



social development

Department:  
Social Development  
REPUBLIC OF SOUTH AFRICA

Private Bag X901, Pretoria, 0001

Enquiries: K Watson, Tel No: (012) 312 7566, Email: [kobusw@dsd.gov.za](mailto:kobusw@dsd.gov.za)

Sir/Madam

**REQUEST FOR PROPOSALS FOR THE APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP  
AN ALTERNATIVE CARE MANAGEMENT SYSTEM**

1. Tender No: SD05/2020
2. Closing Date: 31 July 2020 at 11:00
3. The following documents form part of this invitation for a proposal:
  - SBD1: Invitation to bid
  - SBD3.3: Pricing Schedule
  - SBD4: Declaration of Interest
  - SBD6.1: Preference points Claim Form
  - SBD8: Declaration of Bidders past SCM Practices
  - SBD9: Certificate of Independent Bid Determination
4. All the documents accompanying this invitation must please be completed in detail, where applicable and returned with your Bid.
5. Please make sure that your bid reaches this office before the closing time and date
6. When submitting your bid the following information must appear on the sealed envelope:
  - i. Name and address of the Bidder
  - ii. Bid number
  - iii. Closing Date
7. This envelope can be placed in the Bid box in the foyer at HSRC Building, 134 Pretorius Street, Pretoria

Kind regards

ACTING DIRECTOR GENERAL: DEPARTMENT OF SOCIAL DEVELOPMENT

DATE: 13/07/2020

## PART A INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NATIONAL DEPARTMENT OF SOCIAL DEVELOPMENT)</b>			
BID NUMBER:	SD05/2020	CLOSING DATE:	31 JULY 2020
		CLOSING TIME:	11:00
DESCRIPTION	APPOINTMENT OF SERVICE PROVIDER TO DEVELOP AN ALTERNATIVE CARE MANAGEMENT SYSTEM		
<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>			

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX  
SITUATED AT HSRC Building, 134 Pretorius Street, Pretoria

<b>SUPPLIER INFORMATION</b>			
NAME OF BIDDER			
POSTAL ADDRESS			
STREET ADDRESS			
TELEPHONE NUMBER	CODE	NUMBER	
CELLPHONE NUMBER			
FACSIMILE NUMBER	CODE	NUMBER	
E-MAIL ADDRESS			
VAT REGISTRATION NUMBER			
TCS PIN:		OR	CSD No:
<input type="checkbox"/> Yes		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes
<input type="checkbox"/> No			<input type="checkbox"/> No
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?			
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	<input type="checkbox"/>	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)	
	<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)	
	<input type="checkbox"/>	A REGISTERED AUDITOR	
		NAME:	
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT (FOR EMEs &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>			
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [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 BELOW]
SIGNATURE OF BIDDER	.....	DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)			

<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>		<b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>	
DEPARTMENT/ PUBLIC ENTITY		CONTACT PERSON	
CONTACT PERSON		TELEPHONE NUMBER	
TELEPHONE NUMBER		FACSIMILE NUMBER	
FACSIMILE NUMBER		E-MAIL ADDRESS	
E-MAIL ADDRESS			

## PART B

### TERMS AND CONDITIONS FOR BIDDING

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

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

**PRICING SCHEDULE**  
(Professional Services)

BID NO: SD05/2020

CLOSING TIME 11:00 ON 31 JULY 2020

NAME OF SERVICE PROVIDER:

OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY INCLUSIVE OF VAVULE ADDED TAX
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**APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP AN ALTERNATIVE CARE MANAGEMENT SYSTEM**

1. The accompanying information must be used for the formulation of proposals.

2. 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.

R.....

3. PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)

4. PERSON AND POSITION

HOURLY RATE

DAILY RATE

.....

R.....

.....

.....

R.....

.....

.....

R.....

.....

.....

R.....

.....

.....

R.....

.....

5. PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT

.....

R.....

..... days

.....

R.....

..... days

.....

R.....

..... days

.....

R.....

