



social development

Department:  
Social Development  
REPUBLIC OF SOUTH AFRICA

Private Bag X901, Pretoria, 0001  
Enquiries: Z Mantantana, Email: [ZolisaM@dsd.gov.za](mailto:ZolisaM@dsd.gov.za)

Sir/Madam

**REQUEST FOR PROPOSALS FOR THE APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY AND IMPLEMENT THE RISK MANAGEMENT SYSTEM AND PROVIDE MATURITY ASSESSMENT AND PRIVACY VULNERABILITY SCANS, DETAILED GAP AUDITS AND REMEDIATION ACTION, EXECUTION AND PLATFORM INTEGRATION AND IMPLEMENTATION**

1. Tender No: **SD15/2021**
2. Closing Date: 28 January 2022 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

**DIRECTOR: SUPPLY CHAIN MANAGEMENT**

DATE: 13/12/2021

## PART A INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NATIONAL DEPARTMENT OF SOCIAL DEVELOPMENT)</b>					
BID NUMBER:	SD15/2021	CLOSING DATE:	28 JANUARY 2022	CLOSING TIME:	11:00
DESCRIPTION	APPOINTMENT OF SERVICE PROVIDER TO SUPPLY AND IMPLEMENT THE RISK MANAGEMENT SYSTEM AND PROVIDE MATURITY ASSESSMENT AND PRIVACY VULNERABILITY SCANS, DETAILED GAP AUDITS AND REMEDIATION ACTION, EXECUTION AND PLATFORM INTEGRATION AND IMPLEMENTATION				
<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:
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]		<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	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	[IF YES ENCLOSE PROOF]			[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					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>			<b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>		
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

<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)? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>
3.2.	DOES THE BIDDER HAVE A BRANCH IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>
3.3.	DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>
3.4.	DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>
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: SD15/2021

CLOSING TIME 11:00 ON 28 JANUARY 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 <u>VAVULE ADDED TAX</u>
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**APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY AND IMPLEMENT THE RISK MANAGEMENT SYSTEM AND PROVIDE MATURITY ASSESSMENT AND PRIVACY VULNERABILITY SCANS, DETAILED GAP AUDITS AND REMEDIATION ACTION, EXECUTION AND PLATFORM INTEGRATION AND IMPLEMENTATION**

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.....

Name of Bidder: .....

.....	.....	R.....
.....	.....	R.....
.....	.....	R.....
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](mailto:ZolisaM@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: .....

2.6.1 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.

<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**





**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:

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

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:

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right) & \mathbf{or} & P_s = 90 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)
 \end{array}$$

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:

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

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

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

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 **TYPE OF COMPANY/ FIRM**

- Partnership/Joint Venture / Consortium
  - One person business/sole propriety
  - Close corporation
  - Company (Pty) Limited
- [TICK APPLICABLE BOX]

8.5 **DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

.....

.....

.....

.....

.....

8.6 **COMPANY CLASSIFICATION**

- Manufacturer
  - Supplier
  - Professional service provider
  - Other service providers, e.g. transporter, etc.
- [TICK APPLICABLE BOX]

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

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of 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><b>WITNESSES</b></p> <p>1. ....</p> <p>2. ....</p>
---

<p>..... <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	<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?</p> <p><b>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</b></p> <p>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.</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)?</p> <p><b>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b></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**

Js365bW



**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

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

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and 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
  - (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 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 PROPOSAL**

**FOR THE APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY AND IMPLEMENT THE RISK MANAGEMENT SYSTEM AND PROVIDE MATURITY ASSESSMENT AND PRIVACY VULNERABILITY SCANS, DETAILED GAP AUDITS AND REMEDIATION ACTION, EXECUTION AND PLATFORM INTEGRATION AND IMPLEMENTATION**

## **TERMS OF REFERENCE**

### **FOR THE APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY AND IMPLEMENT THE RISK MANAGEMENT SYSTEM, PROVIDE MATURITY ASSESSMENT AND PRIVACY VULNERABILITY SCANS, DETAILED GAP AUDITS AND REMEDIATION ACTION, EXECUTION AND PLATFORM INTEGRATION AND IMPLEMENTATION**

#### **1. PURPOSE**

The purpose of this to request for proposals for the appointment of an accredited service provider (SP) to supply and implement a risk management system, provide a baseline maturity assessment in key areas and privacy vulnerability scans, submit detailed gap audits and remediation actions, full execution and platform integration and implementation.

