



**T15/05/21**

**REQUEST FOR PROPOSAL FOR THE  
APPOINTMENT OF A SERVICE  
PROVIDER TO DEVELOP AND  
IMPLEMENT THE MASTER DIGITAL  
PLATFORM FOR INFRASTRUCTURE  
SOUTH AFRICA (ISA)**

**BID CLOSING DATE:  
28 MAY 2021 AT 11:00 AM**

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**SECTION 1: GENERAL CONDITIONS OF BID**

## 1. Proprietary Information

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Industrial Development Corporation of SA Ltd (IDC) considers this Request for Proposal (RFP) and all related information, either written or verbal, which is provided to the respondent, to be proprietary to IDC. It shall be kept confidential by the respondent and its officers, employees, agents and representatives. The respondent shall not disclose, publish, or advertise this RFP or related information to any third party without the prior written consent of IDC.

## 2. Enquiries

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- 2.1 All communication and attempts to solicit information of any kind relative to this RFP should be channelled **in writing** to:

Name:	<u>Ms Mmanthudi Mosupyoe</u>
Telephone Number:	<u>011 269 3709</u>
Email address:	<u><a href="mailto:mmanthudim@idc.co.za">mmanthudim@idc.co.za</a></u>

- 2.2 Enquiries in relation to this RFP will not be entertained after **16h00 on 18 May 2021**.
- 2.3 The enquiries will be consolidated and IDC will issue one response and such response will be posted, within two days after the last day of enquiries, onto the IDC website ([www.idc.co.za](http://www.idc.co.za)) under tenders i.e. next to the same RFP document.
- 2.4 The IDC may respond to any enquiry in its absolute discretion and the bidder acknowledges that it will have no claim against the IDC on the basis that its bid was disadvantaged by lack of information, or inability to resolve ambiguities.

## 3. Bid Validity Period

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Responses to this RFP received from bidders will be valid for a period of **120** days counted from the bid closing date.

## 4. Instructions on submission of Bids

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- 4.1 Bid responses must be submitted in electronic format only and must be e-mailed to the dedicated e-mail address as provided herein.
- 4.2 Bid responses should be in generally acceptable / standard electronic file format/s (i.e. Microsoft suite of products or pdf) to enable access thereto by the IDC for purposes of evaluating responses received. Where documents are presented in a format which cannot be accessed by the IDC through generally acceptable formats, such bid response will be disqualified.
- 4.3 The closing date for the submission of bids is **28 May 2021** not later than **11:00 AM (before midday)**. No late bids will be considered. Bids must **only** be sent to [tenders@idc.co.za](mailto:tenders@idc.co.za). Bids sent to any other email address other than the one specified herein will be disqualified and will not be considered for evaluation. It is the bidder's responsibility to ensure that the bid is sent to the correct email address and that this is **received** by the IDC before the closing date and time in IDC's dedicated tender e-mail inbox / address ( [tenders@idc.co.za](mailto:tenders@idc.co.za) ).

- 4.4 Bidders are advised to submit / send their bid responses at least 15 minutes before the 11:00AM deadline to avoid any Information Technology (IT) network congestions or technical challenges in this regard which may result in bid responses being received late. IDC's e-mail servers are configured to receive e-mails with sizes up to 50MB.
- 4.5 The IDC will not be held responsible for any of the following:
- 4.5.1 bid responses sent to the incorrect email address;
  - 4.5.2 bid responses being inaccessible due to non-standard electronic file formats being utilised to submit responses by bidders;
  - 4.5.3 any security breaches and unlawful interception of tender / bid responses by third parties outside the IDC's IT network domain;
  - 4.5.4 bid responses received late due to any IT network related congestions and/or technical challenges; and
  - 4.5.5 bid responses with file size limits greater than IDC's e-mail receipt capacity of 50MB.
- 4.6 Only responses received via the specified email address will be considered.
- 4.7 Where a complete (Inclusive of all Schedules) bid response is **not received** by the IDC in its electronic email tender box ([tenders@idc.co.za](mailto:tenders@idc.co.za)) by the closing date and time, such a bid response will be regarded as incomplete and late. Such late and / or incomplete bid will be disqualified. **It is the IDC's policy not to consider late bids for tender evaluation.**
- 4.8 Amended bids may be sent to the electronic tender box ([tenders@idc.co.za](mailto:tenders@idc.co.za)) **marked** "Amendment to bid" and should be received by the IDC **before** the closing date and time of the bid.

## 5. Preparation of Bid Response

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- 5.1 All the documentation submitted in response to this RFP must be in English.
- 5.2 The bidder is responsible for all the costs that it shall incur related to the preparation and submission of the bid document.
- 5.3 Bids submitted by bidders which are, or are comprised of companies must be signed by a person or persons duly authorised thereto by a resolution of the applicable Board of Directors, a copy of which Resolution, duly certified, must be submitted with the bid.
- 5.4 The bidder should check the numbers of the pages of its bid to satisfy itself that none are missing or duplicated. No liability will be accepted by IDC in regard to anything arising from the fact that pages of a bid are missing or duplicated.
- 5.5 Bidder's tax affairs with SARS must be in order (tax compliant status) and bidders must provide written confirmation to this effect as part of their tender response.

## 6. Supplier Performance Management

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Supplier Performance Management is viewed by the IDC as a critical component in ensuring value for money acquisition and good supplier relations between the IDC and all its suppliers.

The successful bidder shall upon receipt of written notification of an award, be required to conclude a Service Level Agreement (SLA) with the IDC, which will form an integral part of the supply agreement. The SLA will serve as a tool to measure, monitor and assess the

supplier performance and ensure effective delivery of service, quality and value-add to IDC's business.

Successful bidders will be required to comply with the above condition, and also provide a scorecard on how their product / service offering is being measured to achieve the objectives of this condition.

## **7. Enterprise and Supplier Development**

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The IDC promotes enterprise development. In this regard, successful bidders may be required to mentor SMMEs and/ or Youth-Owned businesses. The implications of such arrangement will be subject to negotiations between the IDC and the successful bidder.

## 8. IDC's Rights

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- 8.1 The IDC is entitled to amend any bid condition, bid validity period, RFP specification, or extend the bid closing date, all before the bid closing date. All bidders, to whom the RFP documents have been issued and where the IDC have record of such bidders, may be advised in writing of such amendments in good time and any such changes will also be posted on the IDC's website under the relevant tender information. All prospective bidders should therefore ensure that they visit the website regularly and before they submit their bid response to ensure that they are kept updated on any amendments in this regard.
- 8.2 The IDC reserves the right not to accept the lowest priced bid or any bid in part or in whole. It normally awards the contract to the bidder who proves to be fully capable of handling the contract and whose bid is functionally acceptable and/or financially advantageous to the IDC.
- 8.3 The IDC reserves the right to award this bid as a whole or in part.
- 8.4 The IDC reserves the right to conduct site visits at bidder's corporate offices and / or at client sites if so required.
- 8.5 The IDC reserves the right to consider the guidelines and prescribed hourly remuneration rates for consultants as provided in the **National Treasury Instruction 01 of 2013/2014: Cost Containment Measures**, where relevant.
- 8.6 The IDC reserves the right to request all relevant information, agreements and other documents to verify information supplied in the bid response. The bidder hereby gives consent to the IDC to conduct background checks, including FICA verification, on the bidding entity and any of its directors / trustees / shareholders / members.
- 8.7 The IDC reserves the right, at its sole discretion, to appoint any number of vendors to be part of this panel of service providers.
- 8.8 The IDC reserves the right of final decision on the interpretation of its tender requirements and responses thereto.

