



T50/11/21

**Request for Proposal for the Supply
Implementation, Support and
Maintenance of a Payment Reporting
Services System**

**BID CLOSING DATE:
26 NOVEMBER 2021 AT 11:00 AM
(BEFORE MIDDAY)
BRIEFING SESSION**

Non-Compulsory Virtual Briefing Session will be held as follows:

- **Date: 17 November 2021**
- **Time: 10:00 AM to 11:00 AM**

Please note the virtual briefing link below which will also be published on IDC website.

https://teams.microsoft.com/join/19%3ameeting_MWU2YmM5ZGMtNDFmNy00NGU0LTkxZDItMjZmNmE3NjE0MmM2%40thread.v2/0?context=%7b%22Tid%22%3a%22b4e5483d-e090-4a58-b1cf-fbaa0ec4beb5%22%2c%22Oid%22%3a%225aadfa7c-0bf4-4e4d-b459-18c5f5977984%22%2c%22IsBroadcastMeeting%22%3a%22true%7d&btype=a&role=a

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SECTION 1: GENERAL CONDITIONS OF BID

1. Proprietary Information

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

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

Name:	<u>Mr Brian Dlamini</u>
Telephone Number:	<u>+27 11 269 3181</u>
Email address:	<u>briandl@idc.co.za</u>

- 2.2 Enquiries in relation to this RFP will not be entertained after **16h00 on 19 November 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) 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

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

- 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 response formats should be in generally acceptable / standard electronic file format/s 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 may be disqualified.
- 4.3 The closing date for the submission of bids is **26 November 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. 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).
- 4.4 Bidders are advised to submit / send its 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 your bid response being received late. IDC's e-mail servers are configured to receive e-mails with sizes up to 50MB.

- 4.5** Bids must be submitted in the prescribed response format, herein reflected as Response Format
- 4.6** The IDC will not be held responsible for any of the following:
- 4.6.1 bid response sent to the incorrect email address,
 - 4.6.2 bid responses being inaccessible due to non-standard electronic file formats being utilised to submit responses by bidders
 - 4.6.3 any security breaches and unlawful interception of tender / bid responses by third parties outside the IDC's IT network domain
 - 4.6.4 bid responses received late due to any IT network related congestions and technical challenges.
 - 4.6.5 Responses with file size limits greater than IDC's e-mail receipt capacity of 50MB
- 4.7** Only responses received via, the specified email address will be considered.
- 4.8** Where a complete (Inclusive of all relevant Schedules) bid response is **not received** by the IDC in its electronic email tender box (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.**
- 4.9** Amended bids may be sent to the electronic tender box (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

- 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

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

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

- 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.
- 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

- 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

- 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

The IDC promotes Local Production and Local 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 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 **dtic** 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 with 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.thedtic.gov.za/sectors-and-services-2/industrial-development/industrial-procurement/> and the National Treasury latest instruction notes can be accessed on <http://ocpo.treasury.gov.za/Pages/default.aspx>. In the event of any conflict between **dtic** and National Treasury on specified local content minimum thresholds, the IDC reserves the right to apply the most relevant during the adjudication of this RFP. The inclusion of minimum local content thresholds is therefore included in this RFP by reference to the relevant websites listed herein, for products listed (where applicable). For Local Content requirements, it will be required that only locally produced or manufactured goods, with a stipulated minimum threshold for local content will be considered.

12. Response Format (Returnable Schedules)

Bidders shall submit their bid responses in accordance with the response format 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 3 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 4 of this RFP document) (Must be submitted as a separate file/document marked Schedule 4: Price Proposal)

13. Evaluation Criteria and Weightings

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
- Completion of all Standard Bidding Documents and other requirements, as reflected in this RFP, which covers the following:
 - Section 3: Statement of compliance with the Functional Evaluation Criteria for this RFP
 - Section 4: 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

The other functional evaluation will be conducted in 2 stages as follows:

Stage 1: Paper based evaluation where the following criteria (set out in more detail in section 3 of this RFP document) and the associated weightings will be applicable:

ELEMENT	WEIGHT
Security Requirements	10
System Integration External Databases	3
Payroll Management	20
Activity and Payment Reporting	12
Inventory Reporting	8
Ad-hoc Service Reporting	8
Training and Support	4
Segregation of Duties	5
Experience of bidder and team	3
Implementation Plan	2
Practical/System demonstration (Stage 2)	25
TOTAL	100

All bidders that score 60 points out of 75 points on the paper-based evaluation (Stage 1) will advance to the systems demonstrations phase (Stage 2) where Practical / System demonstration evaluations as part of the Functionality assessment / Evaluation will be conducted.