..... days

5.1 Travel expenses (specify, for example rate/km and total km, class of airtravel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED

RATE

QUANTITY

AMOUNT

.....

.....

.....

R.....

.....

.....

.....

R.....

.....

.....

.....

R.....

TOTAL: R.....

Name of Bidder: .....

- 5.2 Other expenses, for example accommodation (specify, eg. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....	.....	.....	R.....
.....	.....	.....	R.....
.....	.....	.....	R.....
.....	.....	.....	R.....
TOTAL: R.....			

6. Period required for commencement with project after acceptance of bid  
.....
7. Estimated man-days for completion of project  
.....
8. Are the rates quoted firm for the full period of contract?  
\*YES/NO
9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.  
.....  
.....  
.....  
.....

Any enquiries regarding bidding procedures may be directed to the –

Mr Kobus Watson  
Email: [KobusW@dsd.gov.za](mailto:KobusW@dsd.gov.za)

## DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state<sup>1</sup>, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

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

- 2.1 Full Name of bidder or his or her representative:

.....

- 2.2 Identity Number:

.....

- 2.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>):

.....

- 2.4 Company Registration Number:

.....

- 2.5 Tax Reference Number:

.....

- 2.6 VAT Registration Number:

.....

2.7 Tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

<sup>1</sup>"State" means -

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);

- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

<sup>2</sup>"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

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

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

.....

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

.....

Position occupied in the state institution:

.....

Any other particulars:

.....

.....

.....

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

2.7.2.1 If yes, did you attached proof of such authority to the bid document? YES / NO

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

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

.....

.....

.....

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

2.8.1 If so, furnish particulars:

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

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid?

YES / NO

2.9.1 If so, furnish particulars.

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

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?

YES/NO

2.10.1 If so, furnish particulars.

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

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract?

YES/NO

2.11.1 If so, furnish particulars:

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

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

Full Name	Identity Number	Personal Reference Number	Tax	State Employee Number / Persal Number




#### 4 DECLARATION

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

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

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

May 2011

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

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

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

### 1. GENERAL CONDITIONS

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

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

1.2

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

1.3 Points for this bid shall be awarded for:

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

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

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

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

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

### 2. DEFINITIONS

- (a) "B-BBEE" means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) "B-BBEE status level of contributor" means the B-BBEE status of an entity in terms

of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

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

### 3. POINTS AWARDED FOR PRICE

### 3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

**or**

**90/10**

$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

**Where**

**Ps** = Points scored for price of bid under consideration

**Pt** = Price of bid under consideration

$P_{min}$  = 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 (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14

4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

## 5. BID DECLARATION

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

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

- 6.1 B-BBEE Status Level of Contributor: . = .....(maximum of 10 or 20 points)  
(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.)

## 7. SUB-CONTRACTING

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

(Tick applicable box)

YES	<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 least 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		
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;
- fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
- (a) disqualify the person from the bidding process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;

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

<p><b>WITNESSES</b></p> <p>1. ....</p> <p>2. ....</p>	<p style="text-align: center;">..... <b>SIGNATURE(S) OF BIDDERS(S)</b></p> <p><b>DATE:</b> .....</p> <p><b>ADDRESS</b> .....</p> <p>.....</p> <p>.....</p>
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## DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).  The Database of Restricted Suppliers now resides on the National Treasury's website( <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> ) and can be accessed by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website ( <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> ) by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law) in the last 5 years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		

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

**SBD 8**

### CERTIFICATION

**I, THE UNDERSIGNED (FULL NAME).....  
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION  
FORM IS TRUE AND CORRECT.**

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

.....  
**Signature**

.....  
**Date**

.....  
**Position**

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

Js365bW



## CERTIFICATE OF INDEPENDENT BID DETERMINATION

SBD 9

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

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

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

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

\_\_\_\_\_  
(Bid Number and Description)

in response to the invitation for the bid made by:

\_\_\_\_\_  
(Name of Institution)

