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<b>APPOINTMENT OF SERVICE PROVIDERS FOR THE PROVISION BUSINESS PROCESS MANAGEMENT TOOL FOR A PERIOD OF 36 MONTHS</b>	
<b>Bid Number:</b>	053/ 2023/EWSS/BPM/RFB
<b>Briefing Session:</b>	Optional
<b>Briefing Session Date and Time:</b>	08 April 2024 @11h00
<b>Briefing Session Venue:</b>	<p>Online: Microsoft Teams meeting details:</p> <p><a href="https://teams.microsoft.com/l/meetup-join/19%3ameeting_MGUyMzkzMTgtOTM0ZS00NDIkLTliZTgtYTU3MTM4YzQyNGRj%40thread.v2/0?context=%7b%22Tid%22%3a%2265749c96-419f-4ed3-9b54-c51eb4b7dd53%22%2c%22Oid%22%3a%22cbf49d4c-886c-4eb9-9a88-2fe3bc73b6ec%22%7d">https://teams.microsoft.com/l/meetup-join/19%3ameeting_MGUyMzkzMTgtOTM0ZS00NDIkLTliZTgtYTU3MTM4YzQyNGRj%40thread.v2/0?context=%7b%22Tid%22%3a%2265749c96-419f-4ed3-9b54-c51eb4b7dd53%22%2c%22Oid%22%3a%22cbf49d4c-886c-4eb9-9a88-2fe3bc73b6ec%22%7d</a></p> <p>Meeting ID: 367 026 170 821</p> <p>Passcode: aYz67f</p>
<b>Clarifications Deadline:</b>	15 April 2024 @11h00
<p><b>Closing Date and Time:</b></p> <p><i>Bidders are urged to submit their bid from 08:00am on the date of closing and not earlier to ensure that bids are received by the TCTA representative.</i></p>	30 April 2024 @ 11h00
<b>Bid Validity Period:</b>	120 Calendar Days from the closing date
<b>Bid Submission Physical Address:</b>	<p><i>Bid Submissions must be sent to:</i></p> <p><i>Byls Bridge Office Park, Cnr Olievenhoutsbosch and Jean Avenue, Doringkloof, Centurion</i></p> <p><i>Bidders are required to have a scannable valid identity document, drivers' license or passport which will be scanned at the main entrance.</i></p> <p><i>Bidders are requested to allow sufficient time for the vetting process at the main entrance (gate).</i></p>

<b>Enquiries:</b>	Name: Ndweleni Mphaphuli-Mukhawa Email Address: <a href="mailto:tenders03@tcta.co.za">tenders03@tcta.co.za</a>
<b>Date of issue:</b>	22 March 2024

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## 1. DEFINITIONS, ACRONYMS AND ABBREVIATIONS

<b>B-BBEE</b>	Broad Based Black Economic Empowerment in terms of the Broad Based Black Economic Empowerment Act 53 of 2003 (B-BBEE Act).
<b>B-BBEE STATUS LEVEL OF CONTRIBUTOR</b>	The B-BBEE status received by a measured entity issued in terms of section 9(1) of the B-BBEE Act.
<b>BID SUBMISSION</b>	A bidder's written proposal in response to an Invitation for Bids (Request for Bids/Quotations/ Information etc.)
<b>BLACK PEOPLE</b>	Africans, Coloureds and Indians as defined in the Broad Based Black Economic Empowerment Act 53 of 2003
<b>CONSORTIUM OR JOINT VENTURE OR CONSORTIUM</b>	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;
<b>CONSULTANT</b>	A professional person appointed to provide technical and specialist advice or to assist with the design and implementation of projects. The legal status of this person can be an individual, a partnership, a corporation or a company.
<b>CONTRACT</b>	A legal agreement or National Treasury issued Standard Bid Document signed by TCTA and a successful bidder. This term does not refer to the actual bid process.
<b>CONTRACT MANAGER</b>	A representative from the Requesting Department that will be responsible for monitoring the day to day activities related to the contract
<b>DESIGNATED SECTORS</b>	Sectors, sub-sectors or industries that have been designated by the Department of Trade and Industry in line with national development and industrial policies for local production, where only locally produced services, works or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content.
<b>EME</b>	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
<b>FIRM PRICES</b>	means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the bidder and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
<b>HISTORICALLY DISADVANTAGED ENTITIES</b>	Means entities that are at least: 51% black owned; 51% owned by black youth; 51% owned by black women; 51% owned by black people with disabilities;

	51% owned by black people in rural areas, underdeveloped areas or townships; a co-operative that is 51% owned by black people. 51% owned by black people who are military veterans.
<b>LOWEST ACCEPTABLE TENDER</b>	Means a tender that complies with all specifications and conditions of tender and that has the lowest price compared to other tenders.
<b>PROCUREMENT SPECIALIST</b>	Any person in the Procurement Unit who is responsible for managing a bid process from start to finish
<b>PO</b>	A Purchase Order generated by the Procurement Unit after the conclusion of a successful bid process authorising the expenditure against an awarded contract.
<b>PRICE</b>	Means an amount of money for goods or services, and includes all applicable taxes less all unconditional discounts
<b>QSE</b>	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;
<b>RD</b>	A requesting department withing TCTA or its representative
<b>SUPPLIER</b>	A juristic person or legal entity that provides goods or services to TCTA.
<b>SPECIFIC GOALS</b>	Means specific goals as contemplated in section 2(1)(d) of the Act which may include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programmes of the Reconstruction and Development Programme as published in Government Gazette No. 16085 dated 23 November 1994.

## 2. PREPARATION OF BID SUBMISSIONS

- 2.1. Bidders are required to comply fully with this Request for Bid including annexures during submission to TCTA;
- 2.2. Bid Submissions must:
  - 2.2.1. Not be late and it must be delivered to the address stated on the front page. TCTA shall not accept nor be obliged to accept Bid Submissions submitted after the stipulated closing date and time, notwithstanding that such late submission is as a result of circumstances beyond the Bidder's control;
  - 2.2.2. Clearly reflect the Bid description and bid number on the outer packaging; and
  - 2.2.3. Contain a Firm Price.
- 2.3. Bidders must submit 1 physical original copy in English and 1 electronic copy on an unencrypted USB. USBs must not be password protected and must be free of any and all

corruption and/or viruses. The information in the USB must be identical to the original submission. In the event of a discrepancy between any versions submitted, TCTA will rely on the physical original submission.

- 2.4. Bidders must provide one electronic copy on an unencrypted USB subject to the following:
  - 2.4.1. USBs must not be password protected and must be free of any and all corruption and/or viruses.
  - 2.4.2. TCTA will not be liable to accept or evaluate any file that is not readable and accessible to the relevant bid committee. Bidders will not be allowed to remedy/fix/assess such USB or file after the bid closing date and the information will be deemed as not received.
  - 2.4.3. Only pdf documents will be accepted and not word, images or any other format not specified in this bid document.
- 2.5. This Bid has 5 stages of evaluation summarised in the document below. Each stage reflects the process of evaluation. Bid submissions must be neat and legible and prepared in the same order as the stages of evaluation. Each stage must be clearly marked.

### **3. INTRODUCTION**

The organisation seeks a service provider to supply us with a BPM tool for a duration of 36 months.

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

#### **4.1. DETAILED DESCRIPTION OF GOODS/SERVICES**

The organisation seeks a comprehensive Business Process Management (BPM) tool that can design, model, execute, monitor, optimise, and manage business processes. Key requirements include a user-friendly interface for process design, efficient execution, robust monitoring with real-time insights, optimisation capabilities, and integration with enterprise systems. The tool should act as a centralised repository, capturing data and metadata related to artifacts, supporting their lifecycle management, and ensuring secure access. Additional features include seamless integration, robust security, user-friendly interface, document capture and management, reporting and analytics, scalability, and comprehensive training and support. Compliance with industry regulations is a crucial aspect of the tool's functionality.

## 4.2. BUSINESS PROCESS MANAGEMENT TOOL FUNCTIONAL REQUIREMENTS (FR)

The proposed tool must meet the below mentioned functionality and capability, either as a standard or through additional development by the bidder.

**Table 1: Business Process Management (BPM) Tool Functional Requirements**

REQUIREMENT NUMBER	FUNCTIONAL REQUIREMENTS
<b>Process Modeling and Design:</b>	
FR1.1	The BPM tool must provide the following process modelling and design features and/or capabilities:
FR1.1.1	<b>Graphical Process Modelling:</b> The BPM tool must provide a graphical process modelling capability that allows users to visually design, model, and document business processes.
FR1.1.2	<b>Reusable Process Components:</b> The BPM tool must support the creation and reuse of process components, allowing users to build processes using modular and reusable elements.
FR1.1.3	<b>Version-Controlled Process Models:</b> The BPM tool should feature version control for process models, enabling users to track and manage changes to process designs over time.
FR1.1.4	<b>Drag and Drop Process Modelling:</b> The BPM tool must provide users with the ability to create and modify process flows using a visual, drag-and-drop interface.
FR1.1.5	<b>Automated Documentation Generation:</b> The BPM tool should automate the generation of documentation from process models, ensuring that comprehensive and up-to-date documentation is readily available.
FR1.1.6	<b>Collaborative Design Environment:</b> The BPM tool must facilitate a collaborative design environment, allowing multiple users to work concurrently on process models.
<b>Workflow Automation:</b>	
FR1.2	The BPM tool should facilitate workflow automation through the following features and/or capabilities:
FR1.2.1	<b>Task Assignment and Routing:</b> The BPM tool should automate the assignment and routing of tasks based on predefined rules, roles, and business logic.

<b>FR1.2.2</b>	<b>Escalation Rules:</b> The BPM tool must define and automate escalation processes for tasks that are not completed within specified timeframes.
<b>FR1.2.3</b>	<b>Rule-Based Decision Making:</b> The BPM tool must enable the creation of rule-based decision trees and logic to guide process flow.
<b>Integration and Basic Connectivity:</b>	
<b>FR1.3</b>	The BPM tool should have the following integration and basic connectivity features and/or capabilities:
<b>FR1.3.1</b>	<b>Data Import and Export:</b> The BPM tool must support the import and export of data to and from Microsoft Visio to ensure data consistency.
<b>FR1.3.2</b>	<b>Real-time Data Access:</b> The BPM tool must provide real-time access to data for decision-making and reporting.
<b>FR1.3.3</b>	<b>Database Connectivity:</b> The BPM tool should support connectivity to various data sources, enabling organisations to interact and manipulate data stored in various data sources.
<b>FR1.3.4</b>	<b>Single Sign-On (SSO) Integration:</b> The BPM tool should seamlessly integrate with active directory, allowing users to access BPM functionalities with their existing authentication credentials.
<b>Reporting and Analytics:</b>	
<b>FR1.4</b>	The BPM tool should have the following reporting and analytics features and/or capabilities:
<b>FR1.4.1</b>	<b>Customisable Dashboards:</b> The BPM Tool must allow users should be able to create and customise dashboards to monitor the status of processes and tasks.
<b>FR1.4.2</b>	<b>Real-time Data Analytics:</b> The BPM Tool must offer real-time data analysis capabilities to identify process performance trends and anomalies.
<b>FR1.4.3</b>	<b>Reporting and Analytics:</b> The BPM Tool must process metrics and key performance indicators (KPIs).
<b>User and Group Interaction:</b>	
<b>FR1.5</b>	The BPM tool should have the following user and group interaction features and/or capabilities:
<b>FR1.5.1</b>	<b>User Authentication and Authorisation:</b>



