access from internal and external perspectives. The system should have the capacity and stability to connect and grant access and full functionality to +/-25 000 users working concurrently on the system at any given time.

2.5.1.1.7 The system shall assist SASSETA to meet stakeholder's needs in a timely and efficient manner. Our goal is to maintain and improve stakeholder satisfaction pertaining to the following core modules:

2.5.1.2 Employer Management System (Module)

2.5.1.2.1 SASSETA requires a database of employers. The SDFs (Company representatives) must be provided with the ability to apply to be registered onto the database to manage the employer details. SASSETA must be allowed to maintain this database. The Employer database is updated via a file received from DHET/SARS monthly.

a) Secured System Access

The system must include secure (password-protected) web-based online access for employers (Skills Development Facilitators) to register and update information.

b) Mandatory Grant application (WSP and ATR) Integration with Finance/Employer Data

- i. The system must be able to generate the prescribed WSP and ATR template (known as Annexure A – included in the Skills Development Act and SETA Grant Regulations)
- ii. Allow for registered SDFs to create, capture, and submit WSP and ATR online annually (by 30 April/ and for a limited, pre-defined few, until 31 May)
- iii. The WSP and ATR module must allow for the pre-population/import of previous years' information into the current year template subject to validation/confirmation.
- iv. Allow for online review, evaluation, verification, and approval of the WSP and ATR according to predefined criteria
- v. The online approval of the WSP and ATR will trigger the approval of the employer mandatory grant in the case of a levy-paying employer only. (This must be able to interface with the SETA finance/grant system)
- vi. SDFs will be able to submit WSP and ATR information online up to 30 April of each year. The system will allow read and print access only after the submission deadline.
- vii. The WSP and ATR forms to be reviewed and updated as and when required by the SASSETA Mandatory Grants Team.
- viii. The CRM functionality to send auto-generated communication regarding the status/updates of the WSPATR to SDFs and employers.
- ix. SASSETA must be able to draw raw data from the system at any time
- x. System should accommodate for customised reports
- xi. Employer submissions of WSPs and ATR must be able to be tracked and monitored (live dashboard) at a high level from the system
- xii. The system should allow all auto-generated emails to be linked to SDF/Employer profiles and should be in a downloadable PDF format (Letter of Good Standing, Acknowledgement/ Approval/ Payment letters)
- xiii. The system must be able to import the payment file from a financial system and to export the banking details into the financial system
- xiv. For newly registered entities SDFs should indicate the initial date of registration with SARS for SDL purposes

c) Levy and Grant Management on the Financial System.

- i. Interface with the designated system which contains uploaded employer files received from SARS on a

- monthly basis (these include new and existing employer levy information)
- ii. Provide mandatory grant and levy reports on a quarterly/annual basis
- iii. Provide discretionary grant expenditure report per employer, per project, per sector, per municipality and per province.
- iv. The system should be able to auto-generate Mandatory Grants payment letters after disbursement
- v. The payment letter must be linked to the employer profiles and must be downloadable in PDF format.
- vi. There should be a Levy and Grant dashboard made available for each employer per scheme year.

d) Sector Skills Plan (SSP) Research

- i. The SSP module must provide for the extraction and import of the employer management system functionality data.
- ii. The SSP module must have a dashboard with automated graphs/data/tables populated per defined category. i.e Mandatory Grant Performance, Demographic and Economic analysis of WSP/ATR data (at Sector, Sub-sector/Chamber and provincial level)
- iii. All dashboards/reports should be downloadable in PDF, Excel and MS word formats

e) Inter-Seta Transfers (Interface the designated financial and related systems)

- i. Online registration of the request for Inter-Seta Transfers.
- ii. The system must provide a report (dashboard) on all Inter-Seta Transfers of employers into and out of SASSETA
- iii. The system must make provision for updates/feedback on Inter-Seta Transfers applications/requests

f) Organising Framework for Occupations (OFO)

- i. The system must enable employers to register for OFO amendments online.
- ii. The system must be able to provide reports (dashboard) on online OFO amendments applications/requests.
- iii. The system must make provisions for updates/feedback on OFO code amendment applications

2.5.1.3 Discretionary Grant Management System (Module)

2.5.1.3.1 Application Process

a) The Discretionary Grant Management System should provide adequate support for the expression of interest, online invitation, application, compliance check, grant allocation, due diligence, recommendation, approval, disbursement, tracking, management, reporting and, feedback for the employed and unemployed of the following:

- i. Bursary
- ii. Learnerships
- iii. Internship
- iv. Skills programmes
- v. Recognition of Prior Learning (RPL)
- vi. Catalytic/Non-Pivotal Projects
- vii. TVET Placements
- viii. University of Technology
- ix. Lecturer Development
- x. Artisans
- xi. Candidacy (Candidate Attorneys and Pupils)
- xii. Entrepreneurship
- xiii. Ad Hoc Projects/Non-Pivotal Projects

NB: Each of the above has different eligibility criteria which should be built into the system.

b) One of the access requirements to be eligible for a discretionary grant is the submission of a mandatory grant application, therefore, the proposed system needs to interface with the Employer Management System:

- i. Receive expressions of interest from government departments and consolidate
- ii. Online invitation to apply for Discretionary Grants
- iii. Receive online Discretionary Grants application
- iv. Conduct online compliance checking
- v. Conduct grant allocation
- vi. Produce a due diligence schedule and enable uploading of feedback and supporting documents
- vii. Recommendation of DG applications
- viii. Approval of DG recommendations
- ix. Generate feedback letter (Approved/Declined)

2.5.1.4 **Contract Management Module**

2.5.1.4.1 The system shall provide a platform to manage contracts as follows:

- a) Generate funding agreements for each discretionary grant type with a unique number
- b) Upload learner list to generate pro-forma learnership, internship and other agreements as supplied by SASSETA
- c) Schedule projects and project milestones
- d) Generate a schedule of deliverables and a payment schedule upon DG Project approval

- e) Generate final funding agreement and digitally approve. Approved agreements to be stored against each project
- f) Generate customised/project reports indicating, inter alia, amounts committed in signed contracts, project expenditure, project performance against set milestones and targets.
- g) Schedule projects and project milestones (Integration with finance)
- h) Generate monitoring schedules based on project milestones
- i) Generate project breach/lapsed/termination/writebacks letters
- j) Generate addenda as and when required
- k) The system should allow for the payment preparation and approval process to be automated
- l) Invoice tracking capabilities (CRM)
- m) Ability to increase and reduce contract values (Inter-Project Transfers and Writebacks)
- n) Automated project notifications for deliverables (CRM)
- o) The system should allow stakeholders (Dashboard) to upload, respond and interact to project notifications (terminations letters, addendum, extension requests etc)
- p) Generate customised/project reports indicating, inter alia, amounts committed in signed contracts, project expenditure, project performance against set milestones and targets.
- q) The system should allow for workflows to be integrated with the stakeholder dashboard
- r) The system should allow for the upload/capturing of SETA-funded learner information to be integrated with the learner management module.
- s) The system should accommodate SETMIS requirements
- t) Provide the full contract and project monitoring functionality

2.5.1.4.2 Interface with the Financial System:

- a) Generate Pro-forma Invoices
- b) Approval of payments (workflow)
- c) Integration with Financial System
- d) Generate commitment register
- e) Ability to update payment information

2.5.1.4.3 Generate customised report

2.5.1.4.4 All discretionary grants are linked to projects and project reports are generated.

2.5.1.4.5 The system should reconcile the budget with approvals, write-backs, terminations, and extensions.

2.5.1.5 **Learner Management System (Module)**

2.5.1.5.1 **Learner Registration**

- a) Digital/manual submission of learner registration documents
- b) The digital submission should allow for the upload of supporting documents

- c) Data Capturers should have the ability to verify and pre-approve digitally submitted information
- d) Digital workflow to control document submission from start to end of learner registration process (separate process for self-funded, industry-funded and SETA funded)
- e) Customised reports for all learner interventions being captured
- f) The system should be able to generate pre-populated learner registration documents
- g) The system should be able to validate ID numbers and status of deceased/not deceased for each learner at point of capture and pre-populate fields based on the ID number.
- h) The system should alert the user if an ID number has been used in the system before and must trigger supervisor / manager approval to continue.
- i) The system should allow for the transfer and termination of learners
- j) The system should allow internal and external users to capture enrolment requests and save documents
- k) Automatic query escalation process when error is detected during data capture process
- l) Allow for validation by Monitoring, Evaluation and Reporting
- m) Allow for digital records management processes
- n) Generate customised reports

2.5.1.5.2 **Learner Achievement Result**

- a) This process is done by an appointed SASSETA Practitioner/ external verifiers in line with accreditation requirements, the purpose is to ensure the integrity of certificates issued to successful learners that award them with qualifications and/or credits for unit standards falling within the accreditation scope of the SASSETA for endorsement and certification.