## 9. Undertakings by the Bidder

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- 9.1 By submitting a bid in response to the RFP, the bidder will be taken to offer to render all or any of the services described in the bid response submitted by it to the IDC on the terms and conditions and in accordance with the specifications stipulated in this RFP document.
- 9.2 The bidder shall prepare for a possible presentation should IDC require such and the bidder will be required to make such presentation within five (5) days from the date the bidder is notified of the presentation. Such presentation may include a practical demonstration of products or services as called for in this RFP.
- 9.3 The bidder agrees that the offer contained in its bid shall remain binding upon him/her and receptive for acceptance by the IDC during the bid validity period indicated in this RFP and its acceptance shall be subject to the terms and conditions contained in this RFP document read with the bid.
- 9.4 The bidder furthermore confirms that he/she has satisfied himself/herself as to the correctness and validity of his/her bid response; that the price(s) and rate(s) quoted cover all the work/item(s) specified in the bid response documents; and that the price(s) and rate(s) cover all his/her obligations under a resulting contract for the services



contemplated in this RFP; and that he/she accepts that any mistakes regarding price(s) and calculations will be at his/her risk.

- 9.5** The successful bidder accepts full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under the supply agreement and SLA to be concluded with IDC, as the principal(s) liable for the due fulfilment of such contract.
- 9.6** The bidder accepts that all costs incurred in the preparation, presentation and demonstration of the solution offered by it shall be for the account of the bidder. All supporting documentation and manuals submitted with its bid will become IDC property unless otherwise stated by the bidder/s at the time of submission.

## **10. Reasons for disqualification**

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- 10.1** The IDC reserves the right to disqualify any bidder which does any one or more of the following, and such disqualification may take place without prior notice to the offending bidder, however the bidder will be notified in writing of such disqualification:
- 10.1.1 bidders who do not submit an original valid Tax Clearance Certificate and / or proof of application of such as endorsed by SARS on the closing date and time of the bid submission and / or failure to provide the IDC with its SARS issued Tax Verification PIN code giving access to the IDC to electronically verify tax compliance;
  - 10.1.2 bidders who submit incomplete information and documentation according to the requirements of this RFP document;
  - 10.1.3 bidders who submit information that is fraudulent, factually untrue or inaccurate information;
  - 10.1.4 bidders who receive information not available to other potential bidders through fraudulent means;
  - 10.1.5 bidders who do not comply with any of the **mandatory requirements** as stipulated in the RFP document;
  - 10.1.6 bidders who fail to comply with FICA requirements

## **11. Local Production and Content**

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The IDC promotes Local Production and Content. In the case of designated sectors, only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered. IDC reserves the right at its sole discretion to set minimum thresholds for sectors which may not have been declared as designated sectors by the dti in an effort to stimulate local production and content where relevant.

Bidders are required to assess their product and /or service offering against the designated sector lists as published by the Department of Trade and Industry (the **dti**) and to ensure full compliance to the minimum local content threshold, if relevant, before submitting its response to this tender. The **dti's** latest list of designated sectors can be accessed on: [http://www.dti.gov.za/industrial\\_development/ip.jsp](http://www.dti.gov.za/industrial_development/ip.jsp).

## 12. Returnable Schedules

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Bidders shall submit their bid responses in accordance with the returnable schedules specified below (each schedule must be clearly marked):

**12.1 Cover Page:** (the cover page must clearly indicate the RFP reference number, bid description and the bidder's name)

**12.2 Schedule 1:**

12.2.1 Executive Summary (explaining how you understand the requirements of this RFP and the summary of your proposed solution)

12.2.2 Annexure 1 of this RFP document (duly completed and signed)

**12.3 Schedule 2**

12.3.1 Valid Tax Clearance Certificate(s) (TCC) and / or proof of application as endorsed by SARS and / or SARS issued tax verification pin code;

12.3.2 Originally certified copies of bidder's CIPC company registration documents listing all members with percentages, in case of a CC.

12.3.3 Copy of Board Resolution, duly certified;

12.3.4 Originally certified copy of ID document for the Company Representative

12.3.5 Annexure 2 of this RFP document (duly completed and signed);

12.3.6 Annexure 3 of this RFP document (duly completed and signed);

12.3.7 Annexure 4 of this RFP document (duly completed and signed);

12.3.8 Annexure 5 of this RFP document (duly completed and signed);

12.3.9 Annexure 6 of this RFP document (duly completed and signed);

12.3.10 Annexure 7 of this RFP document (duly completed and signed);

12.3.11 Response to Annexure 8: BEE Commitment Plan

12.3.12 Bidders must submit a B-BBEE verification certificate indicating the contribution level of the bidding entity. For Exempted Micro Enterprises (EME) with an annual revenue of less than R10 million and Qualifying Small Enterprises (QSE) with an annual revenue of between R10 million and R50 million per annum, a sworn affidavit confirming the annual total revenue and level of black ownership may be submitted. Any misrepresentation in terms of the declaration constitutes a criminal offence as set out in the B-BBEE Act as amended.

**Note: If a bidder is a Consortium, Joint Venture or Prime Contractor with Subcontractor(s), the documents listed above must be submitted for each Consortium/ JV member or Prime Contractor and Subcontractor(s).**

12.3.13 Annexure 9 of this RFP document (duly completed and signed, **if relevant**);

12.3.14 Statement of Financial Position of the Bidder: Latest Audited Financial Statements (where applicable in terms of the Company's Act) and/or independently reviewed financial statements and/or Cashflow Budget for new entities with no financial records.

12.3.15 Copy of Joint Venture/ Consortium/ Subcontracting Agreement duly signed by all parties (if applicable)

## 12.4 Schedule 3:

- 12.4.1 Response to Section 2 of this document, in line with the format indicated in this RFP document.
- 12.4.2 Annexure 7 of this RFP document, duly completed and signed

## 12.5 Schedule 4: Price Proposal (response to Section 3 of this RFP document) *(Must be submitted as a separate file/document marked Schedule 4: Price Proposal)*

## 13. Evaluation Criteria and Weightings

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Bids shall be evaluated in terms of the following process:

- 13.1 **Phase 1: Initial Screening Process:** During this phase, bid responses will be reviewed for purposes of assessing compliance with RFP requirements including the general bid conditions and also the Specific Conditions of Bid, which requirements include the following:
- Submission of a valid Tax Clearance Certificate as referenced in 12.3.1 above
  - Submission of Company Registration Forms as referenced 12.3.2 above
  - Submission of ID copy for the Company Representative as referenced in 12.3.4 above
  - BEE Status Certification as referenced in 12.3.12 above and the consideration of the Specific Bid Conditions as referenced in Section 2
  - Completion of all Standard Bidding Documents and other requirements, as reflected in this RFP, which covers the following:
    - Section 2: Statement of compliance with the Functional Evaluation Criteria for this RFP
    - Section 3: Cost Proposal and Price Declaration Form
    - Annexure 1: Acceptance of Bid Conditions
    - Annexure 2: Tax Compliance Requirements
    - Annexure 3: Supply Chain Management Questionnaire
    - Annexure 4: Declaration of Interest
    - Annexure 5: Certificate of Independent Bid Determination
    - Annexure 6: Shareholders' Information/ Group Structure
    - Annexure 7: Bidders Experience & Project Team
    - Annexure 8: BEE Commitment Plan
    - Annexure 9: Disclosure Statement
    - Annexure 10: Local Content Declaration (If Relevant)

Failure to comply with the requirements assessed in Phase 1 (compliance), may lead to disqualification of bids.