	The BPM tool must implement secure user authentication and authorisation mechanisms, ensuring that only authenticated users with appropriate permissions can access BPM functionalities.
<b>FR1.5.2</b>	<b>User Profile Management:</b> The BPM tool should offer user profile management capabilities, allowing users to customise their profiles, preferences, and settings.
<b>FR1.5.3</b>	<b>Group Creation and Management:</b> The BPM tool must facilitate the creation and management of user groups, enabling administrators to organise users based on roles, departments, or project teams.
<b>FR1.5.4</b>	<b>Role-Based Access Control (RBAC):</b> The BPM tool should incorporate Role-Based Access Control (RBAC), allowing organisations to define, assign, and manage user roles with specific access rights.
<b>FR1.5.5</b>	<b>User and Group Performance Analytics:</b> The BPM tool must provide analytics on user and group performance, offering insights into task completion, efficiency, and contributions.
<b>Document Repository Management:</b>	
<b>FR1.6</b>	The BPM tool should have the following document and repository management features and/or capabilities:
<b>FR1.6.1</b>	<b>Document Versioning:</b> The BPM tool should support document version control to manage revisions and ensure document integrity.
<b>FR1.6.2</b>	<b>Document Search and Retrieval:</b> The BPM tool should offer powerful search and retrieval capabilities, allowing users to quickly locate specific documents based on metadata, content, or predefined criteria within the BPM system.
<b>FR1.6.3</b>	<b>Document Editing and Annotations:</b> The BPM tool should allow users to edit documents and add annotations directly within the BPM environment, supporting collaborative document editing and review within the BPM system.
<b>FR1.6.4</b>	<b>Document Security and Access Control:</b> The BPM tool must prioritise document security, providing robust access control mechanisms to define user permissions, encryption, and other security parameters to safeguard sensitive information.
<b>FR1.6.5</b>	<b>Document Archiving and Retention Management:</b>

	The BPM tool must include features for document archiving and retention management, allowing organisations to define retention policies and automatically archive or dispose of documents based on predefined criteria.
<b>Process Repository Management:</b>	
<b>FR1.7</b>	The BPM tool should have the following process repository management features and/or capabilities:
<b>FR1.7.1</b>	<b>Centralised Repository:</b> The BPM tool must provide a centralised repository that serves as a secure and organised storage space for all process-related artifacts, including process models, documentation, forms, and related resources.
<b>FR1.7.2</b>	<b>Search and Retrieval:</b> The BPM tool must offer effective search and retrieval functionalities, allowing users to quickly search for and retrieve specific process models, documents, or resources based on keywords, tags, or metadata.
<b>FR1.7.3</b>	<b>Collaboration and Documentation:</b> The BPM tool must facilitate collaboration by providing features for simultaneous editing, commenting, and real-time collaboration on process models and documentation within the repository.
<b>FR1.7.4</b>	<b>Cross-Referencing and Metadata Management:</b> The BPM tool must support cross-referencing and metadata management, allowing users to associate additional information, tags, or attributes with process assets.
<b>FR1.7.5</b>	<b>Automated Backup and Recovery:</b> The BPM tool must include automated backup and recovery mechanisms to safeguard against data loss and ensure the availability of historical versions of process assets.
<b>Compliance and Regulatory Support:</b>	
<b>FR1.8</b>	The BPM tool should have the following process compliance and regulatory support features and/or capabilities:
<b>FR1.8.1</b>	<b>Compliance Rule Engine:</b> The BPM Tool must allow users to define and enforce compliance rules, regulations, and standard operating procedures (SOPs) within processes.
<b>FR1.8.2</b>	<b>Automated Compliance Checks:</b> The BPM tool should provide automated compliance checks within the BPM workflows, enabling real-time validation of processes against regulatory requirements to identify and address potential compliance issues.
<b>FR01.8.3</b>	<b>Documentation of Compliance Controls:</b>

	The BPM tool should facilitate the documentation of compliance controls within the BPM environment, providing a centralised repository for capturing and managing controls that address regulatory requirements.
<b>Collaboration and Communication:</b>	
<b>FR1.9</b>	The BPM tool should have the following process collaboration and communication features and/or capabilities:
<b>FR1.9.1</b>	<b>Collaboration Workspaces:</b> The BPM Tool must provide collaborative workspaces for teams to work together on process-related tasks and projects.
<b>FR1.9.2</b>	<b>Instant Messaging and Notifications:</b> The BPM Tool must offer built-in communication tools, such as chat and notifications, for team collaboration and process-related discussions.
<b>Process Performance Monitoring:</b>	
<b>FR10</b>	The BPM tool should have the following process performance monitoring features and/or capabilities:
<b>FR10.1</b>	<b>Scalable Performance Monitoring:</b> The BPM tool should be scalable to handle performance monitoring across a growing number of processes, accommodating the evolving needs of the organisation.
<b>FR10.2</b>	<b>Historical Performance Analysis:</b> The BPM tool should support historical performance analysis, enabling organisations to assess trends, identify patterns, and analyse how processes have performed over time.
<b>FR10.3</b>	<b>Process Heatmaps:</b> The BPM tool should offer process heatmaps, providing a visual representation of process bottlenecks, inefficiencies, or areas of high activity to facilitate quick identification of performance issues.
<b>Process Execution Engine:</b>	
<b>FR11</b>	The BPM tool should have the following process execution engine features and/or capabilities:
<b>FR11.1</b>	<b>Automated Workflow Orchestration:</b> The BPM tool must enable the automated orchestration of workflows, streamlining and orchestrating structured processes seamlessly.
<b>FR11.2</b>	<b>Dynamic Process Routing:</b> The BPM tool should facilitate dynamic process routing, allowing for adaptive and rule-driven task routing based on changing conditions.

<b>FR11.3</b>	<b>Task Assignment and Allocation:</b> The BPM tool must feature robust task assignment and allocation capabilities for efficient distribution of responsibilities.
<b>FR11.4</b>	<b>Parallel and Sequential Process Flows:</b> The BPM tool must support both parallel and sequential process flows, allowing for the execution of tasks concurrently or sequentially as dictated by the process design.
<b>FR11.5</b>	<b>Exception Handling and Escalation:</b> The BPM tool must feature exception handling and escalation mechanisms to address deviations from the normal process flow and escalate issues when necessary.
<b>FR11.6</b>	<b>Automated Documentation Generation:</b> The BPM tool should automate the generation of documentation from process models, ensuring that comprehensive and up-to-date documentation is readily available.

#### 4.3. BUSINESS PROCESS MANAGEMENT(BPM) TOOL NON- FUNCTIONAL REQUIREMENTS:

Table 2: Business Process Management (BPM) Tool Non-Functional requirements (NFR)

<b>NO</b>	<b>NON – FUNCTIONAL REQUIREMENTS</b>
<b>NFR1.1</b>	<b>Hosting</b> The BPM tool must be cloud hosted.
<b>NFR1.2</b>	<b>Hosting Location</b> The BPM tool must preferably be hosted in South Africa or the European Union. The Bidder must indicate where the BPM tool is hosted, e.g., using <a href="https://hostingchecker.com/">https://hostingchecker.com/</a>
<b>NFR1.3</b>	<b>Availability</b> The solution must be available 24/7 with a minimum availability of 99%. The Bidder must provide availability statistics for the last 3 months.
<b>NFR1.4</b>	<b>Scalability</b> <ul style="list-style-type: none"> <li>• The Bidder must indicate how they deal with scalability to ensure that the BPM tool is working optimally.</li> <li>• The BPM tool must cater for future growth, e.g., adding of new functions, features and/or users.</li> <li>• The BPM tool must be able to expand functionality while maintaining balanced loads.</li> <li>• The BPM tool must have the ability to serve growing demand without reducing functionality.</li> </ul>

NFR1.5	<p><b>Backup and Recovery</b></p> <p>The BPM tool must have the capability to provide backup and recovery services.</p>
NFR1.6	<p><b>Information Security</b></p> <p>The Bidder must provide information on how they secure their BPM tool. The BPM tool must cater for the following security requirements:</p> <ul style="list-style-type: none"> <li>• <b>Authentication</b> – the BPM tool must uniquely identify users and authenticate them. Administrator accounts must be segregated from normal user accounts.</li> <li>• <b>Authorisation</b> – the BPM tool must enable users and/or role-based permissions to be configured to control what solution features and data users can access.</li> <li>• <b>Audit</b> – the BPM tool must keep logs and an audit trail of all activities performed in the solution (includes but not limited to the following: who created, updated, and deleted (must be authorised by super users) the record, with time and date stamp.</li> <li>• <b>Assurance</b> – the BPM tool must maintain data integrity and quality. The solution must be a single source of truth in terms of data and calculations.</li> <li>• <b>Availability</b> – the BPM tool must be secured to prevent denial of service to TCTA’s users. It must also provide threat protection.</li> <li>• <b>Asset Protection</b> – the BPM tool must protect TCTA’s data from being viewed or accessed by unauthorised personnel.</li> <li>• <b>Anomalies</b> – The BPM tool must detect anomalies in functionality, user accessibility, traffic flows, and tampering, and be able to produce a system generated exception report.</li> <li>• <b>Encryption</b> – The BPM tool data must be encrypted in transit and at rest.</li> </ul>
NFR1.7	<p><b>BPM Tool Support</b></p> <p>The Bidder must provide the following support services information:</p> <p><b>a) Help Desk Support</b></p> <ul style="list-style-type: none"> <li>• The Bidder must provide responsive help desk services during business hours (8:00am to 16:30pm).</li> <li>• The Bidder must promptly respond to user inquiries and technical issues via phone, email, or ticketing system.</li> <li>• The Bidder must resolve priority 1 and priority 2 support requests within agreed-upon service level agreements (SLAs).</li> <li>• The Bidder must document and track support requests, including resolutions and follow-up actions.</li> </ul> <p><b>b) BPM Tool Support</b></p>

	<ul style="list-style-type: none"> <li>• The Bidder must provide support for the BPM tool, including installation, configuration, and troubleshooting.</li> <li>• Assist TCTA users with software-related issues, such as compatibility issues, error messages, and performance optimisation.</li> </ul> <p><b>c) Training</b></p> <ul style="list-style-type: none"> <li>• Conduct training sessions for end-users on IT systems, software applications, and best practices.</li> <li>• Provide technical documentation and self-help resources to empower users to troubleshoot common issues independently.</li> <li>• Facilitate knowledge transfer sessions for client IT staff to ensure continuity of support.</li> </ul>
<b>NFR1.8</b>	<p><b>Architecture Design</b></p> <p>The Bidder must provide the architecture design of their proposed solution. It must contain an architecture diagram (including a write-up of each component).</p>

#### 4.4. SOLUTION CUSTOMISATION

Where the proposed solution does not meet some of the requirements, then the bidder must indicate if customisation is possible, and such customisation must form part of the proposal, together with costing.

#### 4.5. LICENSING

The Bidder must provide licenses as follows:

- I. BPM Tool Users x2

#### 4.6. USER TRAINING

The successful Bidder will be required to conduct training for the below target groups. Dates and time will be agreed upon training initiation.