#### **2. BACKGROUND**

The Department of Social Development (DSD) are required to perform adequate risk identification and management operations across all its operational and strategic functions to identify and safeguard against the occurrence of risks.

The DSD has decided to implement a new and modern platform to assist in the identification, monitoring, tracking and reporting of different levels of risk ( strategic, operational, compliance, finance, fraud, OHS, etc) to utilise the modern platform to provide an intuitive and highly available and responsive platform to assist all the DSD officials to be able to dynamically capture, track, analyse and report against their risk areas, as well as provide for multiple dashboards for all levels of the organisation for risk monitoring and compliance views.

#### **3. BUSINESS REQUIREMENTS**

The DSD have identified the following areas of requirements to be able to ensure that the risks are properly identified, monitored and resolved to ensure compliance against established regulations, industry standards and best practices. The successful bidder will be required to:

- 3.1. Requirement of a baseline maturity assessment to determine the DSD's "As-Is" posture in the IT service and security, privacy and enterprise Governance, Risk and Compliance (GRC).
- 3.2. Requirement of a Gap analyses report and services to address the gaps
- 3.3. Requirement of a remediation report and services to implement the remediations
- 3.4. Requirement for a the DSD with a hosted risk management system platform and all necessary licensing.
  - 3.4.1. The system is required to provide at least the following functionality:
    - 3.4.1.1. A single integrated GRC platform providing Risk Identification, Risk Assessment, Risk Control Environment, Risk Control Activities and templates, Information and Communication, and real time monitoring of Governance, Risk and Compliance capable of interpreting the DSDs business processes and being able to automate the GRC function throughout with provision made for all business units to update their quarterly reports on the system.
    - 3.4.1.2. Activity, action and task management functionality driven by an integrated library that will allow for task assignment and activity tracking to ensure risks are mitigated and resolved.
    - 3.4.1.3. Individual and wholistic indicators and dashboards to provide true real time information and data on the DSD's Governance Risk and Compliance stance. An ability to track and monitor the compliance score against individual areas as well as an organisation, and the ability to generate an evidence based attestation of compliance.
    - 3.4.1.4. Requirement of a system that provides for at least these areas of Governance Risk and Compliance Metrics:
      - 3.4.1.4.1. Governance
      - 3.4.1.4.2. Information Security and Privacy
      - 3.4.1.4.3. Business Continuity Management
      - 3.4.1.4.4. Enterprise Compliance including for the Public Finance Management Act (PFMA), Supply Chain Management (SCM) and other corporate and Human Resource internal policies and Legislations.
      - 3.4.1.4.5. Labour Compliance

3.4.1.4.6. Environmental Management and health and safety

3.4.1.4.7. Anti-Corruption and Bribery

3.4.1.5. Requirement of a system with an integrated library of industry standards aligned policies and procedures that will assist the DSD to rapidly resolve gaps, intuitive assessment features that can identify and track issues and risks and on-going automated alerting to ensure task completion against those areas.

3.4.1.6. Requirement of a system with an a simple and intuitive system that requires very little training to allow the officials and system and risk owners/auditors to be able to derive maximum results from the system.

3.5. Requirement of data discovery scanning services for sensitive and personally identifiable information.

#### **4. SCOPE OF WORK**

4.1. The successful bidder will be responsible for completing a three (3) phase project for the Maturity Assessment, Gap Audit and Remedial Action project.

4.2. The first phase is that the bidder will execute a baseline maturity assessment and provide a detailed findings document and report of at least the following areas:

4.2.1. IT Risks and Governance covering for standards including: King IV, ISO 27001, ISO 27002, ISO29001, COBIT5, NIST REV 2017, ISO 22301, CIS, ISF, TR20000-9.

4.2.2. Information Privacy for POPI Act

4.2.3. Information Security Framework against ISO 27001

4.2.4. Enterprise wide Governance, Risk and Compliance for standards including Public Sector Risk Management Framework, King IV, ISO 31000, ISO 19600, ISO 22301, ISO 45001, ISO 14001, Companies Act 71 of 2008.