### 13.2 Phase 2: Technical/ Functionality Evaluation

Bid responses will be evaluated in accordance with the Functional criteria as follows:

#### 13.2.1 Other Functional/ Technical Requirements

With regards to the other Functional Requirements, the following criteria (set out in more detail in section 2 of this RFP document) and the associated weightings will be applicable:

ELEMENT	WEIGHT
Development proposal for the establishment of the ISA Master Digital Platform	25
Training and change management programme	15
Qualifications and Skills of the Team members proposed	25
Bidder's experience in assignments of a similar type, scale and complexity	15
Presentation and demonstrations	20
<b>TOTAL</b>	<b>100</b>

**Note: Bidders who score 56 points out of 80 points (70%) or more in total for the functional/technical requirements will be shortlisted for demonstrations.**

**All bids that fail to achieve the minimum overall qualifying score of 70% on functional/technical requirements including the demonstrations will not be considered for further evaluation which would include Price and BEE.**

### 13.3 Phase 3: Preference Point System

All bids that achieve the minimum qualifying score for Functionality (acceptable bids) will be evaluated further in terms of the preference point system, as follows:

CRITERIA	POINTS
Price	80
B-BBEE	20
<b>TOTAL</b>	<b>100 points</b>

## 14. Promotion of Emerging Black owned Service Providers

It is the IDC's objective to promote transformation across all industries and/ or sectors of the South African economy and as such, bidders are encouraged to partner with a black owned entity (being 50%+1 black owned and controlled). Such partnership may include the formation of a Joint Venture and/ or subcontracting agreement etc., where a portion of the work under this tender would be undertaken by black owned entities. To give effect to this requirement, bidders are required to submit a partnership / subcontracting proposal detailing the portion of work to be

outsourced, level of involvement of the black owned partner and where relevant, submit a consolidated B-BBEE scorecard in-line with the provisions of the PPPFA Regulations which will be considered as part of the B-BBEE scoring listed in 13.3.

## **SECTION 2: FUNCTIONAL REQUIREMENTS SPECIFICATION**

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### **1. Special instructions to bidders**

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- 1.1 Should a bidder have reason to believe that the Functional Requirements are not open/fair and/or are written for a particular service provider; the bidder must notify IDC Procurement within five (5) days after publication of the RFP.
- 1.2 Bidders shall provide full and accurate answers to the questions posed in this RFP document, and, where required explicitly state either “Comply/Not Comply” regarding compliance with the requirements. Bidders **must** substantiate their response to all questions, including full details on how their proposal/solution will address specific functional/ technical requirements; failure to substantiate may lead to the bidder being disqualified. All documents as indicated must be supplied as part of the bid response.
- 1.3 Failure to comply with Mandatory Requirements may lead to the bidder being disqualified.

### **2. Background Information**

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The 6<sup>th</sup> Administration saw Infrastructure being placed under one umbrella and the establishment of the Department of Public Works and Infrastructure (DPWI). The functions that were moved to DPWI included the infrastructure-related functions that were housed within the then Department of Economic Development, inclusive of the Infrastructure Development Act, No 23 of 2014 as well as the Presidential Infrastructure Coordinating Commission (PICC) Technical Task Team; and those infrastructure-related functions in National Treasury namely the Infrastructure Delivery Management System (IDMS), as detailed in Presidential Proclamation No 49 in Government Gazette 42657 of 23 August 2019.

Since then there have been processes underway to ensure that there is a single entry point for infrastructure management and delivery, along with a comprehensive infrastructure project pipeline. The country was then struck by the COVID-19 pandemic in 2020, which then placed an added emphasis on the need to focus on infrastructure service delivery. The PICC Technical Task Team and the expertise that the funds from National Treasury has managed to source so far for infrastructure project preparation, coordination, planning and review was immediately recognised as the core of the capacity that the state has as it relates to infrastructure, which should then be built on.

SA’s Infrastructure Investment Plan, which responded to the economic crisis that has been further exacerbated by the pandemic was then approved on 27 May 2020. The Plan not only identified the immediate, medium and long term infrastructure projects and programmes as well as the investment strategy but also identified the need for a focused governance structure, inclusive of the PICC Technical Task Team, which is currently housed under IDC. This governance structure is known as Infrastructure South Africa (ISA).

South Africa’s Economic Reconstruction and Recovery Plan of October 2020 then takes the Infrastructure Investment Plan to the next stage and places infrastructure investment and implementation at a pivotal role in driving the country’s economic growth prospects in the years ahead. In the context of severe fiscal constraints, this requires that the State

create an enabling environment that can leverage significant private capital for long-term infrastructure investment. This means building the necessary institutional, policy and regulatory systems that generate confidence in a credible and reliable pipeline of infrastructure transactions that are both attractive to private capital and optimise the use of scarce public resources in an accountable manner.

### **3. PICC Technical Task Team and ISA**

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The background below sets the scene for the required digital platform for ISA. ISA's mandate, besides SA's Infrastructure Investment Plan, can be derived from two other areas. Firstly from the preamble of the IDA, namely:

*“To provide for the facilitation and co-ordination of public infrastructure development which is of significant economic or social importance to the Republic; to ensure that infrastructure development in the Republic is given priority in planning, approval and implementation; to ensure that the development goals of the state are promoted through infrastructure development; to improve the management of such infrastructure during all life-cycle phases, including planning, approval, implementation and operations; and to provide for matters incidental thereto.”*

Secondly, in relation to the Cabinet decision of 2016, which was actioned from 2018, when it allocated financial resources for the establishment of the Technical Project Management Unit (TPMU)<sup>1</sup> under the PICC TTT, now incorporated and strengthened, along with the essential functions into ISA. The overall high-level aims were to:

*Ensure that effective infrastructure planning and implementation are supported by strategic investment choices, efficient project design, effective execution and sustainable financial programming strengthening governance of the public investment effort, enhancing capabilities and institution-building in South Africa's public investment management system and developing clear principles guiding the allocation of public resources to investment projects, and to:*

- *Increase the rigour of technical assessment and budgeting for capital, operational and maintenance costs for large infrastructure projects;*
- *Standardise the appraisal of budget submissions with simple and uniform methodologies;*
- *Ensure that full life-cycle costs of projects are explicitly considered in planning, adequately budgeted for and anticipated in future budgets;*
- *Establish a single window and consistent operating procedure for dealing with budget submissions for large infrastructure projects and to make standardised recommendations to budget authorities and political decision-makers;*

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<sup>1</sup> Resolution: Cabinet Memorandum 8 of 2016: (b)(iii)(cc): A technical support unit (TPMU) that is able to appraise and recommend large public infrastructure projects and programmes for inclusion in budget allocations, and also monitor and support project execution.