The minimum qualifying score for functionality is 80% where the paper-based score will account for 75 points and systems demonstrations, 25 points. All bids that fail to achieve the minimum qualifying score on Functionality shall not be considered for further evaluation on 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
TOTAL	100 points

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 3: FUNCTIONAL REQUIREMENTS SPECIFICATION

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1. Special instructions to bidders

- 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 Phase 1: Mandatory Technical Requirements may lead to the bidder being disqualified.

2. Background Information

The IDC is required to support the Social Employment Fund (“SEF”) project located within the President’s Employment Stimulus. As such, the IDC requires a service provider with a Payment and Reporting Solution (“Solution”) to be supplied, commissioned and managed to ensure monthly payment of a minimum of 50,000 temporary participants (workers) via a single payroll run and the reporting thereof. The solution is expected inter alia to provide dynamic reporting capabilities, time-recording capabilities, inventory balance reporting, ad-hoc service reporting, secure data management, audit trails and segregation of duties in a stable environment.

An estimated 20 – 50 Strategic Implementing Partners (“SIPs”) will be engaged on the SEF as implementing partners. Their role will be to create work programmes for a series of ‘Worksites’ wherein participants will be temporarily employed; provide oversight over these Worksites and ensure their compliance with the SEFs main rules and objectives A summary of the SIPs main functional role as it relates to the Solution is as follows:

- Onboard participants onto the solution (banking, ID, demographic data)
- Monitor time-in-attendance of participants
- Monitor and record activities and outputs of worksites
- Perform weekly and monthly verification checks of payroll data
- Equip the Worksites with “Inventory” (tools, materials and PPE) and provide “Ad-hoc Services” (technical services and administrative assistance). The values of the Inventory and Ad-hoc services will have to be recorded on the solution.

It is expected that a total of 1,000 – 3,500 worksites will be assisted in the SEF throughout the country. These worksites are expected to operate within thematic areas such as of Placemaking, Health and care Community safety and action against gender-based violence, Greening and the environment, Food security, Education support, Community and public art, Cross-cutting / multi-disciplinary. Activities and outputs at each worksite must be tracked on the solution at a worksite level; this includes the capture of photographic evidence of work performed.

The SEF will run for a period of 9 months with the possibility of extending to 3-years. At this stage the 9 months is envisioned to be January-2022 through to September-2022.

Responsibilities of the service provider that will be supplying the Solution include configuring the system for use within the SEF, training on a 'train-the-trainer' basis to the SIPs on the use of the system, on-going support to answer system queries and minimize downtime.

Operational changes may be required from the SEF and the Solution from time to time. These could include migration to bi-monthly salaries for certain participants; the introduction of alternate payment methods; the change of activities to be recorded; these will be done on an exceptions basis arising from the dynamic needs of the SEF.

A summary of the of the main requirements of this Solution:

- i. Payroll Management (easy onboarding participants onto the Solution; recording time-at-work; preparation of verification checks; preparation of a Consolidated Payment File; generating digital payslips, etc.)
- ii. Activity and Payment Reporting (record the activities performed at Worksites; dashboard reporting of the activity and worker payments)
- iii. Inventory Reporting (reporting inventory balances requested by SIPs from SEF and values issued to worksites)
- iv. Ad-hoc Services Reporting (recording Ad-hoc services rendered by the SIPs to the Worksite; dashboard reporting of these Ad-hoc Services)
- v. Training and Support (training a worker of the SIPs on a 'train-the-trainer' basis; ongoing support to minimize downtime; support to configure the Solution for Operational changes on a needs-basis)
- vi. The Solution must be mobile application based
- vii. The Reporting should be able to be performed at a SIPs and/or Worksite level
- viii. The worksites will be located throughout the country and in areas of low cellular data coverage.

3. IDC Server Environment

The IDC campus runs a client server environment.