4.2.5. The outcome of the baseline assessment will be an As-Is state of maturity report of the above areas to allow for the overarching plan and roadmap to be addressed in the Data Privacy, Security and IT governance, and Enterprise GRC for the alignment to the standards and best practices.



4.3. The second phase of the project is the successful bidder will be required to provide a detailed Gap analysis and Audit of the findings, policy execution, data privacy and security management system advisory and project management and execution to align the DSD to the various standards, best practices and compliance across the Enterprise Governance, Risk and Compliance as measured and analysed against those standards areas.

The deliverable of the phase is a managed and structured review and remediation of all the gaps identified in phase 1 in all the standards areas and best practices. The remedial actions must be complete with a comprehensive document to allow for the implementation of the remedial actions throughout the areas of the assessment by the DSD.

4.4. The third phase of the project will be the execution of the remedial actions identified in phase 2 and the implementation of the platform to provide the requirements of identifying, monitoring, reporting and tracking of all the gaps as identified in phase 2.

The bidder will be required to provide the services to ensure the remedial actions in all the identified standards areas are transparent and that all necessary activities are provided to ensure the proper execution of the projects, such as:

4.4.1. Performing the data mapping

4.4.2. Performing the discovery of structured and unstructured data

4.4.3. Assessing, performing and reporting of risks and risk areas

4.4.4. Providing Business Impact assessment and reporting

4.4.5. Providing existing control reviews and recommending controls in the identified Gap areas

4.4.6. Providing policy and procedure review and deployment and development for the Gap areas identified

4.4.7. Establishing incident and issue reporting platform and methods

- 4.4.8. Provide mechanisms for the attestation of compliance to the standards and best practices
  - 4.4.9. Provide monitoring and maintenance of the tools and project deliverables to ensure the success of the project.
- 4.5. The bidder will be required to provide all the tools and skilled subject matter experts; risk management specialists, Senior Advisor; Senior Developers/Specifications Designers/ Project Managers and Business Analysts to be able to perform all the data scanning, engagements and analyses as is required for the project phases.

This includes but is not limited to the provision of:

- 4.5.1. The Risk Management system and licenses for a period of three (3) years allowing for four (4) system owners in the Risk Management section, ten (15) senior users owning the monitoring and evaluation, risk and compliance, audit and review sections, and eight hundred and fifty (850) officials who will utilise the system for reporting and monitoring across all IT platforms including web portal, mobile application, system application, etc.
- 4.5.2. Subject matter experts and delivery professionals able to perform all the required project scope of work deliverables and outcomes and as required to perform the reviews and customer engagements for all the phases of the project including the baseline maturity assessment, the data privacy, security and IT risk and Governance Managed Services, the Enterprise GRC Managed Services, the Implementation, Setup, configuration and training of the risk management system , the Data Discovery scans to comprehensively identify the information containing Personally Identifiable Information.

## **5. DELIVERABLES**

The DSD requires the following deliverables as part of the response and outcome to the business requirements and contained in the scope of work:

- 5.1. A baseline maturity assessment to determine the DSD's "As-Is" posture in the IT service and security, privacy and enterprise Governance, Risk and Compliance (GRC).
- 5.2. Provide a Gap analyses report and services to address the gaps
- 5.3. Provide remediation report and services to implement the remediations
- 5.4. Provide the DSD with the risk management system hosted platform and all necessary licensing.
  - 5.4.1. The system is required to provide at least the following functionality:
    - 5.4.1.1. A single integrated GRC platform providing Risk Identification, Risk Assessment, Risk Control Environment, Risk Control Activities and templates, Information and Communication, and real time monitoring of Governance, Risk and Compliance capable of interpreting the DSDs business processes and being able to automate the GRC function throughout with provision made for all business units to update their quarterly reports on the system.
    - 5.4.1.2. Activity, action and task management functionality driven by an integrated library that will allow for task assignment and activity tracking to ensure risks are mitigated and resolved.
    - 5.4.1.3. Individual and wholistic indicators and dashboards to provide true real time information and data on the DSD's Governance Risk and Compliance stance. An ability to track and monitor the compliance score against individual areas as well as an organisation, and the ability to generate an evidence based attestation of compliance.
    - 5.4.1.4. Provide for at least these areas of Governance Risk and Compliance Metrics:
      - 5.4.1.4.1. Governance
      - 5.4.1.4.2. Information Security and Privacy
      - 5.4.1.4.3. Business Continuity Management
      - 5.4.1.4.4. Enterprise Compliance including for the Public Finance Management Act (PFMA), Supply Chain Management (SCM) and other corporate and Human Resource internal policies and Legislations.
      - 5.4.1.4.5. Labour Compliance
      - 5.4.1.4.6. Environmental Management and health and safety

#### 5.4.1.4.7. Anti-Corruption and Bribery

5.4.1.5. An integrated library of industry standards aligned policies and procedures that will assist the DSD to rapidly resolve gaps, intuitive assessment features that can identify and track issues and risks and on-going automated alerting to ensure task completion against those areas.