- *Improve the capability of senior managers to understand the characteristics of large infrastructure projects, engage with the standard methods and technical aspects of project design and appraisal.*

#### **4. Functions of ISA**

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ISA is the central point of reference for South Africa and even regionally in relation to infrastructure across the entire value chain. This includes the following:

- The development, management and implementation of the National Infrastructure Plan 2045 out of which the various mechanisms will emanate and out of which the comprehensive infrastructure project pipeline will flow. The NIP 2045 further includes:
  - The Infrastructure Implementation Strategy and mechanisms to enable investment, empowerment, skills development, job creation and localisation in implementation, which is across the lifecycle of infrastructure;
  - Infrastructure Investment Strategy;
  - Financial tools and innovations in funding solutions and governance structures;
  - Comprehensive pipeline of infrastructure projects and the identification of Strategic Integrated Projects (SIPs); and
  - Monitoring and evaluation of infrastructure investment and implementation dashboard as well as an insights and best practice system.
- Infrastructure planning; project preparation, assurance, packaging and assessment across the lifecycle of the infrastructure asset.
- The quality, suitability, feasibility and acceptability of infrastructure development;
- Financial viability, cost-benefit analysis, sensitivity analysis, etc.
- Projects and programmes can be from national, provincial or local government, state-owned enterprises, private sector or a combination thereof;
- ISA's work will also include oversight of government's newly established Infrastructure Fund, which aims to secure blended financing for infrastructure projects.

It is therefore considered critical that the IT Digital Platform for ISA is founded, based on and strengthens the mandate of ISA, legislatively and procedurally.

ISA's operating model will be underpinned by the fourth industrial revolution and digital technologies using data and insights to plan, deliver, monitor and evaluate economic and social infrastructure projects and programmes.

The current functional areas of ISA are detailed below as well as some of the key deliverables of ISA that would need to be considered by the Service Provider as they design the Master Digital Platform. This is not necessarily an exhaustive list. Some of the outputs are, however, current legislative requirements:

- a. Infrastructure Investment Planning and Oversight (coordinate the setting of targets and alignment of priorities, derive insights and intelligence for better planning & execution)



- Development of the National Infrastructure Plan 2045, inclusive of the research, insights, trends analysis, etc.
  - Management of the comprehensive infrastructure project pipeline – geospatial referencing, linkages to base data, feasibility, assessments, gateway approvals, quality assurance, cost benefit analysis, impact assessments, etc.
  - Economic analysis, trends analysis and data modelling
  - Monitoring, review and reporting, dashboards, best practice & lessons learnt
- b. Infrastructure Delivery Management (evaluate the bankability of projects and structure appropriate investment and delivery mechanisms)
- Infrastructure Delivery Management System (IDMS - Technical)
  - Project analysis and project packaging
  - Management and oversight of the Strategic Integrated Projects
  - SIP Steering Committee plus Project Plans per Strategic Integrated Project (SIP)
  - Inter-sectoral and between all three spheres as well as SOEs
- c. Infrastructure Investment Funding (mobilisation of private sector funding for infrastructure projects & programmes)
- Infrastructure Delivery Management System (IDMS - Financial)
  - Development and implementation of a Country Investment Strategy that focuses on, inter alia, creating a fully integrated & coordinated approach to investment through aligning government priorities and channeling investment towards areas with the greatest growth potential; putting in place measures to attract investment and restore private sector confidence.
  - Investment promotion linkage to MDBs, DFIs, commercial banks
  - Partner in the Infrastructure Fund / blended infrastructure projects
- d. Property, Land & Building Portfolio Management (optimisation of the State's property portfolio, maximisation of public land, frequently used public assets designs, and revenue generation)
- Linkage to DPWI Immovable Asset Register
  - Linkage to DIRCO property portfolio (international immovable assets database)
  - Linkage to the Deeds Office database
  - Linkage to the Registrar of Deeds database
  - Linkage to the Construction Industry Development Board (CIDB)
  - Linkage to the Property Charter Council
- e. Governance (including but not limited to external relations, communications, human capital development, financial management, probity and legal services).
- Investor profiling
  - Management of the Presidential Infrastructure Coordinating Commission (PICC) (Council, Management Committee, Secretariat) structures – reporting, secretariat, etc.
  - Annual Performance Plan and Strategic Plan
  - Reporting to Portfolio Committees, etc.
  - Staff Performance Management
  - Budgeting
  - Stakeholder Profiling

It must be noted that, in parallel to this procurement event, the IDC is also procuring a Service Provider for the Establishment of ISA as a Public Entity. The respective Service Providers appointed for that Scope of Work and this Scope of Work, will be required to work closely together to ensure that the specifications of the ISA mandate, legislative

framework, operating model, governance framework, business model, organisational design and the enabling IT architecture and digital platform are fully aligned.

Both of these processes follow through on the allocation of financial resources, as resolved by Cabinet in 2016 and further actioned in 2018, in that they focus on the capacitation of the state in relation to infrastructure and ensuring that the process of project preparation, packaging, investment, implementation and management are streamlined, efficient, accountable and transparent. This tender aims to ensure that there is a solid IT foundation to work undertaken so far and to now build on that in accordance with direction set in the 6<sup>th</sup> Administration, as the process evolves.

## 5. Scope of Work

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The appointed Service Provider will be required to develop and implement a Master Digital Platform for ISA by designing and developing an IT Master Digital Platform Operating Model (MDPOM) that combines fourth industrial revolution and digital technologies and operations capabilities in an integrated, well-sequenced way to enable the organisation to achieve its mandate.

The Service Provider will be required to develop an IT MDPOM that, inter alia, integrates operations internally and improves interaction with stakeholders and customers. The IT MDPOM should have the ability to handle bulk document upload and download, Multi Factor Authentication and superior encryption and access control. Additionally, it should also include digital rights management, document redaction, correspondence and document management, digital workflow templates as well as track all activities and reporting capabilities.

The project has been broken down into defined phases as mentioned below in order to ensure that the entire project can be completed within a 3-year (36 month) period to meet the demands of a comprehensive IT MDPOM that ensures ISA becomes a **world class infrastructure entity**.

The service provider will be required to design and implement a detailed system architecture framework for ISA that incorporates required product sets in software and hardware that integrates ISA's digital platform to achieve its goals and mandate. The specific deliverables are:

### 5.1 Phase 1A Activities:

5.1.1 To define and implement the **Business Process Architecture (BPA)** to include the following:

a) An entire integrated process flow/build process library for ISA to manage its mandate through:

- A Strategic Process Platform
- A Portfolio Process Platform
- A Programme Process Platform
- A Project Process Platform
- A Maintenance Process Platform
- An Asset Management Life-cycle Process Platform

b) The Process Content Manuals (PCMs) which must include:

The defined process maps, activities, RACI model per activity, stages, and approval gates, including decision-making criteria, as well as timelines per activity, stage and gate.