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

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

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and

\_\_\_\_\_  
is a competitor of the bidder and/or is in the same line of business as the bidder

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

<sup>3</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

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

.....  
**Signature**

.....  
**Date**

.....  
**Position**

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

Js914w 2



# social development

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Department:  
Social Development  
**REPUBLIC OF SOUTH AFRICA**

## **TERMS OF REFERENCE**

### **REQUEST FOR QUOTATION (RFQ)**

**APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP  
DEVELOPMENT OF ALTERNATIVE CARE MANAGEMENT SYSTEM  
FOR DEPARTMENT SOCIAL DEVELOPMENT (DSD).**

## **TERMS OF REFERENCE**

### **TERMS OF REFERENCE FOR PROCUREMENT OF SERVICE PROVIDER TO DEVELOP ALTERNATIVE CARE MANAGEMENT SYSTEM**

#### **1. PURPOSE**

The purpose of this document is to request for quotations for upgrading of SDICMS and development of alternative care management system for Department Social Development (DSD).

#### **2. PROJECT NAME**

Alternative Care Management system development. Acronym of the project ACM.

#### **3. BACKGROUND**

DSD intends to develop and deploy an integrated IT platform which will support all Alternative Care Management programme's operational activities across all provinces.

Alternative care services contribute to the Department's overarching outcomes 3 and 13 aimed at ensuring that 'all people in South Africa are and feel safe' and contributing to an 'inclusive and responsive social protection system' respectively. The Children's Act makes provision for various stakeholders within government and non-governmental institutions to contribute toward the provision of alternative care services.

The Alternative Care Management System is envisaged to be a module in the Social Development Integrated Case Management System (SDICMS) which is developed on a Microsoft ASP.NET application (.Net 4 framework). The system must meet all the legislative requirements and additional requirements which will be supporting the ACM governance. As a result, conceptualisation of this system aims to enable the implementation of the legislative requirements of the Children's Act 35 of 2005 particularly Chapter 7, 11, 12, 13, Regulations including National Norms and Standards.

The system will be used to record all the information required for alternative care placements and management. The information must interface with other data sources like Children's Courts outcomes, CPR, Dept. of Home Affairs and SASSA's system on social grants. This implies that the system must be capable to interface and integrate with any internal and external system.

The Alternative Care Management system is intended to be utilised by Social Workers in provinces both from DSD and designated Child Protection Organisations to electronically record all the information regarding the management and services rendered to children placed in Alternative Care. Accessibility to the system must also be enhanced by the availability of a mobile application version and offline accessibility of the system that will synchronise captured information at a later stage. Such IT solution must also be built in a manner that enables integration with other stakeholders' data sources, which will facilitate effective management of the alternative care services intersectorally.

#### **4. PROBLEM STATEMENT AND CURRENT SITUATION**

##### **4.1 Problem statement:**

Children in South Africa are faced with a number of challenges, which include abuse and neglect, abandonment, exploitation, orphan hood, being unaccompanied minors, child labour, lack of access to birth registration, disability and chronic illness, child-headed households where the eldest children undertake adult roles and responsibilities of caring for themselves and their siblings and may thus experience some developmental delays. These challenges have a negative impact on the children as they then suffer multiple vulnerabilities, exposed to social exclusion due to lack of access to social security including access to health care and education services. These challenges may result in children requiring care and protection through placement in Alternative Care.

It is the primary responsibility of the state to protect children by ensuring that an effective child protection system is in place and that all adults are involved in the care and protection of children. The alternative care programme as part of the child care and protection system is aimed at providing alternative care to children who require care and protection out of their parental home.

There is no proper tracking system which results in children getting lost in the system, placement orders lapsing and children being illegally placed or their foster child grants being cut. Supervision services are minimal and children as a result cannot be reunified with their families.

The lack of an integrated information management system within SASSA, DSD and DoJ&CD results to a lack of reliable and validated information. This makes it difficult to monitor the implementation of the alternative care programme as well as measuring the impact of service delivery. It also impacts negatively on the budgeting and planning for services.