4. Scope of Work

4.1 The **system/service** to be procured should have the following critical functionalities:

- Onboarding, Time-at-work (start, break and end) and Activity reporting capabilities must be via a mobile-based app.
- Verifiable-track record of time-at-work recording of an organisation with at least 100 participants and the preparation of a consolidated payment file and audit trail thereof
- Verification of personal information against Department of Home Affairs database to curb ghost worker payments
- An ability to seamlessly pay a minimum of 50,000 participants, at once, on a monthly basis or any such intervals which may be required from time to time
- The system should be available for deployment within 4-6 weeks from the date of tender award. (reasonable time frames may be considered)
- Dashboard reporting capabilities so that the IDC can drill down into an SIPs and / or Worksite level and see consolidated data for the period such as number of

participants, wages paid to date, inventory balances, ad-hoc services rendered and activities performed.

4.2 Other functional capabilities of the system/service are as follows:

4.2.1 Payroll Management:

- Efficient on-boarding of participants onto the system via the app. Critical data such as name, gender, age, ID, residence (town/village), contact information and banking details must be easily and efficiently capturable.
- The use of image capture of ID and Bank Confirmation Letter as a means of uploading participants would be beneficial
- Automatic referencing of participants to critical databases (such as Department of Home Affairs, other Community Work Programs)
- Verifiable time-at-work recording with audit trail
- Geo-location tagging of time-at-work to ensure participants are in attendance at their place of work. Biometric verification would be advantageous.
- Database reporting for changes in worker profiles and to add / remove participants
- Calculation and application of SARS and UIF deductions
- Exception Reporting of duplicate bank accounts, comparison of additions and deletions; participants from last month to this month; payroll check; pay cost check; and so forth
- Weekly Payroll Update Files and Exception Reporting to be prepared and pushed to the SIPs for authentication
- Weekly Payroll Update Files and Exception Reporting to be prepared and pushed to the IDC for authentication
- Monthly Payment File & Exception Reporting pushed to SIPs for authentication
- Monthly Payment File & Exception Reporting pushed to IDC for authentication
- Consolidated Payment File prepared and pushed to IDC
- Separate workflow to adequately address rejected payments without the full Consolidated Payment Batch being stopped
- Payment notification via SMS to each of the participants
- Digital payslip showing worker information, time at work and rate of pay to be generated on a monthly basis and available for viewing on the system at a Worksite level
- Alternate payment options should exist to allow participants to receive retail-vouchers, e-wallet, etc., in exceptional cases

4.2.2 Activity and Payment Reporting:

- Capturing of activities performed by participants by the Team Leader at the Worksites via the Solution. There will be no direct linkage between activity outputs and rates of pay.
- Dashboard reporting of the above activities and worker payment data to be available on a Worksite and SIPs level
- Photographic capture and upload functionality of the activities performed at the Worksites via the Solution

4.2.3 Inventory Reporting:

- SIPs will have their own financial reporting system to account for Inventory viz., tools, materials and PPE
- Month-end inventory balances of Inventory Value Requested from SEF and Inventory Value issued to Worksite to reflect on a digital dashboard. The Solution is not expected to perform intricate inventory reporting such as stock movements.

4.2.4 Ad-hoc Service Reporting:

- SIPs will have their own financial reporting system to account for Ad-hoc services viz., Training, Programme Management Fees, Technical Services
- At month-end Ad-hoc services value provided by SIPs to Worksites to be noted on Solution
- Month-end services reporting at the SIPs and Worksite level

4.2.5 Training and Support:

- training on the usage of the system must be provided to the SIPs on a train-the-trainer basis. The training material must be prepared by the service provider.
- The service provider must have off-site support functionality available to address queries from the SIPs for the duration of the program

4.2.6 Segregation of Duties:

- The service provider must demonstrate appropriate segregation of duties between payment, support and reporting staff and associated functions to promote best practice control in maintaining data and authorising the activation (go-live of data) of correct data on the system. This functionality should be managed by role-based security.

4.3 System and Technical Requirements

4.3.1 Cloud-based Solution

The Solution must be a Cloud solution based on a governance model that consists of authentication policies to protect the confidentiality, integrity, and availability of the information.

4.3.2 Security Requirements

The Security attributes of the system should derive from best practices, policies, and regulations, covering all aspects including password security, logical access security, operating system security, data classification, and application security and data backups.