2.5.1.5.3 **SASSETA Programmes**

- a) SASSETA learning programmes to be uploaded on the IMIS solution
- b) Digital/manual submission of learner registration documents i.e., SASSETA prescribed forms, Artisan
- c) The digital submission should allow for the upload of supporting documents
- d) The system should allow internal and external users to capture certification requests and save documents
- e) Data Capturers should have the ability to verify, approve and certify digitally submitted information
- f) Digital workflow to control document submission from start to end of learner certification process
- g) Customised reports for all learner interventions being captured
- h) The system should be able to generate pre-populated SASSETA prescribed forms, Artisan

- i) The system should be able to validate ID numbers and status of deceased/not deceased for each learner at point of capture.
- o) The system should alert the user if an ID number has been used in the system before and must trigger supervisor / manager approval to continue.
- j) Automatic query escalation process when error is detected during data capture process
- k) Training Providers should have access to SASSETA prescribed forms system only, once verification has been conducted from the ETQA department
- l) Users should be able to print qualifications (all programmes) and the statement of result (miscellaneous skills programme)
- m) Allow for validation by Monitoring, Evaluation and Reporting
- n) Allow for digital records management processes
- o) The system should be able to link assessors/moderators to the training providers
- p) The system should be able to generate customised reports

2.5.1.5.4 **NON-SASSETA Programmes**

- a) SASSETA data capturers should be able to change status to completed on receipt of the statement of results (SOR) or certificates from the other ETQA and should be able to scan these to the learner profile
- b) Allow for validation by Monitoring, Evaluation, and Reporting (MER)

2.5.1.6 **ETQA (Quality Assurance Management System (Module))**

- 2.5.1.6.1 Learner record management including enrolment linked to projects and certification of learners (minimum requirements as per NLRD / SETMIS requirements)
- 2.5.1.6.2 Skills Development Provider (SDP) / Assessment centres accreditation, administration, maintenance, and management
- 2.5.1.6.3 Organisation/Employer/Non-SETA providers administration, maintenance and management
- 2.5.1.6.4 Maintenance of and upload into the National Learner Record Database and reporting to SAQA/QCTO
- 2.5.1.6.5 Registration and maintenance of qualifications, learning programmes, and unit standards in line with the NQF and Quality Council requirements
- 2.5.1.6.6 Registration, maintenance, and management of person profiles, Assessors, and Moderators
- 2.5.1.6.7 Monitoring and evaluation of SDP's on a monthly and quarterly basis.
- 2.5.1.6.8 NLRD Uploading / Reporting to SAQA/QCTO.
- 2.5.1.6.9 Ability to distinguish between SETA and Industry Funded Learners

- 2.5.1.6.10 Ability to create ad hoc reports to meet the needs of end users' job functions without the intervention of dedicated report writers
- 2.5.1.6.11 Administration, maintenance, and management of Programme setup for Learnerships, Skills Programmes, Qualifications and unit standards
- 2.5.1.6.12 Online applications for SDP's and assessor/moderator which includes electronic process flows and evaluation/approval processes.
- 2.5.1.6.13 Library configuration, database of exemplars, all active SAQA qualifications, skills programmes, Part qualifications.
- 2.5.1.6.14 Workplace approval
- 2.5.1.6.15 External integrated summative assessments, system should be able to generate learner exam numbers to give them access to the final exam.

2.5.1.7 Performance Reporting (Module)

2.5.1.7.1 QPR / APP / Departmental Performance Reports:

- a) Capability for collaborative reports (QPR, APP/SLA, Departmental Performance Reports)
- b) Capability to specify and update TID requirements annually
- c) An automated report structure that complies with the rules of SETMIS and is fed from the point of data capture at the Grants and Project Management department
- d) The report must be vetted against previous reports and should not allow duplicate information to be pulled through
- e) Learner ID numbers must have a built-in validation rule only allowing valid ID numbers to be captured
- f) Once the summary page has been populated, a list of learner performance indicators as well as the individual learners should be downloadable into one combined report
- g) If a learner does not pull through to a report, an error report must be provided stating the rules that the learner / record is not compliant to SETMIS / Validation Guidelines / TIDs.
- h) The reports / learner information should have document upload functionality coupled with an excel / PDF download functionality
- i) The report must be constructed in such a way that only verified / Selected learners are pulled through to the report via the action on specific criteria
- j) The report template should contain fields and targets that are adjustable for the skills year in question
- k) Automatic reports such as tables, graphs, and analysis should be made available based on the data pulled into the report
- l) Digital sign-off / approval process should be included in a workflow

- m) Document repository for previous and future reports must be made available
- n) Fields for the physical location of documents as well as a link to the PDF version of the learner records and reports for past and present must be built in at all levels of data capture (LP, MER).