5.4.1.6. A simple and intuitive system that requires very little training to allow the officials and system and risk owners/auditors to be able to derive maximum results from the system.

5.5. Provide the DSD with data discovery scanning services for sensitive and personally identifiable information,

5.6. Provide the setup, configuration and implementation of all the tools.

5.7. Provide the alignment of the DSD to the standards.

5.8. Provide licensing, maintenance and support of the platform for a period of three (3) years.

## 6. DISQUALIFYING CRITERIA

6.1.1. The following are seen as disqualifying criteria, which will result in a bidder's proposal not being evaluated:

6.1.2. Failure to submit a valid Tax Clearance Certificate;

6.1.3. Failure to complete and sign bid documents;

6.1.4. Scoring less than 65% in respect of functionality;

6.1.5. Late submission of the proposal;

## 7. TIMEFRAMES

The table, Table 7-1, below shows the expected timeframes for completion of this project. Note that the time frames shown are estimates and can be adjusted according to need by either the DSD or the SP upon negotiation between the DSD Risk Management and Project Management Offices (PMO) and the Service provider (SP). Note that this table is an estimation of the amount of effort. Lead times for procurement (as well delays incurred for the delivery of the equipment) are not shown in this table. When completing the bid documents, expected lead time required by the SP should be indicated.

Table 7-1: Estimated duration for the Project to be handed over to DSD Operations

Ref	Project Phase	Estimated Effort
1	Baseline Assessments	12 Weeks <sup>1</sup>
2	Gap audits and analyses	12 Weeks
3	Remedial action and management	12 Weeks
4	Installation, Setup and Configuration	4 Weeks
<b>Total Estimated Duration</b>		<b>40 Weeks</b>

Table 7-1 above is the estimation of effort required to complete the project and hand over to Operations.

Maintenance and Support (Remote and on-site monthly) , underpinned by an agreed to SLA, will commence for a total period of 36 months (3 years) after the signature of the contract on delivery of the products, licenses and services.

## 8. SKILLS, KNOWLEDGE AND EXPERIENCE REQUIRED

7.1 Risk management experience in COSO risk frameworks, Public Sector Risk Management and ISO 31000.

7.2 Suitably certified skilled resources in enterprise networking field for Huawei will be utilised by the SP for the duration of the project with emphasis on the project phases and implementation periods.

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<sup>1</sup> Weeks in the context of this document is defined as a standard work week consisting of 40-man hours of effort.

7.3 Project Managers utilised by the SP must, at a minimum, understand and implement the Project Management Body of Knowledge (PMBOK) principles and procedures. Knowledge and skills in the Prince2 methodology will be seen as advantageous.

## **9. BID PROPOSAL**

9.1. The comprehensive proposal submission should include:

- 9.1.1. A detailed plan reflecting activity, project time frames, skills transference, costing and outputs;
- 9.1.2. Profile of company including a description of similar work undertaken;
- 9.1.3. Number, names and resumes (abbreviated CVs) of the person assigned to the project;
- 9.1.4. A summary of the roles, responsibilities and time spent by each Person;
- 9.1.5. The cost structure should be inclusive and as detailed as possible;
- 9.1.6. The service provider is expected to enter into a contract with the DSD based on the proposal; and
- 9.1.7. 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.

## **10. EVALUATION CRITERIA**

10.1. The evaluation of the bids will be conducted in two phases:

- 10.1.1. Firstly, the proposals will be evaluated on functionality. An evaluation panel will allocate points (scale 1-5) in respect of functionality according to the criteria set-out in Table 10-1 below. Proposals scoring less than 65% in respect of functionality will be disqualified and not be evaluated further.

10.1.2. 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).

10.2. 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.