Standardised artefacts and templates must be developed wherever applicable for the activities, stages and gates. These process maps must align to best practices in process management, with attention to the following:

- The PCMs must be enabled where applicable within the ISA website
- The front-end architecture of ISA must have linkages to ISA's Infra-Geo Portal for GIS, and other internal systems that are used to deliver on the mandate of the organisation
- The workflow software must be able to be adaptive to changes over time as ISA refines and improves processes
- Provision must be made for real-time and data analytics, dashboards, and other automated reporting tools
- The process mapping must clearly reflect the governance of ISA and be able to provide reliable governance control reports for audit purposes.
- Recommendations must be made for an Enterprise Portfolio Toolset/software to support the ISA front-end architecture with the above-mentioned functionalities for ISA to achieve the following within the infrastructure space:
  - SA-SIDS methodology, which is an ISA infrastructure investment project evaluation and approval system that includes due diligence processes & monitoring. This methodology applies to both private sector-led and public sector led infrastructure investment projects
  - Development of current infrastructure pipeline and monitoring
  - Tracking of projects through the entire infrastructure value chain and asset lifecycle
  - Economic, social and environmental outcomes linkages, integration and reporting
  - Access to role-players from National, Provincial and Local government, State-owned Entities and related project owners
  - Access to Development Finance Institutions (DFIs), Multi-lateral Development Banks (MDBs) and potential investors (web and cloud-based functionality)
  - Access to subsidiary databases that are critical to the infrastructure value chain, including but not limited to National Treasury, StatsSA, the Census, the Surveyor General, etc.
  - Maintenance and asset management
  - The capability to accommodate expanded functionality over time (adaptability)

## 5.2 **Phase 1B Activities:**

5.2.1 Define and design the ISA **Integration Architecture** to include the following dimensions:

- a) Integrative dashboard solutions across ISA units for ease of use by the PICC Structures, management, investors, project owners, communities and other related stakeholders
- b) Linking the GIS Platform to reporting tools and the establishment of a GIS/reporting war-room, focusing on strategic alignment to technical assessments, budgeting, investment management, monitoring, evaluation and insights.
- c) The visualisation of these dashboards on the ISA website for external stakeholders
- d) Solutions for the software linkages and alignment across ISA units to be incorporated within the ISA IT implementation plan
- e) The incorporation of enterprise type software to support ISA's digital platform i.e. implementation of SharePoint functionality within ISA.
- f) The alignment of ISA Digital Platform to its current and future organisational structures
- g) Any innovative solutions for integration to support automation, artificial intelligence systems and decision-making toolsets
- h) The definition and design of IT audit functionality with the defined system architecture to ensure transparency across the ISA IT landscape.
- i) The utilisation of any green technologies within the ISA IT landscape.  
The utilisation of any green technologies within the ISA IT landscape.
- j) The identification and preparation of all licensing, warranties and relevant maintenance requirements for the ISA front-end, middleware and back-end system architecture.

## 5.3 **Phase 2 Activities:**

5.3.1 Define and implement the ISA **Middleware Architecture** to include the following aspects:

- a) The development of both short-term and long-term solution for both cloud and network environment for ISA, also in accordance with option (h).
- b) The building of a Data Warehouse (DW) to include all requirements for big data from the various units within ISA and to ensure these units can analyse and interpret various data sets from different external sources. Conduct an analysis on the data requirements per unit to ensure data effectiveness and data access and

- data utilisation of the various units. Provide a software roadmap for all related software needs across ISA within the DW.
- c) A well-defined data management process to support the DW's network focusing on user numbers and network priority levels
  - d) Define connectivity speeds across both the wireless and wired networks (i.e. Transmission speed requirements for Local Area Network (LAN) should be 10GBps on the backbone network and Wide Area Network (WAN) and internet connectivity should operate at 100MBps or above)
  - e) Define the physical and logical wired and wireless topology for the LAN network, focusing on cost effectiveness, redundancy, network growth and integration
  - f) Ensure operating capabilities for both LAN and WAN network to be wireless and wired up to 24 hours daily, operating for 100+ users for desktop, tablet, laptop, client-servers and other mobile device usage of the DW
  - g) Define the reliability standards requirements for LAN within defined industry standards (i.e. the LAN is expected to operate at 99.9% uptime and an undiscovered error rate of .001%)
  - h) Define network performance speed (network traffic) and storage capabilities to ensure client-server optimisation and user requirements are achieved for both wired and cloud facilities. The network design must be based on peak traffic expectations or requirements
  - i) The DW must have a well-defined database configuration management setup linked to a document management system to ensure access to all data sets from various sources or types within the DW
  - j) A complete configuration management map to ensure ISA can administer, provide maintenance and installation of PC's Windows or Mac workstations/ laptops and Linux/Cisco servers/Window server, file servers/Archive servers, web servers/ website, Mail server, database servers, network cabling, Ethernet networks, port switches, racks, routers and printing configurations for the DW and across the entire ISA IT landscape
  - k) Printing configurations must have multi-function capability (i.e. scan, print, fax, and email functionalities)
  - l) Trouble-shooter capabilities for all IT related equipment across the network (i.e. internet, server, web-based applications, CCTV, video conferencing equipment within boardrooms etc.)
  - m) Investigate and recommend IT enhancements and operating procedures that regulate network availability for 24 hours
  - n) Define the planning requirements for the implementation of network security, including setting up of firewalls, managing host security and regulating file permissions across the network

- o) Research and recommend innovative and where possible, automated approaches to system administration tasks. Identify approaches that will leverage resources and provide economies of scale regarding software, hardware and resource requirements
- p) Ensure the network system provides daily system monitoring, verifying the integrity and availability of hardware, server resources, systems and key processes, reviewing system and application logs as well as verifying completion of scheduled jobs such as backups
- q) Define a backup management process or system redundancies (both on-site and off-site backups) to ensure backup operations, ensuring all required file systems and system data are successfully backed up to the appropriate media, recovery disks are created and media recycled according to archive principles
- r) Define the hardware requirements for the DW and all other related network aspects for ISA
- s) Develop comprehensive business solutions, intelligence or decision-making software to ensure ISA software roadmap becomes integrated within the DW
- t) Prepare and design all technical documents for the DW, wired and wireless networks
- u) Develop network diagrams and topologies for new network as per defined building space identified by ISA management in the future including cable management. Provide for network of 15% growth within the defined networking plan
- v) The DW is the primary network working environment for ISA, so all network management aspects or optimisation should be focused around DW functionality as the highest priority area within the network

#### **5.4 Phase 3A Activities:**

##### 5.4.1 Define and design the ISA **Back-end** Architecture to include the following:

- a) An integrated HR, Finance, and other related systems that can support ISA
- b) An in-house Procurement system
- c) An in-house Secretariat system for all ISA's governance committee documentation and meetings requirements.
- d) An ISA IT implementation plan, including all relevant technical documentation for ISA software and hardware specifications and requirements prior to tendering and appointment of future service providers.
- e) Training to ISA stakeholders on the ISA IT implementation plan
- f) Recommendations for innovative solutions that can support the ISA IT implementation plan

## **5.5 Phase 3B Activities:**

### **5.5.1 Training and Change Management Programme:**

Develop and assist in implementing a training and change management programme to empower employees and embed the digitalised IT MDPOM for ISA.

## **6. Project Parameters**

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### **6.1 Project Timelines**

The appointed Service Provider(s) will be required to commence work immediately after signing the contract and must provide the services for phases 1A and 1B over the next 12 months, phase 2 over next 12 months and phases 3A and 3B in the last 12 months of the contract. The contract period is therefore phased over 36 months, subject to project performance.