2.5.1.7.2 **SETMIS / Survey Hub Reports:**

- a) The SETMIS rules of compliance must be built into the LP and ETQA departments databases
- b) Capability for collaborative reports especially for the Survey Hub data
- c) Learner Id numbers must have a built-in validation rule only allowing valid ID numbers to be captured
- d) The MER unit must be able to view the translated data in a format similar to the QPR
- e) The data must be made available in the prescribed format and must be updated on a live platform ready to download for testing
- f) All fields required for the Survey Hub must be built into the system, must be vetted against previous reports and should not allow duplicate information to be pulled through
- g) The reports / learner information should have document upload functionality coupled with an excel / PDF download functionality
- h) Once the cover page has been populated, a list of learner performance indicators as well as the individual learners should be downloadable into one combined report
- i) Upload functionality must be made available at the point of data capture
- j) The report must be constructed in such a way that only verified / Selected learners are pulled through to the report via the action on specific / qualifying criteria
- k) If a learner does not pull through to a report, an error report must be provided stating the rules that the learner / record is not compliant to (SETMIS / Validation Guidelines / TIDs)
- l) Automatic reports such as tables, graphs and analysis should be made available based on the data pulled into the report
- m) Digital sign off / approval process should be included in a workflow
- n) The system should provide live performance dashboards on performance information

2.5.1.7.3 **Monitoring and Evaluation**

- a) Pre-populated Monitoring Templates triggered by the signing of the DG contracts
- b) Monitoring of a project should be triggered by upload of Learner lists, Learner induction reports, DG contracts, Project data etc

- c) Workflow to be built in for the tracking of the date of submission and the date of completion of monitoring tasks
- d) Automated monitoring schedules and monitoring reports must be available in PDF / Word / Excel format
- e) Monitoring schedule to be built as per specification from M&E
- f) Quarterly performance reports including departmental / SETMIS / QPR / APP must be available in a combined report
- g) SASSETA must have the capability to extract Ad-Hoc reports as and when required
- h) Digital sign-off / approval process should be included in a workflow
- i) Automated reports highlighting trends in data
- j) Document repository and collaborative reporting must be a feature in the module integrated with the Discretionary Grant Management module, Contract Management Module and the Learner Management System.
- k) Fields for the physical location of documents as well as a link to the PDF version of the learner records and monitoring reports for past and present must be built in at all levels of data capture (LP, MER)

2.5.1.7.4 **Records Management**

- a) All documents stored within departments should have a link to the PDF version of the record and linked to their specific portal
- b) There should be segmented document upload sections for files with differing sections
- c) There should be a digital process flow for approval of file requests, returns, box requests etc
- d) The system should have a ticketing system linked to the file submissions, requests, returns, box requests etc
- e) The ticketing system must drive ticket requests to members of the MER unit with fields for qualitative and quantitative data
- f) Once the ticket has been completed, acknowledgment of receipts, emails etc to be sent out to those who initiated the requests
- g) Full operational reports on the ticketing System in terms of issued, completed, person involved and requester must be made available in both excel and PDF format
- h) The system should have live dashboard capability
- i) System should integrate with SASSETA current file plan and existing document storage solution
- j) System should have fields to include physical records location linked to the document storage software
- k) Learner ID numbers must have a built-in validation rule only allowing valid ID numbers to be captured

2.5.1.8 Business Intelligence and Reporting Functionality

2.5.1.8.1 IMIS should have business intelligence and reporting functionalities which will amongst other tasks:

- a) Capability to plug into external databases
- b) Have data validation capabilities
- c) Generate standard and ad-hoc reports that can be customised as required

2.5.1.9 System Attributes

2.5.1.9.1 The system should incorporate the following attributes:

a) User functions

i. Different stakeholder's interface with SASSETA and will require different access as defined in the business rules (to be supplied). The users include but are not limited to:

- Employers
- Learners
- Providers
- Moderators
- Assessors
- Verifiers
- SASSETA staff

ii. The system must have the ability to:

- Set controls at the account (user); and
- Have clearly defined user roles

b) Reporting and Uploads

i. For each of the system modules, SASSETA requires reports to be generated periodically. These include standard, analytical, performance and ad hoc reports. Standard reports include:

- DHET / SETMIS report which include Organizing Framework for Occupations (OFO) codes and learner municipality (postal codes) (Interface with DHET SETMIS system)
- Annual / Quarterly Performance Reporting
- Project Performance Reporting including finance
- Dashboard views of key performance indicators
- Solution to have a sufficient space to store large data
- The system must have the ability to:

- ❖ provide digital document imaging, library and document repository
- ❖ provide bulk uploads
- ❖ drill down into transactional details on summary reports

c) General Requirements

- i. The system must be mobile and tablet friendly
- ii. Flatten files and images to optimise space usage
- iii. The system must enable use of digital signatures
- iv. Provide user manuals in both video and scripted form for all modules.
- v. The system must be compliant with general requirements issued from time to time by external stakeholders e.g. DHET, SAQA, QCTO etc.