The successful Bidder will be required to conduct training for the below target groups as part of the project implementation. The bidder is also required to provide user guides/training manuals for the solution.

- I. BPM Tool Users x2

In addition to the above training, the bidder will be required to provide ad hoc training during the contract period.

#### 4.7. CONTRACT DURATION

Contract duration is 36 months (implementation; support and system maintenance).

#### **4.8. USER SUPPORT, SOLUTION MAINTENANCE**

The bidder will be required to provide Go-Live support, annual technical and functional post Go-Live support as well as ensuring that the patches are applied at both the Application and Operating System level during the 36 months contract. The bidder must ensure that a support resource is available to TCTA (physically or remotely), as and when required.

#### **4.9. DELIVERABLES**

Bidder is expected to deliver, supply, and implement a BPM Tool, as per TCTA requirements, solution testing, user training (including user guides), provide user support, and system maintenance, for a period of 36 months, with the option of reviewing and renewing the contract.

- Functional BPM tool configured according to TCTA's requirements.
- Service Level Agreement (SLA) signed by both parties.
- Signed-off functional requirements specification document (analysis and design).
- Signed-off project initiation and plan document (scope, time, resources).
- Signed-off user acceptance testing document.
- Signed-off progress reports (weekly and/or monthly).
- Signed-off training completion certificates.
- BPM tool training and technical documentation.
- Signed-off project-close out report.

#### **4.10. METHODOLOGY AND TOOL APPROACH**

The Bidder must describe in detail the approach and methodology to be used for the project implementation to facilitate the implementation for the BPM Tool by considering relevant best practices in the market. The Bidder must demonstrate how the approach and methodology will be used, to avoid project failure, diminishing the risk for this project. Programme Management frameworks and approach must enable tracking of progress against all expected deliverables, through the following:

- Industry best practice methodology that is cognisant of changes in the market.  
Measure of success of leveraging all or parts of the methodology in the form of customer testimonial or detailed specifics of customer engagements.

## 5. STAGE 1: RETURNABLES

ALL RETURNABLES ARE REQUIRED FOR PURPOSES OF EVALUATION IRRESPECTIVE OF WHETHER THEY ARE DESIGNATED MANDATORY OR NOT.

**Table 3: Returnable Documents**

No.	Document Type	Description	Status
1.	<b>Functionality Evaluation</b>	<ul style="list-style-type: none"> <li>Annexure A: Form 1A - Company Experience</li> <li>Annexure B: Form 1B – Solution Compliance to Functional Requirements</li> <li>Annexure C: Form 1C – Solution Compliance Non-Functional Requirements</li> </ul>	<b>Mandatory</b>
2.	<b>Evaluation</b>	Proof of confirmation as a BPM Tool OEM or accreditation by OEM as a Partner required as evidence on OEM letterhead	<b>Mandatory</b>
3.	<b>Evaluation</b>	Detailed BPM Tool Proposal	<b>Mandatory</b>
4.	<b>Administrative</b>	Standard National Treasury Bidding Documents (SBD) <ul style="list-style-type: none"> <li>SBD1</li> <li>SBD 4</li> <li>SBD 6.1</li> </ul>	<b>Non-Mandatory</b>
5.	<b>Administrative</b>	Proof of registration on the National Treasury Central Supplier Database (CSD)	<b>Non-Mandatory</b>
6.	<b>Evaluation</b>	<p>A valid BBEE Certificate (Original or certified form) issued by SANAS accredited agency.</p> <p>In the instance of an EME or QSE in which case they must submit a validly commissioned affidavit for the ICT Sector which meets the minimum requirements set out on Annexure H. Sworn Affidavits which does not meet the minimum requirements set out in Annexure H will not be awarded points. Bidders must complete the Sworn Affidavit which is applicable to their company.</p> <p>QSEs that do not meet level 1 or 51% black ownership thresholds are obliged to show compliance with all five of the categories on the BEE scorecard therefore, a B-BBEE certificates must be obtained from verification agencies accredited by SANAS.</p> <p><b>Or in case of Joint Ventures:</b></p> <p>Consolidated BBEE certificate issued by verification Agency approved by SANAS.</p>	<b>Non-Mandatory</b>
7.	<b>Evaluation</b>	Comprehensive financial proposal in line with the deliverables, completing the Pricing Template provided by TCTA as Pricing Template.	<b>Mandatory</b>



**Any bidder who fails to submit a non-mandatory document will receive zero points where that document is linked to specific functionality criteria. Any bidder who fails to submit a mandatory document will be disqualified at this stage and not evaluated further.**

**6. STAGE 2: FUNCTIONALITY**

TCTA will evaluate the submissions for functional capacity and capability. TCTA will evaluate the submissions in terms of the functional criteria set out below.

**Table 4: Technical Evaluation Criteria**

Technical Evaluation Criteria	Sub-Minimum Points	Max Points
<b>PART 1</b>		
<b>1. Company Experience</b>		
<b>1.1 Bidders Company experience for implementing a BPM Tool (Complete Annexure A, Form 1A provided by TCTA)</b>		
<p>The Bidder must:</p> <p>Have at least 3 projects/contracts in implementing a BPM solution. The Bidder must complete Annexure A to provide information where they implemented a BPM solution.</p> <ul style="list-style-type: none"> <li>• Three references provided where a BPM tool was successfully implemented = <b>30 Points</b></li> <li>• Four or more references provided where a BPM tool was successfully implemented = <b>40 Points</b></li> </ul> <p><b>No points will be allocated if details of the project are not submitted on Annexure A, Form 1A</b></p>	<b>30</b>	<b>40</b>
<b>2. BPM Tool Functional Requirements (Complete Annexure B, Form 1B)</b>		
<p>The Bidder must demonstrate how their solution conforms to the BPM tool requirements specified in section 2.2 (Table 1) of this document.</p> <ul style="list-style-type: none"> <li>• No information provided or irrelevant information provided = <b>0 Points</b></li> <li>• The BPM tool must adhere to the below mentioned core features required by TCTA = <b>20 Points</b> <ul style="list-style-type: none"> <li>○ <b>FR1.1</b> Process Modeling and Design (all functionality in requirement FR1.1)</li> <li>○ <b>FR1.3</b> Integration and Basic Connectivity (all functionality in requirement FR1.3)</li> </ul> </li> </ul>	<b>20</b>	<b>30</b>

Technical Evaluation Criteria	Sub-Minimum Points	Max Points
<ul style="list-style-type: none"> <li>○ <b>FR1.4</b> Reporting and Analytics (all functionality in requirement FR1.4)</li> <li>○ <b>FR1.5</b> User and Group Interaction (all functionality in requirement FR1.5)</li> <li>○ <b>FR1.6</b> Document Repository Management (all functionality in requirement FR1.6)</li> <li>○ <b>FR1.7</b> Process Repository Management (all functionality in requirement FR1.7)</li> <li>• Additional points will be allocated if the BPM tool also conforms to the below requirements = <b>10 Points</b> <ul style="list-style-type: none"> <li>○ <b>FR1.2</b> Workflow Automation (all functionality in requirement FR1.2) = <b>1 point</b></li> <li>○ <b>FR1.8</b> Compliance and Regulatory Support (all functionality in requirement FR1.8) = <b>1 point</b></li> <li>○ <b>FR1.9</b> Collaboration and Communication (all functionality in requirement FR1.9) = <b>1 point</b></li> <li>○ <b>FR10</b> Process Performance Monitoring (all functionality in requirement FR1.10) = <b>1 point</b></li> <li>○ <b>FR11</b> Process Execution Engine Features (all functionality in requirement FR1.11) = <b>1 point</b></li> </ul> </li> </ul>		
<b>3. BPM Tool Non-Functional Requirements (Complete Annexure C, Form 1C)</b>		
<p>The Bidder BPM Tool must conform to TCTA's non-functional requirements:</p> <ul style="list-style-type: none"> <li>• No information provided = <b>0 Points</b></li> <li>• The information on how the BPM tool meets the following non-functional requirements must adhere to the below mentioned core features required by TCTA = <b>10 points</b> <ul style="list-style-type: none"> <li>○ <b>NFR1.1</b> Hosting</li> <li>○ <b>NFR1.3</b> Availability</li> <li>○ <b>NFR1.4</b> Scalability (all the non-functional requirements in FR1.4)</li> <li>○ <b>NFR1.5</b> Backup and Recovery</li> <li>○ <b>NFR1.6</b> Information Security (all the non-functional requirements in FR1.6)</li> <li>○ <b>NFR1.7</b> BPM Tool Support</li> </ul> </li> <li>• Additional points will be allocated if the BPM tool also conforms to the below requirements = <b>5 Points</b> <ul style="list-style-type: none"> <li>○ <b>NFR01.2</b> Hosting Location = <b>2.5 points</b></li> <li>○ <b>NFR01.8</b> Architecture Design = <b>2.5 points</b></li> </ul> </li> </ul>	<b>10</b>	<b>15</b>
<b>Sub-total</b>	<b>60</b>	<b>85</b>

Technical Evaluation Criteria	Sub-Minimum Points	Max Points
<p>The Bidders who pass with at least 60 points and meet all the sub-minimum requirements of the technical evaluation will advance to Part 2 of the Stage 2: Functionality evaluation process, i.e. the next stage of system demonstration and due diligence. Any Bidder who does not pass the technical evaluation with at least 60 points and/or does not meet the sub-minimum requirements will not be evaluated further.</p>		
PART 2		
4. BPM Tool Demonstration	Sub-Minimum Points	Max Points
<p>The Bidder must demonstrate how their solution meets the requirements specified in Table 1 of this document.</p> <ul style="list-style-type: none"> <li>• No demonstration done = <b>0 Points</b></li> <li>• Demonstration done and solution meets the below core BPM requirements = <b>10 Points</b> <ul style="list-style-type: none"> <li>○ <b>FR1.1</b> Process Modelling and Design (all functionality in requirement FR1.1)</li> <li>○ <b>FR1.3</b> Integration and Basic Connectivity (all functionality in requirement FR1.3)</li> <li>○ <b>FR1.4</b> Reporting and Analytics (all functionality in requirement FR1.4)</li> <li>○ <b>FR1.5</b> User and Group Interaction (all functionality in requirement FR1.5)</li> <li>○ <b>FR1.6</b> Document Repository Management (all functionality in requirement FR1.6)</li> <li>○ <b>FR1.7</b> Process Repository Management (all functionality in requirement FR1.7)</li> </ul> </li> <li>• Additional points will be allocated if the BPM tool conforms to the below requirements = <b>5 Points</b> <ul style="list-style-type: none"> <li>○ <b>FR1.2</b> Workflow Automation (all functionality in requirement FR1.2) = <b>1 point</b></li> <li>○ <b>FR1.8</b> Compliance and Regulatory Support (all functionality in requirement FR1.8) = <b>1 point</b></li> <li>○ <b>FR1.9</b> Collaboration and Communication (all functionality in requirement FR1.9) = <b>1 point</b></li> </ul> </li> </ul>	<p><b>10</b></p>	<p><b>15</b></p>

Technical Evaluation Criteria	Sub-Minimum Points	Max Points
<ul style="list-style-type: none"> <li>○ <b>FR10</b> Process Performance Monitoring (all functionality in requirement FR1.9) = <b>1 point</b></li> <li>○ <b>FR 11</b> Process Execution Engine Features (all functionality in requirement FR1.9) = <b>1 point</b></li> </ul>		
<b>TOTAL POINTS</b>	<b>70</b>	<b>100</b>

**At the end of this stage, bidders who fail to meet any of the sub-minimum points or the overall threshold of 70 points out of 100 will not be evaluated further.**

## 7. STAGE 3: SPECIFIC GOALS

The specific goals for this bid are as follows:

### 7.1. B-BBEE

The following table will be used to calculate the score out of 20 for BBEE:

#### 7.1.1. B-BBEE Status Level of Contributor Number of Points for bids evaluated using 80/20.

B-BBEE Status Level of Contributor	Number of Points
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

7.1.2. A joint venture or consortium must submit a consolidated B-BBEE certificate in order to earn B-BBEE points.

7.1.3. All B-BBEE certificates must be obtained from verification agencies accredited by SANAS unless the bidder is an EME or QSE in which case they must submit a validly commissioned affidavit.