### **6.2. Project Deliverables**

The following deliverables shall be required from the appointed Service Provider by the Project Steering Committee (PSC) as the reporting structure:

1. An Inception Report not later than two weeks after the formal appointment. The report must include the following:
  - An appreciation of the Terms of Reference which will demonstrate the requirements for development and implementation the ISA IT MDPOM.
  - A detailed description of the planned approach and methodology
  - A detailed Work Plan(s) and Schedule(s) (preferably in MS Projects or presentation format) showing the proposed task (deliverables), cost and resources required for 36 months, across the defined project phases i.e. Phases 1A and 1B, Phase 2 and Phases 3A and 3B.
  
2. Monthly Progress Reports shall be provided no later than 5 working days after the end of the month, which shall include the following:
  - Detailed status of the Work Plan(s) and actual work achieved by resources in relation to the Schedule(s), presented to Project Steering Committee
  - Issues or problems that need to be addressed and recommended solutions
  - Elaboration and justification of variations from planned approach
  
3. ISA's Master Digital Platform which must include the following:
  - Business Process Architecture (BPA) proposed solution, which is essentially the manifestation of the ISA IT MDPOM, inclusive of all of its multi-faceted, inter-related layers.

- Middleware System Architecture proposed solution
- Back-end System Architecture proposed solution
- Integration System Architecture proposed solution

#### 4. Training and Change Management Programme

Develop and assist in implementing a training and change management programme to empower employees and embed the digitalised IT MDPOM for ISA.

## 7. Technical Evaluation Criteria

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### 7.1 Other Technical Requirements

The service provider must indicate their compliance/ non-compliance to the following requirements and to substantiate as required. The bidder must respond in the format below, where additional information is provided/ attached somewhere else; such information must be clearly referenced.

<b>7.1.1 Development of a Proposal for the establishment of the ISA Master Digital Platform</b>	<b>Comply</b>	<b>Partially Comply</b>	<b>Not Comply</b>
<p>The bidder shall be required to provide a proposal for the establishment of ISA Master Digital Platform and a clear understanding of ISA requirements as per the following:</p> <ul style="list-style-type: none"> <li>○ Development of the Operating Model for the digital environment within the context of the ISA mandate which has a core focus on the infrastructure project pipeline, from project planning and preparation through to financing, packaging, investment and implementation.</li> <li>○ Digitising processes (intelligent automation)</li> <li>○ Making data analytics work for the ISA (capability to extract data &amp; insights for improved productivity, infrastructure planning and execution)</li> <li>○ Hardware and software configuration</li> <li>○ Other IT related aspects such as networking, database management, data management and security configurations</li> <li>○ Integration of reporting/dashboards</li> </ul>			
<b>Substantiate / Comments</b>			



7.1.2 Training and Change Management Programme	Comply	Partially Comply	Not Comply
<p>The bidder must provide a training and skills development plan that elaborates on how the IT MDPOM will be institutionalised and the way in which skills for the management and maintenance of the Platform will be resourced.</p> <p>Change management methodology: The bidder must give 2 practical examples to demonstrate the proposed change management approach.</p>			
<b>Substantiate / Comments</b>			
7.1.3 Qualifications and Skills of Team Members proposed	Comply	Partially Comply	Not Comply
<p>Bidder must provide an organogram of the team members that shall be developing and implementing the ISA Digital Platform Operating Model.</p> <p>Bidder must Include the number of years' experience (10 years), relevant skills, and qualifications for each team member in accordance to the terms of reference.</p> <p>Bidder must include CV's of all team members to be managing the ISA digital platform.</p>			
<b>Substantiate / Comments</b>			
7.1.4 The Bidder's experience in assignments of a similar type, scale and complexity	Comply	Partially Comply	Not Comply
<p>The Bidder must provide three (3) examples of previous development of an IT MDPOM of similar type, scale and complexity related to these systems, along with the dates when the work was concluded and contactable references. Bidder must complete <b>Table (a) annexure 7</b> for details of the contact references.</p>			
<b>Substantiate / Comments</b>			

### 7.1.5 Presentation and Demonstrations

Shortlisted bidders will be required to provide a presentation and demonstration to the technical evaluation team. The presentation and demonstration must cover but not limited to the following

Criteria	Points
Proposal for the ISA IT Digital Platform Operating Model to drive value, improve operational efficiencies and deliver on mandate of organisation, elaborating on the architecture, relationships between data sets, usability, dashboards, reporting capabilities.	5
Demo on design and deployment of Master Digital Platform for one of the previous clients. The presentation should include a client brief, an integrated implementation plan, and solution offerings for the digital platform and strategy success.	6
Presentation of the complete system's architecture linked to processes, hardware, software and other IT related aspects.	4
Presentation on the change management methodology	5

## **SECTION 3: PRICE PROPOSAL**

## SECTION 3: Cost Proposal

1 **NOTE: All prices must be VAT exclusive and must be quoted in South African Rand (ZAR).**

2 Are the rates quoted firm for the full period of the contract?

YES	NO
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**Important:** If not firm for the full period, provide details of the basis on which price adjustments shall be applied e.g. CPI etc.

3 All additional costs associated the bidder's offer must be clearly specified and included in the Total Bid Price.

4

Is the proposed bid price linked to the exchange rate?	Yes	No
<i>If yes, the bidder must indicate CLEARLY which portion of the bid price is linked to the exchange rate:</i>		

6

Payments will be linked to specified deliverables after such deliverables have been approved by the IDC. Payments will be made within 30 days from date of invoice.	Comply	Not Comply

7

The IDC reserves the right to consider the guidelines on consultancy rates as set out in the <b>National Treasury Instruction 01 of 2013/2014: Cost Containment Measures</b> which took effect from 01 January 2014, where relevant.	Comply	Not Comply
The bidder must indicate if their proposed rates are in line with the provisions of the referenced National Treasury Instruction: Cost Containment Measures.		
Substantiate / Comments		

### 8 COSTING MODEL

All costing activities should be in alignment with the defined project plan activities

#### 8.1 Phase 1A and 1B – Costing Activities

Activity/ Deliverable	Resource(s)	Rate/Hour per resource	Number of hours	Cost (VAT Excl.)
<b>Phase 1A</b>				
<b>Phase 1B</b>				

Disbursements				
<b>Total Cost (VAT Excl.) for Phase 1A and 1B (To be completed within a 12-month period)</b>				

**8.2. Phase 2 Costing**

**Phase 2 – Costing Activities**

Activity/ Deliverable	Resource(s)	Rate/Hour per resource	Number of hours	Cost (VAT Excl.)
<b>Phase 2 Activities</b>				
<b>Disbursements</b>				
<b>Total Cost (VAT Excl.) for Phase 2 (To be completed within a 12-month period)</b>				

**8.3. Phase 3 Costing**

**Phase 3A and 3B – Costing Activities**

Activity/ Deliverable	Resource(s)	Rate/Hour per resource	Number of hours	Cost (VAT Excl.)
<b>Phase 3A</b>				
<b>Phase 3B</b>				
<b>Disbursements</b>				
<b>Total Cost (VAT Excl.) for Phase 3A and 3B (To be completed within a 12-month period)</b>				

The bidder must provide a detailed breakdown of the Disbursements as follows:

Cost Element	Cost (VAT Excl.)
<b>Total Disbursements</b>	

**Note on pricing:**

Disbursements (incidental expenses other than professional fees e.g. travel and accommodation, printing costs, etc.) must be clearly defined, outlining all assumptions. It is of utmost importance to submit clear and comprehensive cost proposals to allow the IDC to fairly compare bid price / cost proposals. If there is no additional fee envisaged for Disbursements, then the bidder must clearly indicate “No Charge / Free of Charge”. Failure to clearly indicate this, would result in IDC penalising your bid response by taking the cost of the highest bidder and adding 50% thereto and apply this rate for purposes of price comparisons. Bidders are therefore requested to respond clearly and comprehensively on this aspect of their bid response.