10.3. The points in respect of price will be calculated on the ceiling price for the project (inclusive of labour, material, support and maintenance and VAT).

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

10.5. Technical proposals will be evaluated on a scale of 1-5 in accordance with criteria in Table 10-1 below.

- 1 = Very Poor
- 2 = Average
- 3 = Good
- 4 = Very Good
- 5 = Excellent

Table 10-1: Evaluation Criteria

Field	Elements	Rating					Weighting
		1	2	3	4	5	
<b>Phases of the project</b>	Provide a document that details the deliverables and outcomes of the project as aligned to the DSD business requirements and scope of work						20
	Provide resumes for team members that will be included in the phases of the project.						15
<b>Implementation</b>	Provide verifiable reference sites of at least three previous projects where this type of work has been performed.						10
	Provide a conceptual project plan for the work that needs to be						5

Field	Elements	Rating					Weighting
		1	2	3	4	5	
	performed for the implementation of the proposed solution.						
	Provide a detailed work plan for the implementation setup and configuration of the risk management system hosted platformer .						5
	Provide a detailed work plan for the implementation of all the data discovery tools.						5
	Provide resumes for team members that will be included in the implementation phase of the project.						5
	Provide detailed work plan for the implementation of all elements as required in the Business requirements The DSD have identified the following areas of requirements to be able to ensure that the risks are properly identified, monitored and resolved to ensure compliance against established regulations, industry standards and best practices. The successful bidder will be required to:  10.6. Requirement of a baseline maturity assessment to determine the DSD's "As-Is" posture in the IT service and security, privacy and enterprise Governance, Risk and Compliance (GRC).  10.7. Requirement of a Gap analyses report and services to address the gaps						5



Field	Elements	Rating					Weighting
		1	2	3	4	5	
	<p>10.8. Requirement of a remediation report and services to implement the remediations</p> <p>10.9. Requirement for a the DSD with a hosted risk management system platform and all necessary licensing.</p> <p>10.9.1. The system is required to provide at least the following functionality:</p> <p>10.9.1.1. A single integrated GRC platform providing Risk Identification, Risk Assessment, Risk Control Environment, Risk Control Activities and templates, Information and Communication, and real time monitoring of Governance, Risk and Compliance capable of interpreting the DSDs business processes and being able to automate the GRC function throughout with provision made for all business units to update their quarterly reports on the system.</p>						

Field	Elements	Rating					Weighting
		1	2	3	4	5	
	10.9.1.2. Activity, action and task management functionality driven by an integrated library that will allow for task assignment and activity tracking to ensure risks are mitigated and resolved.						
	10.9.1.3. Individual and wholistic indicators and dashboards to provide true real time information and data on the DSD's Governance Risk and Compliance stance. An ability to track and monitor the compliance score against individual areas as well as an organisation, and the ability to generate an evidence based attestation of compliance.						
	10.9.1.4. Requirement of a system that provides for at least these areas of Governance Risk and Compliance Metrics:						
	10.9.1.4.1. Governance						
	10.9.1.4.2. Information Security and Privacy						
	10.9.1.4.3. Business Continuity Management						

Field	Elements	Rating					Weighting
		1	2	3	4	5	
	<p>10.9.1.4.4. Enterprise Compliance including for the Public Finance Management Act (PFMA), Supply Chain Management (SCM) and other corporate and Human Resource internal policies and Legislations.</p> <p>10.9.1.4.5. Labour Compliance</p> <p>10.9.1.4.6. Environmental Management and health and safety</p> <p>10.9.1.4.7. Anti-Corruption and Bribery</p> <p>10.9.1.5. Requirement of a system with an integrated library of industry standards aligned policies and procedures that will assist the DSD to rapidly resolve gaps, intuitive assessment features that can identify and track issues and risks and on-going automated alerting to ensure task completion against those areas.</p>						

Field	Elements	Rating					Weighting
		1	2	3	4	5	
	<p>10.9.1.6. Requirement of a system with an a simple and intuitive system that requires very little training to allow the officials and system and risk owners/auditors to be able to derive maximum results from the system.</p> <p>10.10. Requirement of data discovery scanning services for sensitive and personally identifiable information.</p> <p>Scope of Work in this TOR</p>						
<b>Maintenance and Support</b>	Provide a draft SLA (non-binding) that demonstrate the final SLA between DSD and the SP.						5
	Provide resumes for members that will form part of the Maintenance and Support function of this contract.						5
	Provide evidence of risk management system accreditation or the equivalent systems' OSM status.						15
	Provide a detailed training plan for four (4) system owners, ten (10) senior users and the remaining officials as indicated in the scope of work section.						5
<b>Total</b>							<b>100</b>