It is incumbent on DSD therefore, to strengthen monitoring by promoting regular reporting. This will improve the effectiveness of the implementation of the alternative care programme.

There is currently a challenge pertaining to the management of cases, the provision and of accurate data within required timeframes. The court orders lapsed due to lack of management of individual cases and monitoring of the alternative care placement of children.

An Alternative care information management system will enable access to accurate statistical data, minimize the response timeframe for requested information, status of the admission, discharged and reunification of children, strengthen the referral system, identification and tracking of children and improve the facilitation of case management.

#### **4.2.1 Current situation regarding the alternative care system**

Currently the provinces are implementing the provisions of the Children's Act utilising the forms prescribed by the Act. These forms include:



- Process Note
- Assessment Report
- Plan of Action
- Intervention Evaluation Report
- Report by Designated Social Worker to be considered by Children's Court
- Reporting of Serious Injury, Abuse or Death of Child in Alternative Care on CPR
- Authority for Removal of Child to Temporary Safe Care
- Approval to Provide Temporary Safe Care
- Notification to Parent, Guardian or Care-Giver to attend Children's Court Procedures

#### Alternative care court orders

- Report for Extension of Alternative Care Order
- Abscondment Report
- Alternative Care Supervision Services
- Leave of Absence from Alternative Care Report
- Application for a Child in Alternative Care to Leave the Republic – Section
- Statement by a Foster Parent Regarding the Adoption of a child in his or her Foster Care
- Foster Care Plan
- IDP & Care Plan
- Risk & Safety Assessment Tool
- Application for consent to medical treatment or surgical operation by minister
- Consent to surgical by child
- Consent to surgical operation of a child by a parent who is aged below 18 years
- Application for Extension of Placement in Alternative Care Beyond 18 Years of Age
- Consent to Application for a Passport for a Child in Alternative Care/Removal of a Child in Alternative Care from the Republic
- Transfer of a Child in Alternative Care

- Leave of Absence in Alternative Care
- Removal of a Child Already in Alternative Care
- Discharge from Alternative Care
- Approval that a Child in Alternative Care Remain in the Care of the Foster Parent of Child, Cluster Foster Care Scheme and Youth Care Centre

This information is maintained manually and their application is not standardised. Lack of standardisation results from various systemic issues that include lack of IT infrastructure, lack of access to internet in certain areas within the country, lack of mechanisms to facilitate integrated alternative care value chain amongst the involved stakeholders. Furthermore, the application of these is not easily monitored, tracked and management of the data is compromised, which limits the Department's ability to undertake mid-term and long term evaluation of the impact derived from the rendered services.

#### **4.2.2 Current situation regarding information management systems within the Department**

i) The Department currently has a SDICMS in place. SDICMS is currently based on the following technology:

##### **SDICMS Current Technology**

<b>Item</b>	<b>Technology</b>
Type of application	Web
Development language of CPR	C#
.Net Framework & language version	4.0 (Visual Studio 2012)
Database	SQL 2012
Styling	CSS/Master Pages
Reporting	Reporting Services
Source control	SourceSave

Integration	SQL Server Integration Services (SSIS)
Verification	Electronic/Digital signatures
Components	AJAX/open XML Gembox/Dev Express 2010

An analysis of the current SDICMS must form part of a social welfare enterprise analysis (along with other stakeholders involved in the alternative care value chain), to identify all areas of redevelopment and areas of migration to the new platform/technology to improve functionality and ability to integrate seamlessly to other systems.

Findings and recommendations of an analysis of the social welfare enterprise and SDICM must inform a revised model for SDICMS. ACM must then be built as a module of the revised SDICMS model.

ii) The Department also developed a web based foster care monitoring tool that was developed to track the lapsing of foster care orders through a warning system designed to alert the implementers of the foster care orders that are due to lapse on specified timeframes. It also has captured data regarding foster children that will be required to be migrated to the ACM. This tool has critical elements that are required to be replicated to the rest of alternative care services.