## 8. STAGE 4: PRICE

TCTA will treat the bids in terms of the Preferential Procurement Policy Framework Act, No.5 of 2000 (PPPFA).

8.1. If the price offered by the highest scoring bidder is not market related, TCTA reserves the right not to award to that bidder.

- 8.2. Price must be reflected Excluding and Including VAT.
- 8.3. All prices must include all costs applicable.
- 8.4. Prices must be firm and unconditional.
- 8.5. The bidders are required to provide a fixed hourly rate for the relevant resource which is inclusive of all costs and applicable taxes. The rates shall remain fixed for the duration/term of the contract.
- 8.6. Complete pricing offer schedule **Annexure D**.

**8.7. PREFERENTIAL POINTS CALCULATION**

- 8.7.1. The following formula must be used to calculate the points out of 80 for price in bids with a Rand value equal to or above R30 000 and up to a Rand value of R50 million, inclusive of all applicable taxes:

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

Where-

P<sub>s</sub> = Points scored for price of bid under consideration;

P<sub>t</sub> = Price of bid under consideration; and

P<sub>min</sub> = Price of lowest acceptable bid.

- 8.7.2. The 80/20 preference point system may apply and that the lowest acceptable tender will be used to determine the applicable preference point system
- 8.7.3. The weighting of the Preferential points calculation is as follows:

Specific Goals	=	20
Price	=	80
<b>Total Points</b>	=	<b>100</b>

**9. STAGE 5: SUPPLIER VETTING**

TCTA may disqualify a bidder who/whose:

- 9.1. Submits fraudulent information or information that they do not have the authority to submit;
  - 9.1.1. Is listed on National Treasury’s list of Blacklisted Suppliers or Defaulters or similar;
  - 9.1.2. Poses a risk in terms of any vetting process conducted either by TCTA internally or the National Intelligence Agency;
  - 9.1.3. Has a director and/or shareholder who is employed by any organ of state. This does not apply to any organ of state acting as a bidder. If a bidder has a director and/or shareholder who is employed by an organ of state, they must submit a letter from the relevant organ of

state stating that they are allowed to do remunerative work outside of their employment contract and that they are not prohibited from doing business with other organs of state; and

- 9.1.4. Tax affairs are not in order at the time of award after being requested to resolve the non-compliance status with SARS within the prescribed period.

## **10. CONDITIONS OF BID**

Any bid submission that does not meet the conditions of bid may be rejected and not evaluated at all. Such a bid submission will not be acceptable.

### **10.1. COSTS OF BIDDING**

- 10.1.1. Bidders shall bear their own costs, disbursements and expenses associated with the preparation and submission of the Bid Submissions, including submission of any additional information requested by TCTA or attending the compulsory briefing session.
- 10.1.2. TCTA shall not under any circumstances be liable nor assume liability to any Bidder for costs, disbursements and/or expenses incurred by Bidders regardless of the outcome of the Bid process or by virtue of cancellation and/or postponement of the Bid process. Where applicable a non-refundable fee for documents may be charged.

### **10.2. CLARIFICATIONS**

- 10.2.1. All questions or queries regarding the Request for Bid must be directed to the person stated on the front page of this document, stating the relevant Bid number in the subject field, at least five business days before the stipulated closing date and time of the Request for Bid. No e-mails, faxes and/or telephone calls should be directed to any other employees of TCTA.
- 10.2.2. TCTA shall not be liable nor assume liability for any failure to respond to any questions and/or queries raised by potential Bidders.
- 10.2.3. Should a Bidder fail to complete the annexures TCTA may call upon the Bidder to complete and submit such annexures except where such annexures are indicated as mandatory or are required for purposes of functional and preferential points evaluation. TCTA reserves the right to request clarity and to clarify any ambiguities in the documents that have already been submitted. If a Bidder fails to submit any of the requested documents and / or annexures duly completed within 5 (five) working days of being called upon to do so, then the TCTA may disqualify the Bidder.

### **10.3. AMENDMENTS**

- 10.3.1. TCTA reserves the right, in its sole and absolute discretion, to amend any terms and conditions of the Request for Bid and/or to stipulate additional requirements, provided that

such amended terms and conditions and/or additional requirements are placed on TCTA's website at least 10 (ten) business days prior to the stipulated closing date and time.

- 10.3.2. Any amended terms and conditions and/or stipulation of additional requirements by TCTA shall be deemed to form part of this Request for Bid.
- 10.3.3. TCTA shall not be liable, nor assume liability of any nature whatsoever, for the failure of a Bidder to receive information if sent to the e-mail, fax or postal address supplied.
- 10.3.4. TCTA reserves the right to stipulate additional Bid requirements as it deems appropriate in its sole and absolute discretion.
- 10.3.5. TCTA shall not be liable nor assume liability to any potential Bidder/s for any failure by such Bidder/s to receive any request for additional information.
- 10.3.6. In the event that TCTA amends its Bid requirements or requests additional information, any Bidder shall be entitled to withdraw its Bid Submission submitted by it prior to the stipulated closing date and time and re-submit a replacement Bid Submission by not later than the stipulated closing date and time.

#### **10.4. MODIFICATION, ALTERATION OR SUBSTITUTION AND/OR WITHDRAWAL OF A BID SUBMISSION**

- 10.4.1. Any Bidder shall be entitled to withdraw or modify its Bid Submission at any time prior to the stipulated closing date and time.
- 10.4.2. Any amendment or alteration to the Bid documents must be received before the closing date and time of the Bid as stipulated in the Special conditions of Bid. The words "Amendment to Bid" and the description of the Bid must be clearly reflected on the envelope containing the documents or courier packaging.
- 10.4.3. No modification, alteration or substitution of Bid Submissions will be permitted after the stipulated closing date and time.
- 10.4.4. TCTA reserves the right to request Bids for clarification needed to evaluate their Bids, however, such request for clarification shall not allow or entitle Bidders to change the substance or price of their Bids after Bid opening. Any request for clarification and the Bidder's responses will be made in writing.

#### **10.5. VALIDITY PERIOD**

- 10.5.1. All Bid Submissions must remain valid from the stipulated closing date and time of the Request for Bid for the period stated in this Bid. Each Bid Submission will constitute an irrevocable offer which remains open for acceptance by TCTA during the validity period.

- 10.5.2. If TCTA issues a request to extend the validity period, failure to respond to such a request shall be deemed to be an approval to extend the bid validity period on the same terms and conditions as per your original bid submission.
- 10.5.3. If a bidder rejects the extension of validity period with no further comments. The bidder's rejection shall be accepted as a withdrawal from the bid process.
- 10.5.4. If a bidder rejects the extension of the validity period and requests an adjustment to their bid price. Such adjustment must be in line with the Consumer Price Index applicable at the time of request for extension and/or a recognised industry pricing guide. Adjustments outside of these parameters or for any other reason will not be acceptable and the bidders original bid price shall be deemed to be applicable for the extended validity period.

## **10.6. DISCLAIMER – PROTECTION OF PERSONAL INFORMATION ACT**

- 10.6.1. By participating in this bid process, you hereby acknowledge that you have read and accept the following Protection of Personal Information (POPI) disclaimer.
- 10.6.2. You (the Bidder, herein after referred to in the first person for purposes of this disclaimer) understand and agree that all information provided, whether personal or otherwise, may be used and processed by TCTA and such use may include placing such information in the public domain.
- 10.6.3. Further by partaking in this process you specifically agree that the TCTA will use such information provided by you, irrespective of the nature of such information.
- 10.6.4. TCTA shall take all reasonable measures to protect the personal information of users and for the purpose of this disclaimer "personal information" shall be defined as detailed in the Promotion of Access to Information Act, Act 2 of 2000 ("PAIA") and the Protection of Personal Information Act, Act 4 of 2013 ("POPI").
- 10.6.5. As per the POPI Act personal information refers to information that identifies or relates specifically to you as a person or data subject, for example, your name, age, gender, identity number and your email address.
- 10.6.6. We may collect the following information about you:
  - 10.6.6.1. Your name, address, contact details, date of birth, place of birth, identity number, passport number, bank details, details about your employment, tax number and financial information;
  - 10.6.6.2. Information about your beneficial owner if we are required to do so in terms of POPIA.
  - 10.6.6.3. Records of correspondence or enquiries from you or anyone acting on your behalf.
  - 10.6.6.4. Details of transactions you carry out with us.



10.6.6.5. Details of contracts you carry out with us; and

10.6.6.6. Sensitive or special categories of personal information, including biometric information, such as images, fingerprints, and voiceprints.

10.6.7. If you are under 18 years old, please do not provide us with any personal information unless you have the permission of your parent or legal guardian to do so.

10.6.8. **Why we collect Personal Information**

10.6.9. **Employee and Contractor Information**

10.6.9.1. To Remunerate the person.

10.6.9.2. To comply with laws authorising or requiring such processing, including (but not limited to) the Basic Conditions of Employment Act 75 of 1997; the Labour Relations Act 66 of 1995 as amended; the Employment Equity Act 55 of 1998; the Occupational Health and Safety Act 85 of 1993, the Income Tax Act 58 of 1962 and the VAT Act 89 of 1991.

10.6.9.3. To Admit the person to the Pension Fund and/or Medical Aid providers, if applicable.

10.6.9.4. To conduct criminal, credit, employment reference and other related reference checks.

10.6.9.5. To provide value added services such as human resource administration, training, performance reviews, talent management and other reasons related to the management of employees and/or contractors.

10.6.10. **Client Information**

10.6.10.1. To render client related services and administration of client accounts.

10.6.10.2. To conduct criminal, credit, reference, and other related reference checks.

10.6.10.3. To authenticate the client.

10.6.10.4. To provide the client with information which TCTA believes may be of interest to the client, such as information relating to public awareness campaigns and matters of public interest in which TCTA is involved or has decided to lend its support to.

10.6.11. **Supplier and Third-Party Contractor/Service Provider Information**

10.6.11.1. To secure the products and services of the supplier/service provider or contractor as part of TCTA's product and service offering.

- 10.6.11.2. To manage the TCTA supply chain and relationship with the supplier and/or contractor for any purposes required by law by virtue of the relationship between the supplier and TCTA.
- 10.6.11.3. To render services relating to the administration of supplier supplier/service provider or contractor accounts.
- 10.6.11.4. To provide the supplier/service provider or contractor with information which TCTA believes may be of interest, such as information relating to public awareness campaigns and matters of public interest in which TCTA is involved or has decided to lend its support to.

