



social development

Department:
Social Development
REPUBLIC OF SOUTH AFRICA

Private Bag X901, Pretoria, 0001
Enquiries: Z Mantantana, Email: ZolisaM@dsd.gov.za

Sir/Madam

**REQUEST FOR PROPOSALS FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR THE
PROVISION OF MIMICAST EMAIL CONTINUITY AND SECURITY SERVICES OR A SUITABLE
ALTERNATIVE**

1. Tender No: SD11/2021
2. Closing Date: 21 September 2021 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 CHIEF-DIRECTOR: FINANCIAL MANAGEMENT AND ADMINISTRATION

DATE: 30/8/2021

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NATIONAL DEPARTMENT OF SOCIAL DEVELOPMENT)					
BID NUMBER:	SD11/2021	CLOSING DATE:	21 SEPTEMBER 2021	CLOSING TIME:	11:00
DESCRIPTION	APPOINTMENT OF SERVICE PROVIDER FOR THE PROVISION OF MIMICAST EMAIL CONTINUITY AND SECURITY SERVICES OR A SUITABLE ALTERNATIVE				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT HSRC Building, 134 Pretorius Street, Pretoria					
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					
		TCS PIN:		OR	CSD No:
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE (TICK APPLICABLE BOX)		<input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT <input type="checkbox"/> Yes <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:					
[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? [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.)					
TOTAL NUMBER OF ITEMS OFFERED					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:			TECHNICAL INFORMATION MAY BE DIRECTED TO:		
DEPARTMENT/ PUBLIC ENTITY	Social Development		CONTACT PERSON		
CONTACT PERSON	Mr Z Mantantana		TELEPHONE NUMBER		
TELEPHONE NUMBER			FACSIMILE NUMBER		
FACSIMILE NUMBER			E-MAIL ADDRESS		
E-MAIL ADDRESS	ZolisaM@dsd.gov.za				

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 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.
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 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.
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS	
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: SD11/2021	CLOSING TIME 11:00 ON 21 SEPTEMBER 2021
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
---------	-------------	---

APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF MIMECAST EMAIL CONTINUITY AND SECURITY SERVICES OR A SUITABLE ALTERNATIVE

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

R.....

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.....
	R.....

Name of Bidder:

TOTAL: R.....

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. Zolisa Mantantana
Email: ZolisaM@dsd.gov.za

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, 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, shareholder²):

2.4 Company Registration Number:

2.5 Tax Reference Number:

2.6 VAT Registration Number:

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹"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.

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

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

2.7.1 If so, furnish the following particulars:

Name of person / director / 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**

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

**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:

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

Where

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 (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 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;

- (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>WITNESSES</p> <p>1.</p> <p>2.</p>
--

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

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	<p>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).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>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 (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	<p>Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?</p>	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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ 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).² 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:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

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

I certify, on behalf of: _____ that:

(Name of Bidder)

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

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ 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.

³ 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

Department:
Social Development
REPUBLIC OF SOUTH AFRICA

REQUEST FOR PROPOSAL (RFP)

**FOR THE PROVISION OF MIMICAST EMAIL CONTINUITY
AND SECURITY SERVICES OR A SUITABLE ALTERNATIVE**

STRICTLY CONFIDENTIAL

**REQUEST FOR PROPOSAL (RFP) FOR THE FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR THE
PROVISION OF MIMICAST EMAIL CONTINUITY AND SECURITY SERVICES OR A SUITABLE
ALTERNATIVE**

1. PURPOSE

The purpose of this is to source a reputable service provider to provide the DSD with MimeCast Email Continuity Services for a period of three (3) year or to provide the DSD with a suitable alternative.

2. BACKGROUND

The Department of Social Development (DSD) have implemented the Mimecast Email Continuity service in the department and have been utilising the Mimecast services for email continuity and security. The DSD have made significant investment into the email continuity and security services and have been utilising the services since 2019. The initial contract with Mimecast is reaching its end and the DSD intention is to continue the service for a further three (3) years to ensure that there is continued service with no interruption.