The bidder must elaborate inter alia on the following security aspects of the proposed system:

- The service provider must ensure that effective governance, risk and compliance processes are in place which include security and privacy standards; and compliance policies and procedures.
- The service provider must be able to provide a periodic audit report and reporting of operational and business processes which include isolation of customer data and applications; the protection of customer data from unauthorised/accidental access; audit trails and events logs; and independent security audit reports.
- The service provider must be able to demonstrate that through the system and their cloud environment is configured to be able to manage people, roles and identities through an identity management system, multifactor authentication, user access monitoring & reporting, and fine-grained access control.
- The service provider must ensure that there's proper protection of data and information which include a catalogue(s) of data assets; defined user roles and responsibilities of both IDC and service provider; handling of all forms of data; how data is separated of data in multitenant cloud environment; and that the integrity, availability, and confidentiality measures are in place.
- The service provider must provide evidence that privacy policies are enforced which include data protection regulations; data policies; data residency; and data breach reporting and resolving.
- The service provider must ensure that there are adequate security provisions for cloud applications in place which include patch management; application security policy controls; scaling policies; data protection against administrative access; data encryption standards; and data classification including sensitive data.
- The service provider must ensure that the cloud networks and connections are secure which include the provisioning of traffic screening; denial of service protection; Intrusion detection and prevention system; logging and notification; and service provider's internal controls).
- The service provider must ensure that there are adequate security controls on physical infrastructure and facilities which include security of physical infrastructure and facilities; protection against external and environmental threats; equipment security controls; equipment maintenance; human resources security; data backup, redundancy, and business continuity plan; secure disposal/removal of equipment; and secure network and power cabling.
- The service provider must have in place the deletion process of client data during contract termination/exit including how data shall be migrated and deleted from the service provider's infrastructure when the IDC exit the agreement.

4.3.3 System availability and Support

The bidder must provide system support for the period of the contract after implementation in-line with the Service Level Agreement which will be agreed and implemented.

The Solution should have a 99.9% high availability access. The service-provider should have the appropriate level of staff available to minimise downtime.

The Solution may require configurations for Operational changes on a needs-basis. The Solution must be dynamic enough to accommodate changes without major disruption.

It is required from the service provider to provide a breakdown of their Service Level Agreement per Severity Level, Description and Target Response and Resolve times. Please see example below, which is by no means prescriptive, but serves as a guideline for this response:

Severity Level	Example(s)	Target Response	Target Resolve
Critical Level 1	Final consolidated payment file cannot be prepared for monthly run.	Within 15 minutes	Up to 2 hours
Critical Level 2	Participants cannot be onboarded onto the Solution.	Within 1 hours	Up to 4 hours
Critical Level 3	Month-end inventory balances cannot be uploaded onto the Solution.	Within 2 hours	Up to 8 hours

4.4 Flow Diagram

The bidder is required to provide a simple Flow diagram (**maximum of four pages**) of how their proposed solution works.

5. Project timelines

The SEF will run for a period of a 9 months (nine months) with the possibility of extending to 3-years. At this stage the 9 months is envisioned to be January-2022 through to September-2022.

6. Technical Evaluation Criteria

6.1 Phase 1: Technical and Functionality Evaluation (Stage 1)

The bidder must indicate its compliance / non-compliance to the requirements and should substantiate its response in the space provided below. If more space is required to justify

compliance, please ensure that the substantiation is clearly cross-referenced to the relevant requirement.