#### **10.6.12. Sources of Personal Information**

- 10.6.12.1. Personal information may be collected from the following sources:
- 10.6.12.2. Directly from the person when he/she applies for any TCTA related employment, provide services to TCTA, submit forms requests or transactions, use our websites, or make use of any of the TCTA services.
- 10.6.12.3. From public registers, credit bureaus and law enforcement agencies and any other organisation from which TCTA may acquire your information.
- 10.6.12.4. From people and entities employed by TCTA to provide services to TCTA which may be legally entitled to provide TCTA with personal information.

#### **10.6.13. The Storage of Personal Information**

- 10.6.13.1. All personal information collected by TCTA will be stored as follows:
- 10.6.13.2. In a secure and safe manner according to strict information security principles with safeguards to ensure its privacy and confidentiality.
- 10.6.13.3. For no longer than is necessary to achieve the purpose for which it was collected unless further retention is:
- 10.6.13.4. Required by law or contractual obligation.
- 10.6.13.5. Otherwise reasonably required by TCTA for lawful purposes related to its functions and activities.
- 10.6.13.6. Retained further with the person's consent:
- 10.6.13.7. After which the information will be de-identified and disposed of as per the TCTA Records policy.

#### **10.6.14. Sharing of Personal Information**

- 10.6.14.1. Any information supplied to TCTA will be treated as confidential and TCTA will not disclose information unless legally permitted thereto. No information will be transferred to a Third Party without the explicit consent of the data subject unless legally obliged thereto. By providing the personal information, the data subject agrees that TCTA may transfer the information to the following people and organisations in pursuit of the data processing purposes set out in our Policy on the Protection of Personal Information.
- 10.6.14.2. To the divisions and departments in TCTA, including directors, employees, contractors, agents, auditors, legal and other professional advisors who are authorised to process this information.
- 10.6.14.3. To financial and government organisations who may request information from TCTA, in which case the data subject will be notified in advance; the provision of such information, including banks, governmental, judicial, regulatory and law enforcement bodies including the South African Revenue services and the National Credit Regulator.
- 10.6.14.4. To persons employed by TCTA to provide services on our behalf and that adhere to principles like TCTA regarding the treatment of personal information.
- 10.6.14.5. To any person to whom TCTA cede, delegate, transfer or assign any of our rights or obligations pertaining to products and/or services provided to the person or contracts concluded with the person.
- 10.6.14.6. To any person who acts as legal guardian, executor of an estate, curator or in a similar capacity.
- 10.6.14.7. To any person or persons who may be permitted by applicable law or that you may consent to, including persons or entities who may request such information to evaluate the credit worthiness of the person.

#### **10.6.15. Your Rights regarding your Personal Information**

- 10.6.15.1. A data subject (employee, contractor, supplier and/or customer) has the following rights to his/her personal information collected, processed, and stored by TCTA:
- 10.6.15.2. Right of access to and the right to rectify or update the personal information collected.
- 10.6.15.3. The right to object at any time to the processing of the personal information in which event the consequences of the objection will be explained to the data subject.

- 10.6.15.4. The right to request TCTA to no longer process the personal information of the data subject should the information not be required for further processing or by law.

#### 10.6.16. **General Conditions pertaining to Personal Information**

- 10.6.16.1. TCTA accepts no liability whatsoever for any loss, damage (whether direct, indirect, special, or consequential) and/or expenses of any nature whatsoever which may arise because of, or which may be attributable directly or indirectly from information made available on this document, or actions or transaction resulting there from.

### 10.7. **CONFLICTS OF INTEREST**

- 10.7.1. Bidders are required to provide professional, objective, and impartial advice/services and at all times and to hold the client's interest's paramount, without any consideration for future work and strictly avoid conflicts with other assignments or their own corporate interests.
- 10.7.2. Bidders may not be appointed for any bid that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of not being able to carry out the scope of work in the best interest of TCTA. The bidder's appointment will be in the sole discretion of TCTA having considered the bidders connection to their earlier obligations to TCTA and shall be considered by Procurement on a case by case basis.
- 10.7.3. Without limitation on the generality of this rule, bidders should not be participating in the bid process and/or be appointed where the bidder:
  - 10.7.3.1. has been engaged by the accounting officer/authority to provide goods or works for a project and any of its affiliates, should be disqualified from providing consulting services for the same project.
  - 10.7.3.2. Has been appointed to provide consulting services for the preparation or implementation of a project and any of its affiliates, should be disqualified from subsequently providing goods or works or services related to the initial assignment (other than a continuation of the firm's earlier consulting services as described below) for the same project, unless the various firms (consultants, contractors, or suppliers) are performing the contractor's obligations under a turnkey or design-and-build contract;
  - 10.7.3.3. Bidders or any of their affiliates should not be hired for any assignment which, by its nature, may be in conflict with another assignment of that entity. As an example, bidders may be appointed to prepare an engineering design for an infrastructure project should not be engaged to prepare an independent environmental assessment for the same project, and bidders assisting a client in the privatization of public assets should not purchase, nor advise purchasers of such assets.

10.7.4. The limitation of participation shall not apply to bidders who are organs of state.

#### **10.8. RIGHT NOT TO AWARD**

TCTA reserves the right, at its sole discretion, not to award to any of the Bidders or to cancel a Bid as per below:

- 10.8.1. Due to changed circumstances; there is no longer a need for the goods, or the services specified in the invitation;
- 10.8.2. Funds are no longer available to cover the total envisaged expenditure;
- 10.8.3. No acceptable Bid is received; or
- 10.8.4. There are material irregularities in the Bid process.

#### **10.9. SUBCONTRACTING AFTER AWARD**

The successful bidder:

- 10.9.1. May only subcontract with the prior written approval from the Contract Manager appointed by TCTA.
- 10.9.2. May only sub-contract less than 25% of the contract to a third party that has a B-BBEE status level that is more or equal to that of the successful bidder unless the third party is an EME capable of executing the contract.

#### **10.10. NOTIFICATION OF UNSUCCESSFUL BIDDERS**

If no correspondence or communication is received from TCTA within the validity period, the relevant Bid Submissions submitted will be deemed to be unsuccessful.

#### **10.11. PROHIBITION OF BRIBERY, FRAUDULENT AND CORRUPT PRACTICES**

- 10.11.1. No Bidders shall directly or indirectly commit, or attempt to commit, for the benefit of the Bidder or any other person, any of the following:
- 10.11.2. Influencing, or attempting to influence, any TCTA's employees or agents in respect of the award of a Bid or the outcome of the Bid process in relation to any contract for the provision of goods or services; and/or
- 10.11.3. Offering, or giving gratification to, and/or inducing, or attempting to induce, as defined in the Prevention and Combating of Corrupt Activities Act No. 12 of 2004, as amended from time to time, any of TCTA's employees or agents, in favour of or for the benefit of the Bidder and/or any other party; and/or

10.11.4. Bribing, or attempting to bribe, any TCTA's employees or agents in order to influence the outcome of a Bid process in favour of or for the benefit of the Bidder and/or any other party.

## **10.12. FRONTING**

10.12.1. The TCTA supports the spirit of Broad-Based Economic Empowerment and recognizes that real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent and legally compliant manner. Against this background TCTA condemns any form of fronting.

10.12.2. TCTA, in ensuring that Bidders conduct themselves in an honest manner may, as part of the bid evaluation process, conduct or initiate the necessary probity investigation to determine the accuracy of the representation made in the bid document. Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade and Industry be established during such enquiry / investigation, the onus will be on the Bidder to prove that fronting does not exist.

10.12.3. Failure to do so within a period of 14 days from the date of notification may invalidate the Bid/contract and may also result in the restriction of the Bidder, by National Treasury, to conduct business with the public sector for a period not exceeding ten years, in addition to any other remedies the National Treasury may have against the bidder concerned.

## **10.13. JOINT VENTURE OR CONSORTIUM**

10.13.1. TCTA encourages the formation of a joint venture or consortium as a condition for the award of a contract, in order to promote the participation of Black Owned Enterprises. In this case, the TCTA has both a moral obligation and a vested interest in ensuring that both the Black Owned Enterprises and its established joint venture or consortium partner are treated reasonably and equitably in terms of a sound, written agreement.

10.13.2. The members of a joint venture or consortium formed in response to transformation policies should share in at least the following aspects of the joint venture or consortium's activities in a meaningful and equitable manner:

10.13.2.1. Control

10.13.2.2. Management

10.13.2.3. Operations

10.13.3. **The joint venture or consortium agreement:**

- 10.13.3.1. Must clearly and comprehensively set out the contributions to be made by each member towards the activities of the joint venture or consortium in securing and executing the contract and should allocate monetary values to such contributions.
- 10.13.3.2. Must record the percentage participation by each member.
- 10.13.3.3. Must provide for meaningful input by all members to the policy making and management activities of the joint venture or consortium;
- 10.13.3.4. Must provide for the establishment of a management body for the joint venture or consortium;
- 10.13.3.5. Must provide measures to limit, as far as possible, losses to the joint venture or consortium by the default of a member;
- 10.13.3.6. Must promote consensus between the members whilst ensuring that the activities of the joint venture or consortium will not be unduly hindered by failure to achieve it;
- 10.13.3.7. Must provide for rapid, affordable and easy interim dispute resolution and for effective final dispute resolution, if required; and
- 10.13.3.8. Must be sufficiently flexible to allow for joint venture or consortiums which differ in nature, objectives, inputs by members, management systems, etc;
- 10.13.3.9. Must submit on annual basis consolidated BBBEE scorecard for the Joint Venture failure which TCTA will implement contractual remedies.

#### **10.13.4. Right to review the joint venture or consortium agreement**

TCTA reserves the right to review the joint venture or consortium agreement between the parties to ensure that the minimum conditions set out above are adhered to and that the Black Owned Enterprise partner is not disadvantaged by conditions of the resultant agreement.

#### **10.13.5. Amendment of the joint venture or consortium agreement**

The composition or the constitution of the joint venture or consortium shall not be altered without the prior consent of the Employer.

## **11. CONDITIONS OF CONTRACT**

- 11.1. Once the successful bidder is issued with a Letter of Award, a pre-liminary contract will be deemed to have been concluded between TCTA and the successful Bidder, which contract will include the following documents:

- 11.1.1. The contents of this Request for Bid, including all annexures hereto and any additional requirements as may have been stipulated by TCTA;
- 11.1.2. The relevant Bid Submissions;
- 11.1.3. The letter of acceptance to the successful Bidder/s; and
- 11.1.4. Any correspondence between TCTA and the relevant Bidder/s including all additional documents submitted by the relevant Bidder/s and accepted by TCTA for clarification purposes; and
- 11.1.5. The terms and conditions of any agreement/s proposed to be entered into by TCTA with the successful Bidder/s.
- 11.2. The Bidder will be deemed to have accepted the terms and conditions of an agreement and/or terms of reference attached to and issued with this Request for Bid. The terms and conditions of the attached agreement are non-negotiable.
- 11.3. In the event that TCTA and the relevant Bidder are unable to reach consensus on the terms and/or conditions of the final written agreement, then TCTA reserves the right to cancel the award of the Bid, without liability of any nature, and to conclude an agreement with any other Bidder as may be necessary to meet TCTA's requirements.