2.5.1.10 SYSTEM ENVIRONMENTAL REQUIREMENTS

2.5.1.10.1 Application Software

- a) SASSETA uses the Microsoft platform for its server and working stations functionality. The working station operating system is Windows 10 and 11.
- b) The main browsers used are Windows Edge and Google Chrome.
- c) The Bidder is required to provide a general description of the application program product and how it will meet the requirements of this RFP.
- d) Describe your overall:
 - comprehensive business solution in relation to the current environment mentioned above
 - indicate areas where the product fits and
 - any possible gaps that require development and enhancements.

2.5.1.10.2 Vendor-Hosted or Hosted Solution

- a) Describe the vendor-hosted model including hosting, integration, help desk, provisioning and desktop management capabilities, deployment model (dedicated servers, shared environment, etc.), impact to SASSETA's network and bandwidth, and any partners that may be involved in service delivery.
- b) Describe the proposed service level agreement, including any tiered levels of service, response times, and standard metrics.
- c) Describe the support model, including cost structure for support calls.
- d) Describe the data centre and storage facilities, including:

- e) locations, staffing, physical security, environmental controls (including redundant power), redundancy/load balancing capabilities, data backups and disaster recovery capabilities.
- f) Describe the logical security including firewall security, authentication controls, and data encryption capabilities.
- g) Describe the change management, upgrade, and patch management policies & practices?
- h) Describe systems administration/management capabilities including monitoring of performance measures, intrusion detection, and error resolution.
- i) Describe how you will help SASSETA move to a new operation at the end of the contract term or if the contract is terminated, including the process for notifying of termination.
- j) Provide SASSETA with an effective and efficient manner of query resolution and management

2.5.1.11 Proposed Implementation Plan

- 2.5.1.11.1 The Bidder is required to provide an implementation plan in narrative format supported by an activity level project plan that details how the proposed solution is to be implemented.

2.5.1.12 Data Conversion and Migration Plan

- 2.5.1.12.1 It is expected that the Service Provider will be responsible for data extraction from current systems and data scrubbing and data pre-processing, and that the Bidder will be responsible for overall data conversion coordination, the definition of file layouts, and data import and validation into the new Integrated Management Information System. Bidders are to provide pricing for data conversions in their Price Proposals.

2.5.1.13 Disaster Recovery and Protection of Information

- 2.5.1.13.1 SASSETA need the assurance that all the data and systems that are used to process its business processes are protected against any form of loss or risk including but not limited to accidental loss, malicious loss, theft, unauthorised access, sabotage and most importantly privacy.
- 2.5.1.13.2 The service provide is required to provide a detailed proposal or plan on how these risks can be mitigated to ensure that there is minimal or no damage such occurrence take place.
- 2.5.1.13.3 The service provider to ensure compliance to Protection of Personal Information Act (POPIA)

2.5.1.14 Systems and Resource Training

2.5.1.14.1 SASSETA requires:

- a) The bidder is expected to conduct user training, and provide user manuals, and online help for SASSETA end users (external / internal).
- b) The Bidder should describe the training approach and timelines.

NB: SASSETA recognizes that a movement from the current environment to a new solution will present change management challenges.

2.5.1.15 System Testing

2.5.1.15.1 The Bidder should allocate adequate resources and time to ensure comprehensive testing prior to implementation.

2.5.1.16 On-going Support Services

2.5.1.16.1 The bidder will be expected to provide ongoing support and maintenance for the duration of the contract (Online/Onsite support).

2.5.1.17 Intellectual Property

2.5.1.17.1 All data captured on the system remains the property of SASSETA and the service provider is not entitled to use such for their own or third-party benefits.

2.6 TIMEFRAMES FOR DELIVERY OF THE WORK

- 2.6.1. The assignment will be from the date appointment up to 31 March 2030.
- 2.6.2. All modules will need to be developed/ customised within 6 months from date of appointment.
- 2.6.3. 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).