5.1.1 Security Requirements	Comply	Partially Comply	Not Comply
<p>The Security attributes of the Cloud based system should derive from best practices, policies, and regulations, covering all aspects including password security, logical access security, operating system security, data classification, and application security and data backups. The bidder must elaborate inter alia on the following security aspects of the proposed system:</p> <ul style="list-style-type: none"> • The service provider must ensure that effective governance, risk and compliance processes are in place which include security and privacy standards; and compliance policies and procedures. • The service provider must be able to provide to a periodic audit report and reporting of operational and business processes which include isolation of customer data and applications; the protection of customer data from unauthorised/accidental access; audit trails and events logs; and independent security audit reports. • The service provider must be able to demonstrate that through the system and their cloud environment is configured to be able to manage people, roles and identities through an identity management system, multifactor authentication, user access monitoring & reporting, and fine-grained access control. • The service provider must ensure that there's proper protection of data and information which include a catalogue(s) of data assets; defined user roles and responsibilities of both IDC and service provider; handling of all forms of data; how data is separated of data in multitenant cloud environment; and that the integrity, availability, and confidentiality measures are in place. • The service provider must provide evidence that privacy policies are enforced which include data protection regulations; data policies; data residency; and data breach reporting and resolving. • The service provider must ensure that there are adequate security provisions for cloud applications in place which include patch management; application security policy controls; scaling policies; data protection against administrative access; data encryption standards; and data classification including sensitive data. • The service provider must ensure that the cloud networks and connections are secure which include the provisioning of traffic screening; denial of service protection; Intrusion detection and prevention system; logging and notification; and service provider's internal controls). • The service provider must ensure that there are adequate security controls on physical infrastructure and facilities which include security of physical infrastructure and facilities; protection against external and environmental threats; equipment security controls; equipment maintenance; human resources security; data backup, redundancy, and business continuity plan; secure disposal/removal of equipment; and secure network and power cabling. • The service provider must have in place the deletion process of client data during contract termination/exit including how data shall be migrated and deleted from the service provider's infrastructure when the IDC exit the agreement. <p>Note: The bidder must substantiate on each of the above security aspects</p>			
<p>Substantiate / Comments</p>			
5.1.2 System Integration External Databases	Comply	Partially Comply	Not Comply

<p>The bidder's proposed solution should have the ability to integrate with external databases, for example with the Department of Home Affairs (DHA), Receiver of Revenue (SARS) and so forth.</p> <p>To expand on this criterion, bidders should provide us with client references where their system was used to reference to integrate with external databases. This should include the processes and timelines of this integration thereof.</p>			
<p>Substantiate / Comments</p>			

<p>5.1.3 Payroll Management</p>	<p>Comply</p>	<p>Partially Comply</p>	<p>Not Comply</p>
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<ul style="list-style-type: none"> • Efficient on-boarding of participants onto the system via the app. Critical data such as name, gender, age, ID, residence (town/village), contact information and banking details must be easily and efficiently capturable. • The use of image capture of ID and Bank Confirmation Letter as a means of uploading participants would be beneficial • Automatic referencing of participants to critical databases (such as Department of Home Affairs, other Community Work Programs) • Verifiable time-at-work recording with audit trail • Geo-location tagging of time-at-work to ensure participants are in attendance at their place of work. Biometric verification would be advantageous. • Database reporting for changes in worker profiles and to add / remove participants • Calculation and application of SARS and UIF deductions • Exception Reporting of duplicate bank accounts, comparison of additions and deletions; participants from last month to this month; payroll check; pay cost check; and so forth • Weekly Payroll Update Files and Exception Reporting to be prepared and pushed to the SIPs for authentication • Weekly Payroll Update Files and Exception Reporting to be prepared and pushed to the IDC for authentication • Monthly Payment File & Exception Reporting pushed to SIPs for authentication • Monthly Payment File & Exception Reporting pushed to IDC for authentication • Consolidated Payment File prepared and pushed to IDC • Separate workflow to adequately address rejected payments without the full Consolidated Payment Batch being stopped • Payment notification via SMS to each of the participants • Digital payslip showing worker information, time at work and rate of pay to be generated on a monthly basis and available for viewing on the system at a Worksite level • Alternate payment options should exist to allow participants to receive retail-vouchers, e-wallet, etc., in exceptional cases 			
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Substantiate / Comments

5.1.4 Activity and Payment Reporting	Comply	Partially Comply	Not Comply
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<ul style="list-style-type: none"> • Capturing of activities performed by participants by the Team Leader at the Worksites via the Solution. There will be no directly linkage between activity outputs and rates of pay. • Dashboard reporting of the above activities and worker payment data to be available on a Worksite and SIPs level • Photographic capture and upload functionality of the activities performed at the Worksites via the Solution 			
Substantiate / Comments			

5.1.5 Inventory Reporting:	Comply	Partially Comply	Not Comply
<p>SIPs will have their own financial reporting system to account for Inventory viz., tools, materials and PPE</p> <ul style="list-style-type: none"> • Month-end inventory balances of Inventory Value Requested from SEF and Inventory Value issued to Worksite to reflect on a digital dashboard. The Solution is not expected to perform intricate inventory reporting such as stock movements. 			
Substantiate / Comments			