#### 11.4. **Variations and Contract Price Adjustments**

- 11.4.1. No variations to the contract price or contract price adjustments will be accepted within 6 months from the date of award, unless otherwise stipulated in the Letter of Award.
- 11.4.2. Notwithstanding the above, the increases to the contract value in terms of contract price adjustments (CPA), if expressly included as a condition in the Contract, shall be dealt with as follows:
  - 11.5. If the original award/contract made provision for the increase:
    - 11.5.1.1. The Contract Manager must prepare a notice of increase based on CPA to the service provider,
    - 11.5.1.2. Once the Contract Manager and the Procurement Specialist have signed the letter, the Procurement Specialist must issue the notice to the supplier;
    - 11.5.1.3. Such a letter must be sent at least 2 weeks prior to the effective date of the increase;
  - 11.6. If the original award/legal agreement did not make provision for the increase:
    - 11.6.1. The supplier must request the CPA increase in writing quoting the relevant contract name and PO Number and send the request to the Contract Manager;



- 11.6.2. The Contract Manager must prepare a requisition for the variation to the relevant Procurement Specialist;
- 11.6.3. The Procurement Specialist must together with the Contract Manager prepare a submission for variation of the contract;
- 11.6.4. The relevant authority must approve the submission and once done; the Procurement Specialist must request an addendum to the contract from the Legal Department;
- 11.6.5. Once an addendum has been prepared, the Contract Manager must ensure that both parties sign the addendum;
- 11.6.6. The original addendum must be provided to the Procurement Specialist for safekeeping and a copy can be emailed to the supplier notifying them of the increase.
- 11.6.7. The Procurement Specialist must notify the Procurement Administrator to adjust the contract register accordingly within 48 hours of receiving the signed addendum.

**11.7. Performance Management**

- 11.7.1. This contract shall be subject to performance management in line with TCTA’s Contract Management Policy and Procedure as amended from time to time. Failure to provide satisfactory goods or services may result in the bidder’s blacklisting within TCTA or other organs of state.
- 11.7.2. If the final signed contract between the parties does not stipulate the number of times performance management meetings shall be held, they must be held as outlined below.

More than 3 years	at least twice in 12 months
1 year to 3 years	at least twice in the contract’s duration
6 months to 1 year	at least once in the contract’s duration
Less than 6 months	Optional

**11.8. Communication**

The successful bidder must forward all communication in respect to this contract to the Contract Manager stipulated in the Letter to Award.

**11.9. Cession of Rights**

- 11.9.1. The successful bidder may cede their rights to a third-party provided that:
  - 11.9.1.1. The cession does not take place less than 6 (six) months from the date of award;
  - 11.9.1.2. The third-party is registered on the CSD and its Tax affairs are compliant;

11.9.1.3. The third-party has a BBBEE status level of contributor equal to or higher than that of the successful bidder;

11.9.1.4. The parties prepare a draft a cession agreement that meets all the legal requirements on a template of their own choosing and at their own legal costs; and

11.9.1.5. The cession agreement is submitted for vetting by TCTA prior to signature.

11.9.2. TCTA may reject the cession should it not meet the requirements set out above and provide reasons to the supplier.

## 11.10. **Supplier Code of Conduct**

11.10.1. All suppliers and their representatives shall conduct their business activities in full compliance with the applicable laws and regulations of the Republic of South Africa while conducting business with and/or on behalf of the TCTA. In addition to any specific obligations under the supplier's agreement with TCTA, all suppliers shall, without limitation:

11.10.1.1. Comply with the anti-corruption laws of the Republic of South Africa and any other country in which it does business, including the Prevention and Combating of Corrupt Activities Act.

11.10.1.2. Conduct business in full compliance with antitrust and fair competition laws within the Republic of South Africa.

11.10.1.3. Comply with all applicable environmental laws and regulations regarding hazardous materials, air emissions, waste and wastewater discharges, including the manufacture, transportation, storage, disposal and release to the environment of such materials.

11.10.1.4. Be honest, direct and truthful in discussions with regulatory agency representatives and government officials.

11.10.2. Suppliers and their representatives shall conduct their business interactions and activities with integrity and in accordance with their obligations under their specific agreements. In addition to those obligations, all our suppliers shall, without limitation:

11.10.2.1. Honestly and accurately record and report all business information and comply with all applicable laws regarding their completion and accuracy.

11.10.2.2. Create, retain and dispose of business records in full compliance with all applicable legal and regulatory requirements.

11.10.2.3. Protect and responsibly use both the physical and intellectual assets of TCTA, including its property, data and equipment when authorised to use such assets.

11.10.2.4. Use TCTA provided information technology and systems (including email) only for authorised business-related purposes. TCTA strictly prohibits suppliers and

their representatives from using Company-provided technology and systems to create, access, store, print, solicit or send any material that is intimidating, harassing, threatening, abusive, sexually explicit or otherwise offensive or inappropriate and/or send any false, derogatory or malicious communications.

11.10.2.5. using provided information assets and systems.

11.10.2.6. Comply with the intellectual property ownership rights of TCTA and others including but not limited to copyrights, patents, trademarks, and trade secrets. Use software, hardware, and content only in accordance with their associated license or terms of use.

11.10.2.7. Speak to the press on TCTA's behalf only if supplier and/or representative is expressly authorised in writing to do so by TCTA.

11.10.3. TCTA expects its suppliers to share its commitment to human rights and equal opportunity in the workplace. TCTA suppliers shall conduct their employment practices in full compliance with all applicable laws and regulations, and shall, without limitation:

11.10.3.1. Cooperate with TCTA's commitment to a workforce free of harassment and unlawful discrimination. We believe that supplier companies should not engage in discrimination in hiring, compensation, access to training, promotion, termination, or retirement based on religion, age, disability, gender, marital status, sexual orientation, union membership, political affiliation or any other category protected by applicable law.

11.10.3.2. Comply in all respects with the Employment equity act, in line with TCTA's commitment to redress the racial makeup of the South African economy,

11.10.3.3. Provide a safe and healthy work environment and fully comply with all applicable safety and health laws, regulations, and practices. Adequate steps shall be taken to minimize the causes of hazards inherent in the working environment. While on TCTA property, suppliers shall comply with all rules and regulations concerning the operation of the property and the interaction with other individuals with access to the property, whether TCTA, its clients, or other suppliers, employees, or guests.

11.10.3.4. Prohibit the use, possession, distribution, and sale of illegal drugs while on TCTA owned, leased or managed property.

11.10.3.5. Use only voluntary labour. The use of forced labour whether in the form of indentured labour, bonded labour, or prison labour by a Company supplier or its subcontractors is prohibited.

- 11.10.3.6. Workers should not be required to lodge “deposits” or their identity papers with their employer and are free to leave their employer after reasonable notice without penalty.
- 11.10.3.7. Comply with all local minimum working age laws and requirements and not utilize child Employees shall not be under the legal minimum working age of the respective region or shall not be less than 16 years of age (whichever is higher). We only support the development of legitimate workplace apprenticeship programs for the educational benefit of younger people and will not do business with those who abuse such systems.
- 11.10.3.8. Not engage in physical discipline or abuse. Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation is prohibited.
- 11.10.3.9. Pay living wages under humane conditions. All workers shall be provided with clear, written information about their employment conditions with respect to wages before they enter employment and as needed throughout their term of employment. Deductions from wages as a disciplinary measure shall not be permitted nor shall any deductions from wages not provided for by national law be permitted without the express permission of the worker concerned. All disciplinary measures should be recorded. Wages and benefits paid for a standard working week meet, at a minimum, national legal standards.
- 11.10.3.10. Not require workers to work more than the maximum hours of daily labour set by the Department of Labour; ensure that overtime is paid in accordance with applicable laws and
- 11.10.3.11. Keep employee records in accordance with acts and prescripts issued by the Department of Labour.
- 11.10.4. TCTA expects its suppliers to share the same social responsibility of growing business in a sustainable fashion. At TCTA, we believe that environmental stewardship and local business development are of utmost importance, and we constantly seek new ways to fulfil our responsibilities to the environment.
- 11.10.5. Adopt an environmentally friendly policy and share our commitment to sustainability. Comply with all applicable environmental laws and regulations.
- 11.10.6. TCTA expects its suppliers to share its commitment to Broad Based Black Economic Empowerment and supplier diversity. TCTA suppliers shall implement supplier diversity programs that meet the requirements of the Broad Based Black Economic Empowerment Codes of Good Conduct. At all times the supplier undertakes to ensure that they are in possession of a valid BBEE certificate.

11.10.7. TCTA will not tolerate any retribution or retaliation taken against any individual who has in good faith sought out advice or has reported questionable behaviour or a possible violation.

#### 11.11. **Payment Process**

11.11.1. Monthly invoicing and payment of fees and disbursements will take place based on the actual services rendered, and payment of invoices shall be affected within 30 days from date of receipt.

11.11.2. Invoices must be submitted with supporting documents, where requested. No invoice shall be accepted for goods/services that are not received unless otherwise stipulated in the contract between the parties.

11.11.3. TCTA Reserves the right to request the following information prior to making payment:

11.11.3.1. A VAT registration certificate, if the successful Bidder is a VAT vendor;

11.11.3.2. An invoice without deduction of PAYE and/or SITE, if the successful Bidder is not registered for VAT; or

11.11.3.3. A statement of account detailing cumulative costs claimed from contract inception against the contract amount.

11.11.4. All invoices shall contain a Purchase Order number as a reference, TCTA and successful Bidder's VAT number, if registered for VAT, successful Bidder's name, date of invoice, amount due, services rendered, due date, and any other relevant details. TCTA's VAT number is 4360104923.

11.11.5. Payment will only be made against original invoices which complies with the requirements of the VAT Act. Failure to remit fully compliant invoice will result in late payment, without forfeiture of any settlement discounts that may be due to TCTA.

**ANNEXURE A: COMPANY EXPERIENCE**

**FORM 1A – BUSINESS PROCESS MANAGEMENT TOOL – IMPLEMENTATION**

**TCTA will reserve the right to verify the projects listed below.**

#	Client Name	Scope of the project where a BPM Tool was implementation	Start Date	End Date	Client Contact Person & Designation	Contact Details
1						
2						
3						
4						
5						
6						
7						
8						
9						

## ANNEXURE B: FORM 1B – SOLUTION COMPLIANCE REQUIREMENTS

### FORM 1B – SOLUTION COMPLIANCE TO FUNCTIONAL REQUIREMENTS

NO	FUNCTIONAL REQUIREMENTS	COMPLIANT (YES/NO)	REFERENCE PAGE ON PROPOSAL	COMMENTS
<b>Process Modelling and Design</b>				
FR1.1	The BPM tool must provide the following process modelling and design features and/or capabilities:			
FR1.1.1	<b>Graphical Process Modelling:</b> The BPM tool must provide a graphical process modelling capability that allows users to visually design, model, and document business processes.			
FR1.1.2	<b>Reusable Process Components:</b> The BPM tool must support the creation and reuse of process components, allowing users to build processes using modular and reusable elements.			
FR1.1.3	<b>Version-Controlled Process Models:</b> The BPM tool should feature version control for process models, enabling users to track and manage changes to process designs over time.			
FR1.1.4	<b>Drag and Drop Process Modelling:</b> The BPM tool must provide users with the ability to create and modify process flows using a visual, drag-and-drop interface.			
FR1.1.5	<b>Automated Documentation Generation:</b> The BPM tool should automate the generation of documentation from process models, ensuring that comprehensive and up-to-date documentation is readily available.			
FR1.1.6	<b>Collaborative Design Environment:</b> The BPM tool must facilitate a collaborative design environment, allowing multiple users to work concurrently on process models.			
<b>Workflow Automation:</b>				
FR1.2	The BPM tool should facilitate workflow automation through the following features and/or capabilities:			
FR1.2.1	<b>Task Assignment and Routing:</b> The BPM tool should automate the assignment and routing of tasks based on predefined rules, roles, and business logic.			