2.7 PRICING

- 2.7.1 Service Providers are requested to provide an all-inclusive cost of this project from initiation to completion on the provided Annexure C. Two (2) options are provided on Annexure C and bidders are required to quote on both options, namely:
 - a) Outright purchase
 - b) Rental purchase

2.7.2 Any alteration or failure to quote on the supplied Annexure C will lead to automatic disqualification.

2.8 ACCOUNTABILITY AND REPORTING

2.8.1 The service provider will report directly to the ICT Manager for the duration of the assignment.

2.9 PROTECTION OF PERSONAL INFORMATION ACT

2.9.1 All Service Providers are to take note of the implications of POPI Act and any other data privacy Act applicable that SASSETA complies to. In compliance to the act, please be advised that the following are applicable to the treatment of vendor information:

2.9.1.1 All requested bid information will be solemnly utilized for the purpose of the bid evaluation processes. The vendor hereby consents the information provided as part of this bid will be utilized for supply chain processes of SASSETA and may be subject to multiple processing to enable the evaluation of this bid.

2.9.1.2 The vendor consents that the information collected will be retained for the duration of the evaluation and archived for records management purposes. The information will be disposed as per the SASSETA records management policies as prescribed by the national archives Act. Furthermore, the information owner acknowledges that the information provided will be scanned into digital records which are retained on the SASSETA backup servers and that are replicated to backup media. SASSETA does confirm that the organization adopts industry best practice with regards to the safeguarding of digital records whether locally stored or retained in backup media.

2.9.1.3 SASSETA confirms that all submitted records will be retained in their original form and will not be altered with to preserve the quality and originality of information provided.

2.9.1.4 SASSETA confirms that the Information Officer is duly responsible for vendor information provided and exercises stringent measures to ensure that information is secured and solemnly utilized for the purpose of use. No vendor records will be distributed or utilized for any processes outside the current bid that the information has been requested for.

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:

- Attend compulsory briefing session. **Non-attendance of the compulsory briefing session will lead to automatic disqualification**
- 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.**
- **Any alterations or failure to quote on any or all of the items listed on Annexure C will lead to automatic disqualification**
- 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.
- 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.

The functionality calculation will be done based on the defined criteria and weighting thereof. Functionality evaluation will be undertaken in three (3) phases:

- (i) **Technical functionality evaluation** – will be scored out of a 100 with a minimum functionality threshold of 70%. **NB.: Bidders who do not meet the required technical functionality threshold (70%) will be disqualified from further evaluation.**
- (ii) **Presentation evaluation** – Will be scored out of a 100 with a minimum functionality threshold of 100%. **NB.: Bidders who do not meet the required presentation threshold (100%) will be disqualified from further evaluation.**
- (iii) **Due Diligence** – Will be scored out of a 100% with a minimum functionality threshold of 100%. **NB.: Bidders who do not meet the required technical functionality threshold (100%) will be disqualified from further evaluation.**

PROPOSED SELECTION CRITERIA

ELEMENT	FUNCTIONALITY EVALUATION		FUNCTIONALITY WEIGHT	TOTAL SCORE
1. Bidder's Technical approach	Rating out of 2	Evaluation criteria		
<p>1.1. Bidder to submit a technical approach relevant to the terms of reference including but not limited to:</p> <ul style="list-style-type: none"> • Detailed project implementation plan that speaks to <ul style="list-style-type: none"> ➤ All tasks and activities ➤ Implementation timelines (six (6) months) ➤ Resources ➤ Milestones and contingency plan to manage milestones ➤ Training ➤ On-Going Support, Maintenance and Services ➤ Risks • Data Conversion and Migration Plan <ul style="list-style-type: none"> ➤ data extraction ➤ scrubbing ➤ pre-processing ➤ conversion ➤ coordination ➤ definition of file layouts, ➤ data import and validation from the current systems into the new Integrated Management Information System • The transition between the current system and the implementation of the new system (parallel running of the systems). (30 points) 	0	The submitted technical approach does not meet all the requirements in line with the criteria.	30%	
	1	The submitted technical approach meets all the requirements in line with the criteria.		
2. Bidders Experience/ Reference Letters				
<p>2.1. Bidders to submit three (3) or more reference letters that indicate the entity's ability to develop module(s) or systems within an integrated environment. (10 points)</p>	0	Bidder did not submit reference letters or bidder submitted one (1) reference letter that indicates the entity's ability to develop module(s) or systems within an	10%	