5.1.6 Ad-hoc Service Reporting:	Comply	Partially Comply	Not Comply
<p>SIPs will have their own financial reporting system to account for Ad-hoc services viz., Training, Programme Management Fees, Technical Services</p> <ul style="list-style-type: none"> • At month-end Ad-hoc services value provided by SIPs to Worksites to be noted on Solution • Month-end services reporting at the SIPs and Worksite level 			
Substantiate / Comments			

5.1.7 Training and Support:	Comply	Partially Comply	Not Comply
<p>The bidder must be able to provide the following training and support:</p> <ul style="list-style-type: none"> • training on the usage of the system must be provided to the SIPs on a train-the-trainer basis. The training material must be prepared by the service provider. • The service provider must have off-site support functionality available to address queries from the SIPs for the duration of the program 			
Substantiate / Comments			

5.1.8 Segregation of Duties:	Comply	Partially Comply	Not Comply
<p>The bidder must demonstrate appropriate segregation of duties between payment, support and reporting staff via role-based security.</p>			
Substantiate / Comments			

5.1.9 Experience of bidder and Team			
5.1.9.1 Bidder's Experience and References	Comply	Partially Comply	Not Comply
<p>The bidder must demonstrate relevant experience in payroll management services (time-recording, onboarding, payment file preparation, audit trail preparation and reporting) with at least 100 workers in a single run.</p> <p>The bidder must provide a minimum of two (2) relevant contactable references where the bidder has successfully implemented or maintained the above in the past 5 (five) years. Please refer to Table (a) of Annexure 7 of this document for the format in which the required information must be provided.</p>			
Substantiate / Comments			

5.1.9.2 Qualifications and Skills of Key Personnel	Comply	Partially Comply	Not Comply
<p>The key personnel of the proposed team to implement, support and training on the proposed solution must have relevant qualifications, skills and experience.</p> <p>The bidders must submit, as part of its proposal, the following:</p> <ul style="list-style-type: none"> • The structure and composition of the proposed team, clearly outlining the main disciplines/ specialties of this project and the key personnel responsible for each specialty. Please refer to Table (b) Annexure 7 of this document for the format in which the required information must be provided. • CVs of the key personnel; and the CVs must clearly highlight qualifications, areas of experience/ competence relevant to the tasks and objectives of this project as outlined above. 			
Substantiate / Comments			

5.1.10 Implementation Plan	Comply	Partially Comply	Not Comply
<p>The bidder must provide a detailed implementation plan, anticipating 20 to 50 SIPs and approximately 1000 to 3500 Worksites. The system should be available for deployment within 4-6 weeks after the award, however reasonable time frame proposals may be considered.</p>			
Substantiate / Comments			

5.3.1 Demonstrations (Practical Evaluation)	Maximum Points
Usability of the system (ease of use/ user guide function)	3
Transparency (audit trail/ease of the process flow and detailed workings)	2
System Administration	2
Providing functionality for Onboarding	4
Providing functionality for Timekeeping	3
Providing functionality for Payment Verification	4
Providing functionality for Dashboard manipulation	3
Providing functionality for Inventory Reporting	1
Providing functionality for Ad-hoc Services Reporting	1
System Security	2
Total	25

SECTION 4: PRICE PROPOSAL

SECTION 4: 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
-----	----

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 National Treasury Instruction 01 of 2013/2014: Cost Containment Measures 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

Table A: Software Solution and Licensing

The bidder must provide details of the proposed software licensing structure. It is estimated that there will be between 1,000 – 3,500 Worksites which will each require a single person to have access to the Solution. The cost model therefore caters for 3 possible cost scenarios below. It is also envisaged that there would be up to 50 SIPs where at least 5 user licenses would be required, and IDC where at least 5 users will be required to have oversight and final approval authority for payments to be processed. The bidder must provide a range of costings based on the above volumes of users.

The Worksites can be located anywhere, including remote and rural areas, of South Africa.