NO	FUNCTIONAL REQUIREMENTS	COMPLIANT (YES/NO)	REFERENCE PAGE ON PROPOSAL	COMMENTS
FR1.2.2	<b>Escalation Rules:</b> The BPM tool must define and automate escalation processes for tasks that are not completed within specified timeframes.			
FR1.2.3	<b>Rule-Based Decision Making:</b> The BPM tool must enable the creation of rule-based decision trees and logic to guide process flow.			
<b>Integration and Basic Connectivity:</b>				
FR1.3	The BPM tool should have the following integration and basic connectivity features and/or capabilities:			
FR1.3.1	<b>Data Import and Export:</b> The BPM tool must support the import and export of data to and from Microsoft Visio to ensure data consistency.			
FR1.3.2	<b>Real-time Data Access:</b> The BPM Tool must provide real-time access to data for decision-making and reporting.			
FR1.3.3	<b>Database Connectivity:</b> The BPM tool should support connectivity to various data sources, enabling organisations to interact and manipulate data stored in various data sources.			
FR1.3.4	<b>Single Sign-On (SSO) Integration:</b> The BPM tool should seamlessly integrate with active directory, allowing users to access BPM functionalities with their existing authentication credentials.			
<b>Reporting and Analytics:</b>				
FR01.4	The BPM tool should have the following reporting and analytics features and/or capabilities:			
FR1.4.1	<b>Customisable Dashboards:</b> The BPM tool must allow users should be able to create and customise dashboards to monitor the status of processes and tasks.			
FR1.4.2	<b>Real-time Data Analytics:</b>			



NO	FUNCTIONAL REQUIREMENTS	COMPLIANT (YES/NO)	REFERENCE PAGE ON PROPOSAL	COMMENTS
	The BPM tool must offer real-time data analysis capabilities to identify process performance trends and anomalies.			
<b>FR1.4.3</b>	<b>Reporting and Analytics:</b> The BPM tool must process metrics and key performance indicators (KPIs).			
<b>User and Group Interaction:</b>				
<b>FR01.5</b>	The BPM tool should have the following user and group interaction features and/or capabilities:			
<b>FR1.5.1</b>	<b>User Authentication and Authorisation:</b> The BPM tool must implement secure user authentication and authorisation mechanisms, ensuring that only authenticated users with appropriate permissions can access BPM functionalities.			
<b>FR1.5.2</b>	<b>User Profile Management:</b> The BPM tool should offer user profile management capabilities, allowing users to customise their profiles, preferences, and settings.			
<b>FR1.5.3</b>	<b>Group Creation and Management:</b> The BPM tool must facilitate the creation and management of user groups, enabling administrators to organise users based on roles, departments, or project teams.			
<b>FR1.5.4</b>	<b>Role-Based Access Control (RBAC):</b> The BPM tool should incorporate Role-Based Access Control (RBAC), allowing organisations to define, assign, and manage user roles with specific access rights.			
<b>FR1.5.5</b>	<b>User and Group Performance Analytics:</b> The BPM tool must provide analytics on user and group performance, offering insights into task completion, efficiency, and contributions.			
<b>Document Repository Management:</b>				
<b>FR1.6</b>	The BPM tool should have the following document and repository management features and/or capabilities:			
<b>FR1.6.1</b>	<b>Document Versioning:</b> The BPM tool should support document version control to manage revisions and ensure document integrity.			
<b>FR1.6.2</b>	<b>Document Search and Retrieval:</b> The BPM tool should offer powerful search and retrieval capabilities, allowing users to quickly locate specific			

NO	FUNCTIONAL REQUIREMENTS	COMPLIANT (YES/NO)	REFERENCE PAGE ON PROPOSAL	COMMENTS
	documents based on metadata, content, or predefined criteria within the BPM system.			
FR1.6.3	<b>Document Editing and Annotations:</b> The BPM tool should allow users to edit documents and add annotations directly within the BPM environment, supporting collaborative document editing and review within the BPM system.			
FR1.6.4	<b>Document Security and Access Control:</b> The BPM tool must prioritise document security, providing robust access control mechanisms to define user permissions, encryption, and other security parameters to safeguard sensitive information.			
FR1.6.5	<b>Document Archiving and Retention Management:</b> The BPM tool must include features for document archiving and retention management, allowing organisations to define retention policies and automatically archive or dispose of documents based on predefined criteria.			
<b>Process Repository Management:</b>				
FR1.7	The BPM tool should have the following process repository management features and/or capabilities:			
FR1.7.1	<b>Centralised Repository:</b> The BPM tool must provide a centralised repository that serves as a secure and organised storage space for all process-related artifacts, including process models, documentation, forms, and related resources.			
FR1.7.2	<b>Search and Retrieval:</b> The BPM tool must offer effective search and retrieval functionalities, allowing users to quickly search for and retrieve specific process models, documents, or resources based on keywords, tags, or metadata.			
FR1.7.3	<b>Collaboration and Documentation:</b> The BPM tool must facilitate collaboration by providing features for simultaneous editing, commenting, and real-time collaboration on process models and documentation within the repository.			
FR1.7.4	<b>Cross-Referencing and Metadata Management:</b> The BPM tool must support cross-referencing and metadata			

NO	FUNCTIONAL REQUIREMENTS	COMPLIANT (YES/NO)	REFERENCE PAGE ON PROPOSAL	COMMENTS
	management, allowing users to associate additional information, tags, or attributes with process assets.			
FR1.7.5	<b>Automated Backup and Recovery:</b> The BPM tool must include automated backup and recovery mechanisms to safeguard against data loss and ensure the availability of historical versions of process assets.			
<b>Compliance and Regulatory Support:</b>				
FR01.9	The BPM tool should have the following process compliance and regulatory support features and/or capabilities:			
FR1.8.1	<b>Compliance Rule Engine:</b> The BPM tool must allow users to define and enforce compliance rules, regulations, and standard operating procedures (SOPs) within processes.			
FR1.8.2	<b>Automated Compliance Checks:</b> The BPM tool should provide automated compliance checks within the BPM workflows, enabling real-time validation of processes against regulatory requirements to identify and address potential compliance issues.			
FR1.8.3	<b>Documentation of Compliance Controls:</b> The BPM tool should facilitate the documentation of compliance controls within the BPM environment, providing a centralised repository for capturing and managing controls that address regulatory requirements.			
<b>Collaboration and Communication:</b>				
FR1.9	The BPM tool should have the following process collaboration and communication features and/or capabilities:			
FR1.9.1	<b>Collaboration Workspaces:</b> The BPM tool must provide collaborative workspaces for teams to work together on process-related tasks and projects.			
FR1.9.2	<b>Instant Messaging and Notifications:</b> The BPM tool must offer built-in communication tools, such as chat and notifications, for team collaboration and process-related discussions.			
<b>Process Performance Monitoring:</b>				
FR10	The BPM tool should have the following process performance monitoring features and/or capabilities:			
FR10.1	<b>Scalable Performance Monitoring:</b> The BPM tool should be scalable to handle performance monitoring across a growing number of processes, accommodating the evolving needs of the organisation.			

NO	FUNCTIONAL REQUIREMENTS	COMPLIANT (YES/NO)	REFERENCE PAGE ON PROPOSAL	COMMENTS
FR10.2	<b>Historical Performance Analysis:</b> The BPM tool should support historical performance analysis, enabling organisations to assess trends, identify patterns, and analyse how processes have performed over time.			
FR10.3	<b>Process Heatmaps:</b> The BPM tool should offer process heatmaps, providing a visual representation of process bottlenecks, inefficiencies, or areas of high activity to facilitate quick identification of performance issues.			
<b>Process Execution Engine Features:</b>				
FR11	The BPM tool should have the following process execution engine features and/or capabilities:			
FR11.1	<b>Automated Workflow Orchestration:</b> The BPM tool must enable the automated orchestration of workflows, streamlining and orchestrating structured processes seamlessly.			
FR11.2	<b>Dynamic Process Routing:</b> The BPM tool should facilitate dynamic process routing, allowing for adaptive and rule-driven task routing based on changing conditions.			
FR11.3	<b>Task Assignment and Allocation:</b> The BPM tool must feature robust task assignment and allocation capabilities for efficient distribution of responsibilities.			
FR11.4	<b>Parallel and Sequential Process Flows:</b> The BPM tool must support both parallel and sequential process flows, allowing for the execution of tasks concurrently or sequentially as dictated by the process design.			
FR11.5	<b>Exception Handling and Escalation:</b> The BPM tool must feature exception handling and escalation mechanisms to address deviations from the normal process flow and escalate issues when necessary.			
FR11.6	<b>Automated Documentation Generation:</b> The BPM tool should automate the generation of documentation from process models, ensuring that comprehensive and up-to-date documentation is readily available.			

**ANNEXURE C: FORM 1C – SOLUTION COMPLIANCE NON-FUNCTIONAL REQUIREMENTS**

NO	NON- FUNCTIONAL REQUIREMENTS	COMPLIANT (YES/NO)	REFERENCE PAGE ON PROPOSAL	COMMENTS
NFR1.1	<p><b>Hosting</b></p> <p>The solution(s) must be cloud hosted</p>			
NFR1.2	<p><b>Hosting Location</b></p> <p>The BPM tool must preferably be hosted in South Africa or the European Union. The Bidder must indicate where the BPM tool is hosted, e.g., using <a href="https://hostingchecker.com/">https://hostingchecker.com/</a></p>			
NFR1.3	<p><b>Availability</b></p> <p>The solution must be available 24/7 with a minimum availability of 99%. The Bidder must provide availability statistics for the last 3 months.</p>			
NFR1.4	<p><b>Scalability</b></p> <ul style="list-style-type: none"> <li>• The Bidder must indicate how they deal with scalability to ensure that the BPM tool is working optimally.</li> <li>• The BPM tool must cater for future growth, e.g., adding of new functions, features and/or users.</li> <li>• The BPM tool must be able to expand functionality while maintaining balanced loads.</li> <li>• The BPM tool must have the ability to serve growing demand without reducing functionality.</li> </ul>			
NFR1.5	<p><b>Backup and Recovery</b></p> <p>The BPM tool must have the capability to provide backup and recovery services.</p>			
NFR1.6	<p><b>Information Security</b></p> <p>The Bidder must provide information on how they secure their BPM tool. The BPM tool must cater for the following security requirements:</p> <ul style="list-style-type: none"> <li>• <b>Authentication</b> – the BPM tool must uniquely identify users and authenticate them. Administrator accounts must be segregated from normal user accounts.</li> <li>• <b>Authorisation</b> – the BPM tool must enable users and/or role-based permissions to be</li> </ul>			