There are some provinces that have existing systems that will require to be synchronised with the ACM e.g. Gauteng's Supatsela IMS.

## 5. SCOPE OF WORK

The scope of work involves conducting a thorough enterprise analysis. Enterprise analysis must incorporate an analysis of stakeholders that are internal and external in order to inform the recommendations for improvement of the current SDICMS and an enabling integration environment internally and externally. The analysis process will involve the review of anchoring legislative framework, supporting documents and interviews with stakeholders involved in the Alternative Care value chain.

The involved stakeholders include the following but not limited to:

- National Department of Social Development;
- Nine (9) Provincial Departments of Social Development
- Service Standards
- Probation Case Management and Child Youth Care Centres
- Monitoring and Evaluation's Non-Financial Data elements
- Adoptions
- Child Protection Register
- ECD
- Web based foster care monitoring tool
- External stakeholders
  - Department of Justice and Constitutional Development and Judiciary;
  - SASSA;
  - Other government Departments: Home Affairs, Health, SAPS, Basic Education and Higher Education etc.);
  - Child Protection Organisations (CPOs) and Civil Society Organisations rendering Child Protection and alternative care services;

Findings and recommendations of the analysis process must inform the development of a prototype or proof of concept (POC) of the revised SDCIMS incorporating ACM as its module. It must also feature the web-based Foster Care Monitoring Tool's framework for a warning system of alternative care orders that are due to lapse. The solution must be Microsoft technology based as a Microsoft ASP.NET application (.Net 4 framework).

The service provider must present an inception report with methodology, project plan, and skills transference plan along with the envisaged proof of concept/prototype referred to above.

### **5.1 Features of an envisaged ACM system**

An architectural design of the ACM system must include but not limited to:

- Case management;

- Ability to interface and integrate with identified existing internal and external data sources and an ability to interface with other systems in future.
- Built in referral and feedback system amongst stakeholders.
- Web based with an ability to work offline and synchronise data at a later stage;
- Mobile application of ACM system;
- Incorporate biometric;
- Eliminate potential risks including compromise of confidentiality and easy to utilise;
- Warning mechanism of alternative care orders that are due to lapse;
- Database of children awaiting to be placed and those that are already in alternative care system. System must be able to track these children through the alternative care system and even after they are over the age of maturity or discharged from the alternative care system;
- Track utilisation/availability of capacity in the alternative care places of care e.g. number of children placed in the care of foster parents, CYCCs and cluster foster care schemes;
- Generate various analytical reports.
- Notification system to indicate if there is any movement of children within Alternative Care system
- Database of children in alternative care.
- Tracking system of children in alternative care.
- Provide a mechanism that will facilitate regular reporting and monitoring of the alternative care cases.
- Database and tracking system of intake cases for temporary safe care, foster care and CYCC (alternative care).
  - Application for the registration and renewal of a Child and Youth Care Centre
  - Quality Assurance Process for Alternative Care placements

Open approval of the inspection report by the Department and the Commission and system must commence and be completed within a period of 24 months.

## 5.2 Case Tracking Register

This is the main Module and all cases of social workers be registered through this module. Unique Case numbers are allocated through this module. The purpose of this module is to assist social workers with streamlining administrative functions such as organisation, storage and access to case information. Social workers will be able to monitor the progress made on cases, conduct an assessment, investigation, provide planned interventions, monitoring and supervision of implementation of these planned interventions and transfer cases to service providers e.g. other relevant departments, designated Child Protection Organisations or relevant civil society organisations. The module will also be used to evaluate and monitor staff work performance and organisational effectiveness. DSD's Service Standards Unit has standardized social welfare forms for processing cases which must be built on the system. The database of children awaiting to be placed in alternative care is an outcome of this module.

## 5.3 SDIMS

### Alternative Care Management

The scope of the system will cover the handling of the Alternative Care Management Module within SDICMS. The system must be capable to interface and integrate with any internal/ external system e.g. provide report of finalized Children's Court inquiries as court outcomes; it must be capable of verifying citizenship of Alternative Care clients with Department of Home Affairs system etc..