Name and Version of proposed Solution: _____

Cost Element Description as per IDC Tender Requirements	Solution Software & License cost		
	Scenario 1: (20 intermediaries / 1000 worksites)	Scenario 2: (35 intermediaries / 2000 worksites)	Scenario 3: (50 intermediaries / 3,500 worksites)
<p>Basic User (<i>On-boarding workers onto Solution; Record Time-in-attendance of workers; Recording of activities performed by workers, including uploading images at the Worksites via the Solution</i>)</p> <p>Intermediate User (<i>Authentication of payroll files and exception reports on a weekly and monthly basis. Capturing of inventory and ad-hoc services balances onto the Solution</i>)</p> <p>Super User (<i>As above, but also able to view this data in a dashboard environment</i>)</p>	<p>500 basic users 105 intermediate users 10 super users</p>	<p>1000 basic users 180 intermediate users 15 super users</p>	<p>1500 basic users 255 intermediate users 20 super users</p>
<p>Supply, Install, Implement and Commission (SIIC) Software solution <i>Please provide detailed breakdown of activities associated with SIIC of your proposed Software Solution</i></p>			
<p>Hardware Costs (if applicable) <i>Please provide detailed lists of required hardware and associated price breakdown thereof, if hardware is required and included as part of your proposed solution.</i></p>			
<p>Software License Fees Initial 12 Months (Year 1) <i>Please provide breakdown of user license fees for the Worksites, Intermediary Sites and IDC Head Office Site for each scenario and include a summary of the specific user functionality per licensed user at each of these three user sites.</i></p>			
<p>Software License Fees (Year 2) <i>Please provide breakdown of user license fees for the Worksites, Intermediary Sites and IDC Head Office Site for each scenario and include a summary of the specific user functionality per licensed user at each of these three user sites.</i></p>			
<p>Software License Fees (Year 3) <i>Please provide breakdown of user license fees for the Worksites, Intermediary Sites and IDC Head Office Site for each scenario and include a summary of the specific user functionality per licensed user at each of these three user sites.</i></p>			
Sub total (Subtotal A) VAT Excl.	0	0	0

Note: The price model on the proposed solution includes indicative number of users per site i.e. Worksite, SIPs Site and IDC Head Office Site and bidders are required to quote accordingly. However, bidders may propose the optimal number of users to ensure effective management and use of its proposed system at these 3 different sites. This additional proposed number of users and associated costs should be provided as an additional user license cost proposal and should be clearly marked as such. The IDC reserves the right to consider such proposal.

Table B: System Maintenance and Support Costs

B1. Standard System Maintenance and Support Costs

The bidder should provide its proposed system maintenance and support costs to ensure system availability at 99,99%. The bidder should provide its detailed Service Level Agreement in this regard indicating payment milestones monthly:

Description	Maintenance Plan Package Name	Monthly Cost	Annual Fee
Maintenance and Support Cost Year 1			
Maintenance and Support Cost Year 2			
Maintenance and Support Cost Year 3			
Total Maintenance and Support Costs over Three Years (Subtotal B1)			

B2: Adhoc System Enhancement Costs

The bidder may be required to provide system enhancements and customisation which will be required on a time and material basis. Bidders are therefore required to provide costs of the following system engineers hourly rates as follows:

Description	Hourly Rate
Junior Systems Engineer (less than 3 years system enhancement experience)	
Senior Systems Engineer (more than 3 years system enhancement experience)	

Table C: Training and Support

The bidder is required to provide user training for the two (2) types of system users. The bidder may propose optimal training approach in terms of number of trainees per training session, however, it may occur that not all trainees will be available at the same time for training, and bidders are therefore required to provide training as per below table:

Description	Quantity	Total Cost for Three Training Sessions
Functional User training for up to 50 users in the SIPs on a 'train-the-trainer' basis. These SIPs are expected to guide users at the Worksite level on how to use the system accurately. The training must cover all system functionalities and provide include train-the-trainer manuals and functional user manuals for each person to be trained at the SIPs.	50 trainees to be catered for over three training sessions with between 15 – 20 trainees per session	

Bidder must include training material in both hard copy and soft copy per person to be trained. Training material must include train-the-trainer manuals and functional user manuals for each person to be trained at the SIPs.	50	
Hi-level System support training for 2 IDC IT staff to give them a general understanding of system operations and to enable them to do first level of system support and troubleshooting.	2	
Training material for IT System Support of IDC IT Staff	2	
Total Training Costs (Subtotal C)		0

Total Bid Price (A+B+C) VAT Excl.)	
---	--

Notes on pricing:

- Disbursements (incidental expenses other than professional fees e.g. travel and accommodation, printing costs, venue hire, and equipment hire 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.
- The bidder must provide a detailed breakdown of the Disbursements as follows:

Cost Element	Cost (VAT Excl.)
Total Disbursements	

9 SUMMARY OF THE PROPOSAL

DESCRIPTION	BIDDER'S PROPOSAL
Number of resources to implement proposed Solution (personnel)	
Project implementation duration (in months)	

Price Declaration Form

Dear Sir,

Having read through and examined the Bid Document, Tender no. **T50/11/21**, the General Conditions, and all other Annexures to the RFP Document, we offer for the Supply, delivery and Commissioning of a Payment and Reporting Solution to the IDC at the following total amount.