NO	NON- FUNCTIONAL REQUIREMENTS	COMPLIANT (YES/NO)	REFERENCE PAGE ON PROPOSAL	COMMENTS
	<p>configured to control what solution features and data users can access.</p> <ul style="list-style-type: none"> <li>• <b>Audit</b> – the BPM tool must keep logs and an audit trail of all activities performed in the solution (includes but not limited to the following: who created, updated, and deleted (must be authorised by super users) the record, with time and date stamp.</li> <li>• <b>Assurance</b> – the BPM tool must maintain data integrity and quality. The solution must be a single source of truth in terms of data and calculations.</li> <li>• <b>Availability</b> – the BPM tool must be secured to prevent denial of service to TCTA’s users. It must also provide threat protection.</li> <li>• <b>Asset Protection</b> – the BPM tool must protect TCTA’s data from being viewed or accessed by unauthorised personnel.</li> <li>• <b>Anomalies</b> – The BPM tool must detect anomalies in functionality, user accessibility, traffic flows, and tampering, and be able to produce a system generated exception report.</li> <li>• <b>Encryption</b> – The BPM tool data must be encrypted in transit and at rest.</li> </ul>			
NFR1.7	<p><b>BPM Tool Support</b></p> <p>The Bidder must provide the following support services information:</p> <ul style="list-style-type: none"> <li>• <b>Help Desk Support</b> <ul style="list-style-type: none"> <li>○ The Bidder must provide responsive help desk services during business hours (8:00am to 16:30pm).</li> <li>○ The Bidder must promptly respond to user inquiries and</li> </ul> </li> </ul>			

NO	NON- FUNCTIONAL REQUIREMENTS	COMPLIANT (YES/NO)	REFERENCE PAGE ON PROPOSAL	COMMENTS
	<p>technical issues via phone, email, or ticketing system.</p> <ul style="list-style-type: none"> <li>○ The Bidder must resolve priority 1 and priority 2 support requests within agreed-upon service level agreements (SLAs).</li> <li>○ The Bidder must document and track support requests, including resolutions and follow-up actions.</li> <li>• <b>BPM Tool Support</b> <ul style="list-style-type: none"> <li>○ The Bidder must provide support for the BPM tool, including installation, configuration, and troubleshooting.</li> <li>○ Assist TCTA users with software-related issues, such as compatibility issues, error messages, and performance optimisation.</li> </ul> </li> <li>• <b>Training</b> <ul style="list-style-type: none"> <li>○ Conduct training sessions for end-users on IT systems, software applications, and best practices.</li> <li>○ Provide technical documentation and self-help resources to empower users to troubleshoot common issues independently.</li> <li>○ Facilitate knowledge transfer sessions for client IT staff to ensure continuity of support.</li> </ul> </li> </ul>			
<b>NFR1.8</b>	<p><b>Architecture Design</b></p> <p>The Bidder must provide the architecture design of their proposed solution. It must contain an architecture diagram (including a write-up of each component).</p>			

SIGNATURE: ..... NAME OF BIDDER.....  
(of person authorised to sign on behalf of the Bidder)

## ANNEXURE D: PRICING OFFER

Bidders are required to submit a comprehensive financial proposal in line with the deliverables. Project duration is estimated to take a period of 36 months.

No	Description	Once-Off Costs	QTY	2024/2025	2025/2026	2026/2027	Total
1.	<b>Supply of BPM Tool</b>						
2.	<b>Implementation</b> <ul style="list-style-type: none"> <li>• Project Kick-Off (scope, time, resources)</li> <li>• Project Requirements Gathering (analysis)</li> <li>• Solution Design</li> <li>• Development</li> <li>• Testing</li> <li>• Deployment</li> <li>• Project Management</li> <li>• Closure</li> </ul>						
3.	<b>Training: BPM Tool Users (02)</b>		<b>2</b>				
4.	<b>User Support and solution maintenance</b>						
5.	<b>Licenses: BPM Tool Users (02)</b>		<b>2</b>				
6.	<b>The bidder to specify any item to be billed that is not covered by the above items</b>						
	<b>Sub-Total</b>						
	<b>15% VAT</b>						
	<b>Total (incl VAT)</b>						





*All prices must include disbursements.*

*Prices must be firm and unconditional.*

*Price must be reflected Excluding and Including VAT*

**ANNEXURE E: SBD 1 – REQUEST FOR BID**

**PART A  
INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:		CLOSING DATE:		CLOSING TIME:	
DESCRIPTION					
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON			CONTACT PERSON		
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS			E-MAIL ADDRESS		
<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					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		<b>OR</b>	CENTRAL SUPPLIER DATABASE No:	MAAA
<b>1</b> ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		<b>2</b> ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.</b>					

**PART B  
TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>
<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b></p> <p>1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.</p> <p>1.4. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b></p>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
<p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.</p> <p>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p> <p>2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."</p>

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....  
(Proof of authority must be submitted e.g. company resolution)

DATE: .....

**ANNEXURE F: SBD 4 – BIDDER’S DISCLOSURE**

**1. PURPOSE OF THE FORM**

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

**2. BIDDER’S DECLARATION**

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES / NO**

2.2.1 If so, furnish the following particulars:

.....  
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

2.3.1 If so, furnish the following particulars:

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

<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

**3. DECLARATION**

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read, and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement, or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.6 There have been no consultations, communications, agreements, or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

<sup>2</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.

## ANNEXURE G - SBD 6.1: PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

---

### 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 **To be completed by the organ of state**

*(delete whichever is not applicable for this tender).*

- (a) The applicable preference point system for this tender is the 80/20 preference point system.

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) Specific Goals

1.4 **To be completed by the organ of state:**

The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

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

## 2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1 POINTS AWARDED FOR PRICE

#### 3.1.1 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

### 3.2 FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

#### 3.2.1 POINTS AWARDED FOR PRICE

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

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

Where

$P_s$  = Points scored for price of tender under consideration

$P_t$  = Price of tender under consideration

$P_{\max}$  = Price of highest acceptable tender

### 4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

***(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)***

***Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)***



The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
B-BBEE Status Level of Contributor	20	

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

5.1. Name of company/firm.....

5.2. Company registration number: .....

5.3. TYPE OF COMPANY/ FIRM

[TICK APPLICABLE BOX]

- Partnership/Joint venture or consortium / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company (Pty) Limited
- Non-Profit Company
- State Owned Company

5.4. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I 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 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering 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 tenderer or contractor, its shareholders, and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted 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, if deemed necessary.

<b>SIGNATURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	.....
	.....
	.....
	.....

## **ANNEXURE H – VALID SWORN AFFIDAVIT REQUIREMENTS**

The following information is required for a sworn affidavit to be valid:

- a) Name/s of deponent as they appear in the identity document and the identity number;
- b) Designation of the deponent as either the director, owner or member must be indicated in order to know that person is duly authorised to depose of an affidavit;
- c) Name of enterprise as per enterprise registration documents issued by the CIPC, where applicable, and enterprise business address.
- d) Percentage of black ownership, black female ownership and designated group. In the case of specialised enterprises as per Statement 004, the percentage of black beneficiaries must be reflected;

The following information is required:

- e) Name/s of deponent as they appear in the identity document and
- f) the identity number;
- g) Designation of the deponent as either the director, owner or member must be indicated in order to know that person is duly authorised to depose of an affidavit;
- h) Name of enterprise as per enterprise registration documents issued by the CIPC, where applicable, and enterprise business address.
- i) Percentage of black ownership, black female ownership and designated group. In the case of specialised enterprises as per Statement 004, the percentage of black beneficiaries must be reflected;
- j) Date deponent signed and date of Commissioner of Oath must be the same;
- k) Commissioner of Oath cannot be an employee or ex officio of the enterprise because, a person cannot by law, commission a sworn affidavit in which they have an interest;
- l) Correct Sector Codes Affidavit to be used.

**ANNEXURE H1:**

**SWORN AFFIDAVIT – B-BBEE ICT EXEMPT MICRO ENTERPRISE**

I the undersigned,

<b>Full name &amp; Surname</b>	
<b>Identity Number</b>	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a member / director /owner of the following enterprise and am duly authorised to act on its behalf:

<b>Enterprise Name</b>	
<b>Trading Name</b>	
<b>Registration Number</b>	
<b>VAT Number</b>	
<b>Nature of Business</b>	
<b>Enterprise Address</b>	

3. I hereby declare under oath that:
  - The Enterprise is       % Black Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013;
  - The Enterprise is       % Black Woman Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013;
  - I hereby confirm the above ownership was achieved using the flow through principle.
  
  - The Enterprise is       % Black Designated Group Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013
    - Black Youth % =       %
    - Black Disabled % =       %
    - Black Unemployed % =       %

- Black People living in Rural areas % = %
- Black Military Veterans % = %

- Based on the Financial Statements/ Management Accounts and other information available on the latest financial year-end of , the annual Total Revenue was R10,000,000.00 (Ten Million Rands) or less
- Please confirm on the table below the B-BBEE level contributor, **by ticking the applicable box.**

100% black owned	<b>Level One</b> (135% B-BBEE procurement recognition)	
More than 51% black Owned	<b>Level Two</b> (125% B-BBEE procurement recognition)	
Less than 51% black Owned	<b>Level Four</b> (100% B-BBEE procurement recognition)	

3. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.
4. The sworn affidavit will be valid for a period of 12 months from date signed by the commissioner.

Deponent Signature:

Date:

Commissioner of Oaths  
Signature & stamp

**ANNEXURE H2**

**SWORN AFFIDAVIT – B-BBEE ICT QUALIFYING SMALL ENTERPRISE**

I the undersigned,

<b>Full name &amp; Surname</b>	
<b>Identity Number</b>	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
  
2. I am a member /director /owner of the following enterprise and am duly authorised to act on its behalf:

<b>Enterprise Name</b>	
<b>Trading Name</b>	
<b>Registration Number</b>	
<b>VAT Number</b>	
<b>Nature of Business</b>	
<b>Enterprise Address</b>	

3. I hereby declare under oath that:
  - The Enterprise is       % Black Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013;
  - The Enterprise is       % Black Woman Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013;
  - I hereby confirm the above ownership was achieved using the flow through principle.
  
  - The Enterprise is       % Black Designated Group Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013
    - Black Youth % =       %
    - Black Disabled % =    %
    - Black Unemployed % =       %
    - Black People living in Rural areas % = \_\_\_\_\_%
    - Black Military Veterans % =    %

- Based on the Financial Statements/ Management Accounts and other information available on the latest financial year-end of , the annual Total Revenue was between R10,000,000.00 (Ten Million Rands) and R50,000,000.00 (Fifty Million Rands)
- Please confirm on the table below the B-BBEE level contributor, **by ticking the applicable box.**

100% black owned	<b>Level One</b> (135% B-BBEE procurement recognition)	
More than 51% black Owned	<b>Level Two</b> (125% B-BBEE procurement recognition)	

3. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.
4. The sworn affidavit will be valid for a period of 12 months from date signed by the commissioner.

Deponent Signature:

Date:

Commissioner of Oaths  
Signature & stamp