<p><u>NB: Three (3) or more reference letters that indicate the entity's ability to develop module(s) or systems within an integrated environment will score maximum of 10 points</u></p>		integrated environment.		
	1	Bidder submitted two (2) reference letters that indicate the entity's ability to develop module(s) or systems within an integrated environment.		
	2	Bidder submitted three (3) or more reference letters that indicate the entity's ability to develop module(s) or systems within an integrated environment.		
3. Suitability of the team members				
<p>3.1. The CV of the team leader to demonstrate managing of two (2) or more successful implementation/ ability to develop module(s) or systems within an integrated environment.</p> <p>Comprehensive CV detailing relevant experience to be attached to the proposal. 15 points</p> <p><u>NB: CV of the team leader demonstrating the managing of two (2) or more successful implementation/ ability to develop module(s) or systems within an integrated environment will score a maximum of 15 points</u></p>	0	The CV of the team leader not attached, or CV does not demonstrate managing ability to develop module(s) or systems within an integrated environment.	15%	
	1	The CV of the team leader demonstrates managing of one (1) successful implementation or ability to develop module(s) or systems within an integrated environment.		
	2	The CV of the team leader demonstrates managing of two (2) or more successful implementation or ability to develop module(s) or systems within an integrated environment.		
<p>3.2. Bidders to submit the CV of a Business System Analyst demonstrating active participation in a minimum of two (2) successful implementation of integrated modules. (10 points)</p> <p><u>NB: CV of the Business System Analyst demonstrating active participation in a minimum of two (2) successful implementation of integrated modules will score a</u></p>	0	CV of a business system analyst not attached, or the CV does not demonstrate successful implementation of integrated module(s).	10%	
	1	CV of a business system analyst demonstrating successful implementation of one (1) integrated module.		

<u>maximum of 10 points</u>	2	CV of a business system analyst demonstrating successful implementation of two (2) or more integrated modules.		
3.3. Bidders to submit the CV of a System Developer demonstrating active participation in a minimum of two (2) successful implementation of integrated modules. (35 points)	0	CV of a System Developer not attached, or the CV does not demonstrate successful implementation of integrated module(s).	35%	
<u>NB: CV of the System Developer demonstrating active participation in a minimum of two (2) successful implementation of integrated modules will score a maximum of 10 points</u>	1	CV of a system developer demonstrating successful implementation of one (1) integrated module.		
	2	CV of a system developer demonstrating successful implementation of two (2) or more integrated modules.		
TOTAL POINTS			100%	

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.

PHASE 2: PRESENTATION BY SHORLITSTED BIDDERS AT SASSETA OFFICES OR VIA MS TEAMS

Shortlisted bidders will be informed of the presentation times/dates. Service Providers are required to be ready for presentations as per the requirements below.

ELEMENT	FUNCTIONALITY EVALUATION		FUNCTIONALITY WEIGHT	TOTAL SCORE
The bidder to demonstrate the functionalities of an integrated management information system (IMIS) that they previously implemented at any of their clients in a live environment. NB: the system demonstrated to be the same with one of the reference letters that was submitted for this tender (100 points)	0	Bidder did not demonstrate functionalities of integrated management information system (IMIS) that they previously implemented at any of their clients. The system demonstrated is not from one of the reference letters submitted for this tender	100%	
	1	The bidder demonstrated the functionalities of integrated management information system (IMIS) that they previously		

	implemented at any of their clients in a live environment. The system demonstrated is for one reference letter submitted for this tender		
TOTAL POINTS		100%	

Bidders are required to meet a minimum of 100% for functionality threshold to go through to the next phase. Bidders who do not meet the 100% threshold will be disqualified from further evaluations.

PHASE 3: DUE DILIGENCE

The bidder in conjunction with the client will demonstrate a live functionality on any one of the modules in the IMIS system demonstrated

NB: SASSETA reserves the right to select the site where due diligence will be undertaken. Site selection will be from the client of the same solution demonstrated in phase 2. Service Providers are required to make necessary arrangements with the selected referee for access into the building where the solution was previously implemented.

ELEMENT	FUNCTIONALITY EVALUATION		FUNCTIONALITY WEIGHT	TOTAL SCORE
<p>The bidder to demonstrate the existence and functionalities of integrated management information system (IMIS) that they previously implemented.</p> <p>NB: The system to be the same to the solution demonstrated in phase 2 (100 points).</p>	0	Bidder did not demonstrate the existence and functionalities of integrated management information system (IMIS) that they previously implemented at the client of the same solution demonstrated in phase 2.	100%	
	1	Bidder demonstrated the existence and functionalities of integrated management information system (IMIS) that they previously implemented at the client of the same solution demonstrated in phase 2.		
TOTAL POINTS			100%	

Bidders are required to meet a minimum of 100% for functionality threshold to go through to the next phase. Bidders who do not meet the 100% threshold will be disqualified from further evaluations.