## 5.4 Expected milestones

Work ID	Work Name/ Expected milestone
1	Inception of project
1.1	Pre-inception meeting with service provider
1.2	Approved inception report

Work ID	Work Name/ Expected milestone
<b>2</b>	<b>Analysis and Design</b>
2.1	<ul style="list-style-type: none"> <li>• Conduct an enterprise analysis, SDICMS and web based foster care monitoring tool (i.e. interview stakeholders etc.)</li> <li>• Study various pieces of legislation and existing systems that necessitates ACM</li> <li>• Present the findings and recommendations of the analysis process to the Department.</li> </ul>
2.2	Developing URS, Design Documents and any other technical documents
2.3	Collect clients/stakeholders inputs and review
2.4	Build Prototype for system and mobile application
2.5	Present prototype for client review and obtain sign off
<b>3</b>	<b>Development of system and Integration platform for Alternative Care System</b>
2.1	Develop appropriate Enterprise Architect
2.2	<p>Develop ACS, its mobile application and Integration platform/framework of Alternative Care System to other internal and external systems.</p> <p>Integrate Alternative Care system to the earmarked internal and external systems</p>
2.3	Build reports and Business Intelligence
2.4	Staging and testing
2.5	Client/stakeholders review and sign off
3	<p>Develop user manual</p> <p>Training of super users (National and 9 Provinces) 1 training each area. Area refers to National office and 9 Provinces</p>
4	Database Testing, stabilisation and Migrations
5	Client/stakeholders review and sign off
<b>6</b>	<b>Release to Production</b>

## 9. GENERAL CONDITIONS

9.1 The general conditions of contract as prescribed by National Treasury will be applicable in all instances.

## 10. OUTPUTS/DELIVERABLES

Nr.	Deliverable
1.	Inception report
	Findings and recommendations of enterprise and systems analysis processes.
	Technical documentation for each phase of System Development Life Cycle
2.	Integrated generic intervention processes for social welfare services and supporting standardized process forms (internal and external integration)
2	ACM System Architecture with its mobile application which includes SDICMS
3	Microsoft ASP.NET solution (.Net 4 framework or the latest)
4	Database based on 2008 R <sup>2</sup> or the latest
5	Solution that is reliable, optimal network connectivity, fault tolerance (exception handling) and secure
6	Microsoft SQL database and configuration of SQL Server Reporting Services
7	Centralizing database for 9 provinces
8	Sourcing of information from other sources within DSD and externally for integrated reporting
9	Functional ACM system
10	Functional ACM mobile application.
11	Systems integration's architectural design solution must facilitate efficiency of ACM system with least implementation challenges e.g. REST-JSON or any applicable solution with least implementation challenges. Integrate in line with the relevant Acts, standardize with the look and feel and update accordingly
	model and must be fully integrated.
12	Migration of Data from the existing both National and Provinces databases into SDICMS



13	Cleaning of the data and stabilizing the databases;
14	Developed user manuals and other related artifacts (hand over report, system documentation/design etc.)
15	It is required that this custom solution must at minimum adhere to the user requirements as set out in the User Requirements
16	Specification Document developed in conjunction with DSD
17	Provide a prototype of the proposed solution
18	Training to be conducted to the super users per province (list is required of identified super users) and to National
19	Skills transfer to DSD resources

## 11. TIME FRAMES

The project is planned to be conducted over a period of 24 months from signing the contract.

## 12. SKILLS, KNOWLEDGE AND EXPERIENCE REQUIRED:

12.1 Experience with systems and business analysis, systems development, implementation, support and maintenance.

Previous experience on development of systems for clients within the social welfare sector will serve as an added advantage.

12.2 Project management skills.

12.3 Service provider's skills set must include Microsoft development tools, systems analysis, business analysis, system architecture, system development and integration which includes database etc.