<b>Total Bid Price (8.1 + 8.2 + 8.3) (VAT EXCL.)</b>	
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**SUMMARY OF THE PROPOSAL**

DESCRIPTION	BIDDER’S PROPOSAL
Number of resources (personnel)	
Project duration (in hours)	
Project duration (in months)	
Commencement Date	

**Price Declaration Form**

Dear Sir,

Having read through and examined the Request for Proposal (RFP) Document, RFP no. **T15/05/21**, the General Conditions, and all other Annexures to the RFP Document, we offer to Develop and Implement the Master Digital Platform for Infrastructure South Africa (ISA) as specified in Section 2 of this RFP document.

**R..... (Excluding VAT)**

**In words**

**R..... (Excluding VAT)**

We confirm that this price covers all activities associated with the service, as called for in the RFP document. We confirm that IDC will incur no additional costs whatsoever, other than in respect of VAT, over and above this amount in connection with the provision of this service.

We undertake to hold this offer open for acceptance for a period of 120 days from the date of submission of offers. We further undertake that upon final acceptance of our offer, we will commence with the provision of the required service when required to do so by the IDC.

We understand that you are not bound to accept the lowest or any offer, and that we must bear all costs which we have incurred in connection with preparing and submitting this bid.

We hereby undertake for the period during which this bid remains open for acceptance, not to divulge to any persons, other than the persons to whom the bid is submitted, any information relating to the submission of this bid or the details therein except where such is necessary for the submission of this bid.

**SIGNED**

**DATE**

\_\_\_\_\_

(Print name of signatory)

Designation

\_\_\_\_\_

\_\_\_\_\_

**FOR AND ON BEHALF OF:** COMPANY NAME

Tel No

Fax No

Cell No

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **SECTION 4: ANNEXURES**



## Annexure 1: Acceptance of Bid Conditions and Bidder's Details

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Request for Proposal No: \_\_\_\_\_

Name of Bidder: \_\_\_\_\_

Authorised signatory: \_\_\_\_\_

Name of Authorised Signatory \_\_\_\_\_

Position of Authorised Signatory \_\_\_\_\_

By signing above the bidder hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under this RFP.

**[Note to the Bidder: The Bidder must complete all relevant information set out below.]**

### CENTRAL SUPPLIER DATABASE (CSD) INFORMATION

<b>Bidders are required to be registered on the Central Supplier Database (CSD) of National Treasury. Failure to submit the requested information may lead to disqualification. Bidders are therefore required to submit as part of this proposal both their CSD supplier number and CSD unique registration reference numbers below:</b>	
<b>Supplier Number</b>	
<b>Unique registration reference number</b>	

### BIDDING STRUCTURE

<b>Indicate the type of Bidding Structure by marking with an 'X':</b>	
<b>Individual Bidder</b>	
<b>Joint Venture/ Consortium</b>	
<b>Prime Contractor with Sub Contractors</b>	
<b>Other</b>	

### REQUIRED INFORMATION

<b>If Individual Bidder:</b>	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Fax Number	

<b>If Individual Bidder:</b>	
Email address	
Postal Address	
Physical Address	

<b>If Joint Venture or Consortium, indicate the following for each partner:</b>	
<b>Partner 1</b>	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	
Scope of work and the value as a % of the total value of the contract	
<b>Partner 2</b>	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	
Scope of work and the value as a % of the total value of the contract	

<b>If bidder is a Prime Contractor using Sub-contractors, indicate the following:</b>	
<b>Prime Contractor</b>	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	
<b>Sub contractors</b>	
Name of Company	
Company Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	
Subcontracted work as a % of the total value of the contract	

## Annexure 2: Tax Compliance Requirements

1. TAX COMPLIANCE REQUIREMENTS		
1.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.	
1.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.	
1.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.	
1.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.	
1.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.	
1.6	WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.	
2. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS		
2.1	IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2.2	DOES THE BIDDER HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2.3	DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2.4	DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<p><b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 1.3 ABOVE.</b></p>		
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:	

## Annexure 3: Supply chain management practices questionnaire

Request for Proposal No: \_\_\_\_\_

Name of Bidder: \_\_\_\_\_

Authorised signatory: \_\_\_\_\_

[Note to the Respondent: The Respondent must complete the information set out below. If the Respondent requires more space than is provided below it must prepare a document in substantially the same format setting out all the information referred to below and return it with Returnable Schedule 2.]

The bidder must complete the following questionnaire.

### Bidder's past supply chain management practices:

Item	Question	Yes	No
3.1	<p>Is the Bidder or any of its directors listed on the South African National Treasury's database as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this database were informed in writing of this restriction by the South African National Treasury after the <i>audi alteram partem</i> rule was applied).</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
	If so, provide particulars:		
3.2	<p>Is the Bidder or any of its directors listed on the Register for Bid Defaulters in terms of section 29 of the <i>Prevention and Combating of Corrupt Activities Act</i> No 12 of 2004?</p> <p>To access this Register enter the National Treasury's website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a>, click on the icon "Register for Bid Defaulters" or submit your written request for a hard copy of the Register to facsimile number +27123265445.</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
	If so, provide particulars:		
3.3	<p>Was the Bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>

Item	Question	Yes	No
	If so, provide particulars:		
3.4	Does the Bidder relate to any IDC employee or part of IDC current or past staff (employee) establishment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If so, provide particulars:		
3.5	Was any contract between the Bidder and any organ of state (within the Republic of South Africa or within any foreign territory) terminated during the past five years on account of failure to perform on or comply with the contract?		
	If so, provide particulars:		

I, \_\_\_\_\_ (print name) hereby certify that the information, facts and representations are correct and that I am duly authorized to sign on behalf of the company.

Name of Company: \_\_\_\_\_

Company Registration Number: \_\_\_\_\_

Company VAT Registration Number: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Annexure 4: Declaration of Interest

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

- the bidder is employed by the state; and/or

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

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

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

2.2 Identity Number:.....

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

2.4 Company Registration Number: .....

2.5 Tax Reference Number: .....

2.6 VAT Registration Number: .....

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

<sup>1</sup>“State” means –

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

(b) any municipality or municipal entity;

(c) provincial legislature;

(d) national Assembly or the national Council of provinces; or

(e) Parliament.

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

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

2.7.1 If so, furnish the following particulars:

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

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

.....

Position occupied in the state institution: .....

Any other particulars:

.....

.....

.....

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

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

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

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

.....

.....

.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct **YES / NO**



business with the state in the previous twelve months?

2.8.1 If so, furnish particulars:

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

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

**YES / NO**

2.9.1 If so, furnish particulars.

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

2.10 Are you, or any person connected with the bidder (i.e. shareholder, partner, director etc.), aware of any relationship (family, friend, other) between any other bidder or any other company and any person employed by the IDC or the dti who may be involved with the evaluation and or adjudication of this bid?