3.1.2.1.3. Phase 3 – 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:

Evaluation Criterion on Price and BBEE	
Relative competitiveness of proposed price	80
B-BBEE Status Level of Contribution	20
TOTAL FOR PRICE AND 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 THE REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	RFP/SASSETA/222311104	CLOSING DATE:	20 January 2022	CLOSING TIME:	11h00
DESCRIPTION	Appointment of a suitably qualified service provider to develop, implement, host, train, provide access to, maintain, manage, and support an integrated management information system.				
PROPOSALS TO BE EMAILED:					
Proposals to be submitted electronically via email to imis@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	SCM01@sasseta.org.za		E-MAIL ADDRESS	SCM01@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/222311104
CLOSING TIME:11h00	CLOSING DATE: 20 January 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)	

1. The Refer to the attached (Annexure C) excel document for pricing purposes.
2. Bidders are to ensure that all items indicated on (Annexure C) are quoted for.
3. Any alteration or failure to quote on the supplied Annexure C will lead to automatic disqualification.

OPTION A – RENTAL PURCHASE Total cost R.....

OPTION B – OUTRIGHT PURCHASE Total cost: R.....

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

NO.	ROLE IN THE TEAM	NAME AND SURNAME (Bidders to indicate one (1) name per role below)	IS THE CV ATTACHED <i>(Circle the response below)</i>
1.	1 X Team Leader/Project Manager		Yes/No
2.	1 X System Developer		Yes/No
3.	1 X Business System Analyst		Yes/No

.....
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 b

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.
- 3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

.....

.....

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);
“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;

- (e) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (f) **“prices”** includes all applicable taxes less all unconditional discounts;
- (g) **“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;
- (h) **“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;
- (i) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

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

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

80/20

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

Where

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

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

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

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

5. **BID DECLARATION**

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

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

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

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

7. **SUB-CONTRACTING**

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

(Tick applicable box)

YES	<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.
(Both witnesses are required to sign this document. SBD 6.1 submitted without signatures will be disqualified from evaluation)

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

(To be signed by a duly Authorised Delegate.)

If you receive 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.

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.	Part 2: Completed and signed pricing schedule (SBD 3.3) <ul style="list-style-type: none"> • To be signed by a duly Authorised Delegate. 	
3.	Part 3: Completed and signed the bidder's declaration (SBD 4). <i>(In case of a consortium/ joint venture, or where sub-Service providers are utilised, each party to the bid to complete and sign the declaration of interest document)</i> <ul style="list-style-type: none"> • To be signed by a duly Authorised Delegate 	
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"> • To be signed by a duly Authorised Delegate. • Not claiming points as per bullet 6.1 and 6.2 on SBD 6.1 will lead to B-BBEE points not awarded 	
5.	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 attached quotation on the Company letterhead inclusive of VAT and any other applicable costs in line with the SBD 3.3.	
9.	Part 9: Proposed technical approach relevant to the terms of reference including but not limited to: <ul style="list-style-type: none"> • Detailed project implementation plan that speaks to <ul style="list-style-type: none"> ➢ All tasks and activities ➢ Implementation timelines (six (6) months) ➢ Resources ➢ Milestones and contingency plan to manage milestones ➢ Training ➢ On-Going Support, Maintenance and Services ➢ Risks • Data Conversion and Migration Plan <ul style="list-style-type: none"> ➢ data extraction ➢ scrubbing ➢ pre-processing ➢ conversion ➢ coordination ➢ definition of file layouts, ➢ data import and validation from the current systems into the new Integrated Management Information System <p>The transition between the current system and the implementation of the new system (parallel running of the systems).</p>	

10.	Part 10: The Bidding Company submitted reference letters that indicate the entity's ability to develop module(s) or systems within an integrated environment.	
11.	Part 11: The CV of the team leader demonstrates managing of two (2) or more successful implementation/ ability to develop module(s) or systems within an integrated environment.	
12.	Part 12: Bidders to submit the CV of a Business System Analyst demonstrating active participation in a minimum of two (2) successful implementation of integrated modules.	
13.	Part 13: Bidders to submit the CV of a System Developer demonstrating active participation in a minimum of two (2) successful implementation of integrated modules	