12.4 The service provider must be Microsoft certified.

## 13. BID PROPOSAL

The comprehensive proposal submission should include:

13.1 A detailed plan reflecting all the work to be done, including a timeline, resource

costing and outputs.

13.2 Profile of company including a description of similar work undertaken.

- 13.3 Number, names and resumes (abbreviated CVs) of the person assigned to the project.
- 13.4 A summary of the roles, responsibilities and time spent by each Person.
- 13.5 The cost structure should be inclusive and as detailed as possible.
- 13.6 The service provider is expected to enter into a contract with the DSD based on the proposal.
- 13.7 A work plan indicating time frames should be provided with the proposal.  
Progress will be monitored monthly based on the work plan and time frames provided by the service provider approved by the DSD.

## **15. PROPRIETARY RIGHT**

15.1 The DSD shall become the owner of source code that must be handed over to the Department after completion of the project, documents, advice and reports produced.

15.2 The copyrights of source code, all documents and reports compiled by the service provider will vest in the DSD and may not be reproduced, distributed or made available without the written consent and approval of the DSD.

15.3 All information, documents and reports must be regarded as confidential until made public by the DSD.

## **16. EVALUATION CRITERIA**

16.1 The evaluation of the bids will be conducted in two stages:

- a) Firstly, the proposals will be evaluated on functionality. An evaluation panel will allocate points (scale 0-5) in respect of functionality according to the criteria set-up in paragraph 13.6 proposals scoring less than 65% in respect of functionality will be disqualified and not be evaluated further.
- b) Thereafter, only the qualifying bids will be evaluated in terms of the 80/20 preference points system as contemplated in the Preference Procurement Regulations 2017 issued in terms of Preferential Procurement Policy Framework Act (Act 5 of 2000).

16.2 The 80 points will be used to calculate points for price only and 20 points will be used to calculate points for BBBEE status levels of contribution (SBD 6.1). Prospective service providers are required to complete the SBD 6.1.

16.3 The points in respect of price will be calculated on the ceiling price for the project (inclusive of the professional fees), subsistence & travel costs, as well as VAT).

16.4 PLEASE NOTE: SBD 6.1 attached for claiming above-mentioned points, if not completed the bidder will automatically score 0 points.

16.5 Technical proposals will be evaluated on a scale of 1-5 in accordance with criteria below.

16.6 The rating will be as follows:

1:Very Poor

2: Average

3: Good

4: Very Good

5: Excellent

Table: 1 Evaluation Matrix

FIELD	ELEMENTS	Rating					WEIGHTING
		1	2	3	4	5	
Suitability of technical proposal	Provide three (3) reference sites where Similar work was executed and <b>must</b> provide portfolio of evidence of work done on Microsoft technologies in the past 3 years.						10
	Provide detailed response to TOR answering to the entire scope of work and all the outcomes/scope of work. Demonstrable experience of the prospective service provider's engagement in major business process						60
	end (.NET Framework, Visual Studio, Microsoft BI, SQL etc.)						

<b>Team composition</b>	<p>Demonstrable experience and availability/existence of key resources/personnel to form part of the team with skills set in the following areas which is based on Microsoft technology:</p> <ul style="list-style-type: none"> <li>- Enterprise Architecture, business and system analysis</li> <li>- Web based and mobile applications with database development,</li> <li>- Enterprise Applications Integration</li> <li>- Software testing</li> <li>- Project Management</li> </ul>							30
<b>Total</b>								<b>100</b>

## 17. FACILITIES TO BE PROVIDED BY THE DSD

- 17.1 During the project the DSD officials will make themselves available for clarity, reporting processes, discussions and meetings. The service provider will also have access to required documents, systems, infrastructure and other records available within the Department that may assist in executing the project.

## 18. REPORTING ARRANGEMENT

- 18.1 All deliverables should be submitted to the DSD. Any deliverable submitted and not accepted must be reworked and resubmitted at no additional cost.
- 18.2 The service provider will provide a single overall project manager.
- 18.3 A comprehensive monthly report will be submitted by the service provider.
- 18.4 The service provider must also submit monthly statistics to the DSD.