3. BUSINESS REQUIREMENTS

The DSD utilises the Mimecast service to ensure the DSD email environment is secured, maintained and remains highly available, therefore the proposed solution is required to ensure at least the following business requirements must be met by the proposed solution and service:

3.1. General Solution Features

3.1.1. email security protection of all DSD domains for 770 email users. Security protection must include at least the following services:

3.1.1.1. Anti-Virus,

3.1.1.2. Anti-Spam,

STRICTLY CONFIDENTIAL

**REQUEST FOR PROPOSAL (RFP) FOR THE FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR THE
PROVISION OF MIMICAST EMAIL CONTINUITY AND SECURITY SERVICES OR A SUITABLE
ALTERNATIVE**

- 3.1.1.3. URL Protection,
- 3.1.1.4. Impersonation Protection,
- 3.1.1.5. Attachment Protection
- 3.1.2. Unlimited storage capacity for email archiving for up to 99 years
- 3.1.3. Email branding, disclaimer and signature
- 3.1.4. Integration to onsite Microsoft Exchange Environments:
 - 3.1.4.1. Active Directory
 - 3.1.4.2. Exchange environment (v2010 and greater)
 - 3.1.4.3. Microsoft Office 365
- 3.2. Access and Administration
 - 3.2.1. Web based administration portal for integrated administrator and end user login
 - 3.2.2. Multiple administration levels and permissions provisioning for Role Based Access Controls
 - 3.2.3. Case Management functionality for Auditors and external parties
 - 3.2.4. API to integrate for Threat Intelligence
- 3.3. Advanced Message Transfer Agent Functions
 - 3.3.1. Policy based message routing via Active Directory users
 - 3.3.2. Customizable system and user notifications
 - 3.3.3. Notification and Reporting
 - 3.3.4. Minimum 5-year retention of policy action log/Long term storage grid infrastructure
 - 3.3.5. Email bounce viewer
 - 3.3.6. Real-Time reporting through Graphs and Charts
- 3.4. Email Security Features
 - 3.4.1. Social Engineering & Impersonation Protection
 - 3.4.2. Internal Email Threat Protection
 - 3.4.3. Malicious URL Protection
 - 3.4.4. Malicious Email Attachment Protection

STRICTLY CONFIDENTIAL

REQUEST FOR PROPOSAL (RFP) FOR THE FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR THE
PROVISION OF MIMICAST EMAIL CONTINUITY AND SECURITY SERVICES OR A SUITABLE
ALTERNATIVE

3.5. Archive Storage

- 3.5.1. Archives to be held in multiple locally based data centers for a period aligned to the policies of the organisation
- 3.5.2. Archives of resigned employees to be kept in line with archiving policy (National Archiving Act) but such archives not counting against the active user license allotment

3.6. Governance and Compliance

- 3.6.1. Full audit trails available for the full duration of the appointment
- 3.6.2. Flexible content viewing rights
- 3.6.3. Multiple end user policy-based disclaimers
- 3.6.4. Easily recover searched emails for download

3.7. Marketing Tools

- 3.7.1. Dynamic assignment of disclaimers through granular policies
- 3.7.2. Track and report of emails viewed and clicked
- 3.7.3. Group and dynamically apply policy on recipients address from action

3.8. Products and Services Required

- 3.8.1. Active email user count: 770
- 3.8.2. Archiving for Email and Continuity
- 3.8.3. Cyber Security for Email with URL Protect, Impersonation Protect and Attachment protect
- 3.8.4. Archive Power Tools
- 3.8.5. Large file Send 50 users

3.9. Service Level Agreement

- 3.9.1. Education Prem Subscription for 5 administrative users
- 3.9.2. Telephonic support LCS Gold
- 3.9.3. Onsite Support by the service provider
- 3.9.4. Escalation procedures with standard turnaround times