**YES / NO**

2.10.1 If so, furnish particulars.

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

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other company whether or not they are bidding for this contract? The IDC reserves the right to undertake further background checks on any other company where partners, shareholders or any interested party of the bidder may be involved in and to consider any findings in this regard as part of its vetting processes.

**YES/NO**

2.11.1 If so, furnish particulars:

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



## Annexure 5: Certificate of Independent Bid Determination

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SBD 9

### CERTIFICATE OF INDEPENDENT BID DETERMINATION

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

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<sup>2</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>3</sup> Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

## CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

---

(Bid Number and Description)

in response to the invitation for the bid made by:

---

(Name of Institution)

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

I certify, on behalf of: \_\_\_\_\_ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>4</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:

---

<sup>4</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.

- (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid;  
or
  - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder

## Annexure 6: Shareholders and Directors Information

[Note to the bidder: the bidder must complete the information set out below. If the bidder requires more space than is provided below it must prepare a document in substantially the same format setting out all the information referred to below and return it with Returnable Schedule 2.]

### 6.1 Shareholders/ Members

Name of the shareholder	ID Number	Race	Gender	% shares

Note: The bidder must also attach the detailed Company/ Group Structure where relevant.

### 6.2 Black Shareholders/ Members as per the B-BBEE Certificate

Name of the shareholder	ID Number	Race	Gender	% shares
Total Black Shareholding % as per the current and valid B-BBEE Certificate				

**6.3 Directors**

Name of the shareholder	ID Number	Race	Gender

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

CERTIFY THAT THE INFORMATION FURNISHED ABOVE IS CORRECT.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder





**Table (b) Details of the key personnel of the bidders' proposed team**

Name	Position	Role / Duties in this Project	Relevant Project Experience	
			Project description, Client, Project period	Project Cost

## **Annexure 8: BEE Commitment Plan**

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The IDC encourages existing vendors and prospective bidders to support the objectives of B-BBEE and as far as possible strive to improve their B-BBEE contribution status. For bid evaluation purposes, bidders are allocated points in terms of a preference point system based on the B-BBEE Contribution Level status that is in accordance with a valid B-BBEE certificate.

Bidders are therefore required to submit a B-BBEE improvement plan in view of the new B-BBEE Codes of Good Practice. Bidders must indicate the extent to which their ownership, management control, employment equity, preferential procurement and enterprise development will be maintained or improved over the contract period in the event that they are successful in this bid process.

## **Annexure 9: Disclosure Statement**

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### **Disclosure Statement**

**In terms of the tender condition 8.6, which allows the IDC to conduct background checks on bidders and its shareholders and directors, the IDC hereby requires bidders to provide the following additional information:**

- 9.1 The IDC considers the integrity of its appointed service providers to be of critical importance. The IDC reserves the right to disqualify from further consideration, any bidder whose integrity, based on past conduct (during the 5 years immediately preceding the bid submission date), it considers questionable.
- 9.2 To this end, the IDC requires each bidder to include in its bid, a disclosure statement which details the following (with sufficient information and supporting documentation for the IDC to make its own assessment as to the materiality or seriousness of allegations regarding the bidder's integrity or conduct):
  - 9.2.1 any criminal charges made against the bidder or any of its directors, shareholders or management officials regarding their professional conduct;
  - 9.2.2 any civil proceedings initiated against the bidder or any of its directors, shareholders or management officials regarding their professional conduct; and
  - 9.2.3 any other enquiry or similar proceedings initiated or threatened against the bidder or any of its directors, shareholders or management officials regarding their professional conduct.
- 9.3 Where the bidder is a consortium, the disclosure statement referred to in paragraph 9.2 above must be made separately in respect of each consortium partner
- 9.4 In the event that the bidder's circumstances change, after submission of its bid, in regard to any matter referred to in paragraph 9.2 above or in regard to any matter referred to in its disclosure statement, the bidder must submit a written notification to IDC indicating the nature and extent of such changed circumstances.
- 9.5 The IDC reserves the right to seek such additional information from any bidder, in respect of the disclosure statement referred to in paragraph 9.2 above, as it may, in its sole discretion, determine, whether such information has been requested under this RFP or otherwise, and may require the bidder to make oral presentations for clarification purposes or to present supplementary information, in respect of the disclosure statement if so required by the IDC.
- 9.6 Based on its own assessment of the contents of the bidder's disclosure statement and any publicly available information which is relevant to the contents of such disclosure statement, the IDC will decide whether the bidder's conduct or any allegations relating thereto pose a risk, reputational or otherwise, to the IDC; and if it reaches an adverse conclusion the IDC will in its sole discretion have the right to disqualify a bidder from further participation in the tender process. Disqualification on this ground may be done at any stage in the bid evaluation process prior to contract award.

## Annexure 10: Local Content Declaration (If Relevant)

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This Standard Bidding Document (SBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2017, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

### 2. General Conditions

- 2.1. Preferential Procurement Regulations, 2017 (Regulation 8) make provision for the promotion of local production and content.
- 2.2. Regulation 8(2) prescribes that in the case of designated sectors, organs of state must advertise such tenders with the specific bidding condition that only locally produced or manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 2.3. Where necessary, for tenders referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 2.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 2.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = [1 - x / y] * 100$$

Where

x is the imported content in Rand

y is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) on the date of advertisement of the bid as indicated in paragraph 3.1 below.

**The SABS approved technical specification number SATS 1286:2011 is accessible on [http://www.thedti.gov.za/industrial development/ip.jsp](http://www.thedti.gov.za/industrial%20development/ip.jsp) at no cost.**

2.6. A bid may be disqualified if this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation;

**3. The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:**

<u>Description of services, works or goods</u>	<u>Stipulated minimum threshold</u>
_____	_____ %
_____	_____ %
_____	_____ %

3. Does any portion of the goods or services offered have any imported content?

*(Tick applicable box)*

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

3.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on [www.resbank.co.za](http://www.resbank.co.za)

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

- Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the dti must be informed accordingly in order for the dti to verify and in consultation with the AO/AA provide directives in this regard.

**LOCAL CONTENT DECLARATION**

**(REFER TO ANNEX B OF SATS 1286:2011)**

**LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)**

**IN RESPECT OF BID NO. ....**

**ISSUED BY: IDC**

NB

- The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.
- Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on [http://www.thedti.gov.za/industrial\\_development/ip.jsp](http://www.thedti.gov.za/industrial_development/ip.jsp). Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, ..... (full names),  
do hereby declare, in my capacity as .....  
of .....(name of bidder  
entity), the following:

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that:
  - (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
- (c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 3.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

Bid price, excluding VAT (y)	R
Imported content (x), as calculated in terms of SATS 1286:2011	R
Stipulated minimum threshold for local content (paragraph 3 above)	
Local content %, as calculated in terms of SATS 1286:2011	

**If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above.**

**The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 3.1 above and the information contained in Declaration D and E.**

- (d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.
- (e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 14 of the Preferential Procurement Regulations, 2017 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

**SIGNATURE:** \_\_\_\_\_

**WITNESS No. 1** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**WITNESS No. 2** \_\_\_\_\_

**DATE:** \_\_\_\_\_