## 19. TARRIFS AND PAYMENT

19.1 Payment will be effected within 30 days after receipt of a satisfactory detailed invoice from the successful service provider.

19.2 Payment will be made in accordance with the completion of work to the satisfaction of the DSD based on the milestone for the project agreed to and signed off as part of the implementation plan.

## 20. SUBMISSIONS

20.1 Prospective bidders must submit their bids proposals in **two envelopes**:

20.2 **One envelope** with the **technical proposal** outlining in detail a realistic work-break schedule indicating different milestones to be achieved, and response to the terms of reference and evaluation criteria including other supportive documents, completed bid forms, tax clearance certificate issued by SARS and legal entity registration certificate.

20.3 One **other envelope** with the **financial proposal** (pricing schedule (SBD 3.3) with all cost related items, cost breakdown).

20.4 The entire proposal should be placed on disc in a PDF format

20.5 The following information must be endorsed on each envelope:

**Bid number:**

**Closing date:**

**Name of the Bidder:**

**Technical Proposal or Financial Proposal**

20.6 The closing date for the submission of bid is 11h00 on 31 July 2020

20.7 Failure to comply with these conditions will result in a bid being disqualified.

20.8 Bids may only be submitted as follows:

Deposited in the Tender Box,

Entrance of the HSBC Building

134 Pretorius Street

Pretoria

20.9 Bids received after the closing date and time will be regarded as late and will not be evaluated.

## **21. DISQUALIFYING CRITERIA**

- 21.1 Failure to provide the certified letters of accreditation for Microsoft.
- 21.2 Failure to submit a Valid Tax Clearance Certificate.
- 21.3 Failure to complete and sign bid documents.
- 21.4 Scoring less than 65% in respect of functionality.
- 21.5 Late submission of proposal.
- 21.6 Failure to attend the compulsory briefing session (if there's any arranged)
- 21.7 Not complying with ALL the listed minimum business requirements criteria listed.

## **22. SPECIAL CONDITIONS OF CONTRACT**

- 22.1 Department will enter into a contract/ service level agreement with the successful/ appointed service provider.
- 22.2 The Department reserves the right not to appoint the service provider should it deem fit to do so.
- 22.3 The successful service provider will be required to undergo security clearance should the Department deem it necessary.
- 22.4 The successful service provider shall not cede the contract or any part thereof to any other person or third party. The successful/ appointed will therefore remain the sole responsibility agent for the project as a whole.
- 22.5 The department will furnish the successful/ appointed service provider with all the relevant information and available data within their possession that may be necessary for the service provider to perform duties.
- 22.6 All information, documents, and reports not currently in public domain and used during the development of the system or generated from the project must be regarded as confidential and may not be made available to any unauthorized person or institution without permission of the Accounting Officer or delegate.
- 22.7 The DSD will become the owner of all information, documents, reports and advice collected and compiled during the execution of the project.

22.8 Copyright of all documents and reports generated will vest in DSD and may not be reproduced, distributed or made available in any manner to public or third parties without written permission of the Accounting Officer or delegate.

## **23 PAYMENT**

23.1. Payments will be made in accordance with the completion of work based on the milestones for the project agreed upon and signed off as part of the project initiation document.

23.2. Payments will be effected in trenches and within 30 days as per the contract that will entered into by DSD and the successful service provider.

## **24 BRIEFING SESSION**

There will be no briefing session

Time: TBA

## **25. CONTACT PERSONS**

All enquiries may be directed to Ms P Masilo via electronic mail at [pulanem@dsd.gov.za](mailto:pulanem@dsd.gov.za) or Mr K Watson at [kobusw@dsd.gov.za](mailto:kobusw@dsd.gov.za)

The Department will respond to all enquiries within 24 hours. The enquiries and responses will also be published on the Departmental website at [www.dsd.gov.za](http://www.dsd.gov.za)

The due date for the submission of all enquiries must be by the latest 24 July 2020.