STRICTLY CONFIDENTIAL

REQUEST FOR PROPOSAL (RFP) FOR THE FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF MIMICAST EMAIL CONTINUITY AND SECURITY SERVICES OR A SUITABLE ALTERNATIVE

3.10. Service implementation and Data Migration.

- 3.10.1. In the event that the winning bid is that of a suitable alternative, the DSD will require the service provider to implement any and all functionality, configurations and provide all the necessary setup, support and any other services to move the DSD email continuity and security services from the current incumbent to the new service offering. This must be done with no interruption to the ongoing DSD operations and services.
- 3.10.2. This data migration requirement must also include for all data, being current or archived or in any other format, to be moved from the current incumbent to the new service offering with no additional cost items outside of this proposal request. The proposal must factor for such costs in this proposal.

4. SCOPE OF WORK

The DSD hereby invites suitably qualified bidders to submit proposals for the solution as per below specifications:

The scope of work entails the following:

- 4.1. Propose and implement a managed unified email solution for the DSD compliant with the following standards:
 - 4.1.1. ISO 27001: 2013,
 - 4.1.2. ISO 270018:2014,
 - 4.1.3. ISO 22301:2012;
 - 4.1.4. GDPR,
 - 4.1.5. POPIA
- 4.2. Ability to store all emails and attachments with unlimited storage, for up to 99 years, immutable email store, and provide continuity in the event of primary mail server not being available (offline). Provide automatic sync back when primary mail server is back online.

STRICTLY CONFIDENTIAL

REQUEST FOR PROPOSAL (RFP) FOR THE FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF MIMICAST EMAIL CONTINUITY AND SECURITY SERVICES OR A SUITABLE ALTERNATIVE

- 4.3. Ability to offer an independent, third party archive for resiliency against human error, technical failure and malicious intent.
- 4.4. Implement an Email Gateway service that can monitor and analyse all emails for malware attachments and malicious URLs, originating from internal to DSD destined for external recipients.
- 4.5. The required systems must be able to defend against Social Engineering & Impersonation type of attacks with a high level of efficacy
- 4.6. Ability to enforce all Data Loss Prevention and Security Policies during a continuity event, and failover routing of email to remote DR site during local outages
- 4.7. The Service Provider should provide user awareness training
- 4.8. Proposed solution should be able to do DSD specific branding, disclaimers and signatures from Active Directory
- 4.9. Solution should be able to provide Automated mailbox size management
- 4.10. In the event that the winning bid is that of a suitable alternative, the service provider will also be required to implement any and all configurations, functionality and all the necessary setup, support and any other services from the incumbent to the new service offering without interruption to ongoing DSD operations and services and with no loss of DSD data, being current or archived or any other data in any other format, such as log and meta-data records as may be enjoyed as part of the current incumbent service offering.

5. EVALUATION

Only bidders who complied with the administrative requirements will be evaluated. Bids will be evaluated in two (2) stages.

- a) Firstly, the proposals will be evaluated on functionality. An evaluation panel will allocate points (scale of 1-5) in respect of functionality according to the criteria set out below. Proposals scoring less than 65% in respect of functionality will be disqualified and not be evaluated further.
- b) Thereafter only the bids with an average score of 65% and more will be evaluated in terms of the 80/20 preference points system as contemplated

STRICTLY CONFIDENTIAL

REQUEST FOR PROPOSAL (RFP) FOR THE FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF MIMECAST EMAIL CONTINUITY AND SECURITY SERVICES OR A SUITABLE ALTERNATIVE

in the Preferential Procurement Regulations 2011, issued in terms of the Preferential Procurement Policy Framework Act (Act 5 of 2000).

The 80 points will be used to calculate price only and the 20 points will be used to calculate the BBBEE status level of contribution.