10.11. The rating scale is shown in Table 10-2 below.

Table 10-2: Rating Scale Explanation

Rating	Explanation
<b>1</b>	Very Poor. There is no or very little evidence provided by the bidder that they can meet the requirement.
<b>2</b>	Poor. There is little evidence provided that the bidder can meet the requirement.

Rating	Explanation
3	Average. There is evidence that the bidder can meet the minimum requirement as specified.
4	Good. There is evidence that the bidder can meet and exceed the minimum requirement.
5	Very good. There is clear evidence that the bidder can meet and exceed the minimum requirement and add additional value for the specific aspect rated.

## **11. FACILITIES TO BE PROVIDED BY THE DSD**

11.1. 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.

11.2. Due to nature of the first part of this project it is expected that the winning bidder will provide on-site engagement and support.

11.3. Services to be provided at the NDSD Offices in Pretoria.

## **12. REPORTING ARRANGEMENTS**

12.1. All deliverables should be submitted to the DSD. Any deliverable submitted and not accepted must be reworked and resubmitted at no additional cost.

12.2. A comprehensive monthly report will be submitted by the service provider.

12.3. Weekly status reports will be submitted by the SP for the phases and implementation periods of this project.

## **13. TARRIFS AND PAYMENTS**

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

13.2. Payment will be made in accordance with the payment terms of the contract signed between the DSD and appointed SP.

## **14. GENERAL CONDITIONS**

14.1. The General Conditions of Contract (GCC) as prescribed by National Treasury (NT) will be applicable in all instances.

## **15. SPECIAL CONDITIONS OF THE CONTRACT**

15.1. The Department will enter into a contract/service level agreement with the successful/appointed service provider.

15.2. The successful service provider will be required to undergo security clearance should the Department deem it necessary.

15.3. The successful SP shall not cede the contract or any part thereof to any other person or third party without the approval of DSD. The successful/ appointed SP will therefore remain the sole responsible agent for the project as a whole.

15.4. 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.

15.5. 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.

15.6. The DSD will become the owner of all information, documents, reports and advice collected and compiled during the execution of the project.

15.7. 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.

15.8. The DSD will require a complete export of all data, metrics, outputs, reports, evaluations and any other data or information that is generated as part of this engagement to be made available to the DSD at the end of the contract term. This exported data is required in a useable format and must be provided on soft copy, i.e.: in a useable electronic medium such as a USB or CD.

## **16. BRIEFING SESSION**

16.1. A briefing session will not be held.

## 17. SUBMISSION OF BIDS

17.1. Prospective bidders must submit their bid proposals in two envelopes:

- a) One envelope with the technical proposal including the following:
- A valid and original Tax Clearance Certificate issued by SARS.
  - Entity registration Certificate (CK1)
  - A response to the terms of reference.
  - A project plan that states the methodology and approach for accomplishing the task, project phases if applicable, time frames and outputs (excluding cost for the project).
  - profile of the company and description of similar work undertaken,
  - numbers, names and CVs of consultants assigned to the project, including their roles and responsibilities,
  - Agreement between service providers in the case of a joint venture/Consortium
  - Letter of authority to sign documents on behalf of the company/joint venture/Consortium
  - One hard copy of the technical proposal and a CD with a soft copy of the technical proposal in pdf format.
- a) The other envelope with the financial proposal (pricing schedule (SBD3.3) or other spreadsheets with all cost related items, cost breakdown).

17.2. The following information must be endorsed on each envelope:

- Bid number:
- Closing date:
- Name of the Bidder:
- Technical Proposal or Financial Proposal

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

17.4. The closing date for the submission of bid is **11h00 on 28 January 2022**.

17.5. The Bids must be:

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

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

## **18. CONTACT PERSONS**

Enquiries may be directed to:

Mr Zolisa Mantantana

Director: Supply Chain Management

Telephone Number: (012) 312 7463

Email: ZolisaM@dsd.gov.za