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

6. EVALUATION CRITERIA

Technical proposals will be evaluated on a scale of 1–5 in accordance with the criteria below. The rating will be as follows:

- 0 = No response
- 1 = Very Poor
- 2 = Average
- 3 = Good
- 4 = Very Good
- 5 = Excellent

Fields	Specific areas	Weight
Suitability of technical proposal	<p>Proposal that complies with the terms of reference per the business requirements in paragraph 3</p> <p>1= Proposal only covers 20% of the business requirements per the terms of reference.</p> <p>2= Proposal only covers 40% of the business requirements per the terms of reference.</p> <p>3=Proposal covers at least 60% of the business</p>	40

STRICTLY CONFIDENTIAL

REQUEST FOR PROPOSAL (RFP) FOR THE FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF MIMICAST EMAIL CONTINUITY AND SECURITY SERVICES OR A SUITABLE ALTERNATIVE

	<p>requirements per the terms of reference.</p> <p>4= Proposal covers at least 80% of the business requirements per the terms of reference.</p> <p>5= Proposal covers the entire business requirements per the terms of reference.</p>	
	<p>Proposal that complies with the terms of reference per the scope of work in paragraph 4</p> <p>1= Proposal only covers 20% of the scope of work per the terms of reference.</p> <p>2= Proposal only covers 40% of the scope of work per the terms of reference.</p> <p>3=Proposal covers at least 60% of the scope of work per the terms of reference.</p> <p>4= Proposal covers at least 80% of the scope per the terms of reference.</p> <p>5= Proposal covers the entire scope of work per the terms of reference.</p>	40
Support	<p>Provision of three (3) Year support and maintenance SLA allowing for:</p>	20

STRICTLY CONFIDENTIAL

REQUEST FOR PROPOSAL (RFP) FOR THE FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF MIMICAST EMAIL CONTINUITY AND SECURITY SERVICES OR A SUITABLE ALTERNATIVE

	Education Subscription for 5 administrative users Telephonic support LCS Gold Onsite Support by the service provider Escalation procedures with standard turnaround times	
TOTAL		80

7. DISQUALIFYING CRITERIA

Failure to supply any of the requested information or any of the mandatory documents will lead to disqualification of the response.

8. PAYMENT

Payments will be made monthly in arrears in accordance with the completion of work based on the milestones for the project agreed to and signed off as part of the project implementation plan or contract.

9. SUBMISSION OF BIDS

9.1. Prospective bidders must submit their proposals and ensure the following information is also made available in the proposal:

- 9.1.1. A valid and original Tax Clearance Certificate issued by SARS.
- 9.1.2. Entity registration Certificate (CK1)
- 9.1.3. A response to the terms of reference.
- 9.1.4. profile of the company and description of the accreditation to deliver the required scope of work,
- 9.1.5. The financial proposal (pricing schedule (SBD3.3) or other spreadsheets with all cost related items, cost breakdown).

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

STRICTLY CONFIDENTIAL

REQUEST FOR PROPOSAL (RFP) FOR THE FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF MIMICAST EMAIL CONTINUITY AND SECURITY SERVICES OR A SUITABLE ALTERNATIVE

9.3. The closing date for the submission of bid is at 11h00 on 21 September 2021.

9.4. The Bids must be:

Deposited in the DSD Tender
Box,
Foyer of the HSRC Building
134 Pretorius Street
Pretoria

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

10. COMPULSORY BRIEFING SESSION

There is no compulsory tender briefing session for this RFP.

11. ENQUIRIES MAY BE DIRECTED TO:

Mr Zolisa Mantantana
Director: Supply Chain Management
Telephone Number: (012) 312 7463
Email: ZolisaM@dsd.gov.za

12. SITE ADDRESSES

Pretoria office
Physical address: 134 Pretorius Street
HSRC Building
Pretoria
Gauteng
0002

STRICTLY CONFIDENTIAL

REQUEST FOR PROPOSAL (RFP) FOR THE FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR THE
PROVISION OF MIMICAST EMAIL CONTINUITY AND SECURITY SERVICES OR A SUITABLE
ALTERNATIVE