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 5: ANNEXURES

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

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

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:	
Supplier Number	
Unique registration reference number	

BIDDING STRUCTURE

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

REQUIRED INFORMATION

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

If Individual Bidder:	
Email address	
Postal Address	
Physical Address	

If Joint Venture or Consortium, indicate the following for each partner:	
Partner 1	
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	
Partner 2	
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	

If bidder is a Prime Contractor using Sub-contractors, indicate the following:	
Prime Contractor	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	
Sub contractors	
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>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.</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, www.treasury.gov.za, 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

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudging authority where-

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

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

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

2.1 Full Name of bidder or his or her representative:

2.2 Identity Number:.....

2.3 Position occupied in the Company (director, trustee, shareholder²):

2.4 Company Registration Number:

2.5 Tax Reference Number:

2.6 VAT Registration Number:

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

¹“State” means –

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

(b) any municipality or municipal entity;

(c) provincial legislature;

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

(e) Parliament.

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

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

2.7.1 If so, furnish the following particulars:

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

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

.....

Position occupied in the state institution:

.....

Any other particulars:

.....

.....

.....

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

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

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

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

.....

.....

.....

2.8 Did you or your spouse, or any of the company's directors / **YES / NO**

trustees / shareholders / members or their spouses conduct 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:

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

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

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

1. DECLARATION

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

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT. I ACCEPT THAT IDC MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

.....

Date

.....

Position

.....

Name of bidder

Annexure 5: Certificate of Independent Bid Determination

SBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *per se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

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

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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

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

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:

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

- (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

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

Annexure 8: BEE Commitment Plan

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

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)

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.thedtic.gov.za/sectors-and-services-2/industrial-development/industrial-procurement/> 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:

The minimum threshold for local content as published on the dtic website and as issued by National Treasury as instruction notes, should be considered, and will become applicable to this requirement, **where relevant**. The dtic's latest list of designated sectors can be accessed on: <http://www.thedtic.gov.za/sectors-and-services-2/industrial-development/industrial-procurement/> and the National Treasury latest instruction notes can be accessed on <http://ocpo.treasury.gov.za/Pages/default.aspx>. In the event of any conflict between dtic and National Treasury on specified local content minimum thresholds, the IDC reserves the right to apply the most relevant during the adjudication of this RFP. The inclusion of minimum local content thresholds is therefore included to this RFP by reference to the relevant websites listed herein, for products listed (where applicable) if not specified herein.

<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		NO	
-----	--	----	--

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

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.

4. 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

- 1 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.
- 2 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. 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 (PPFA), 2000 (Act No. 5 of 2000).

SIGNATURE: _____

WITNESS No. 1 _____

DATE: _____

WITNESS No. 2 _____

DATE: _____

Annexure 11: Privacy & Protection of Personal Information Act 4 of 2013 Requirements

Request for Proposal No:	
Name of Bidder:	
Authorised signatory:	

Protecting personal information is important to the Industrial Development Corporation (IDC). To do so, IDC follows general principles in accordance with applicable privacy laws and the Protection of Personal Information Act 4 of 2013 (POPIA).

IDC's role as a responsible party, is amongst others to process personal information for the intended purpose for which it was obtained and in line with legal agreements with its respective/ prospective clients, third parties, suppliers and operators.

Who is an Operator? A person or body/ entity which processes personal information for the IDC in terms of a contract or mandate.

Who is a Supplier? a natural or juristic person that provides a product or renders a service to the IDC. A supplier could also be considered as an operator, an independent responsible party or (together with IDC) a joint responsible party.

If the supplier or business partner provides IDC with its related persons' personal information, the supplier or business partner warrants that the related persons are aware of and have consented to the sharing and processing of their personal information with/by IDC. IDC will process the personal information of related persons as stated under a contractual agreement or as required by any related legislation.

Examples of the personal information of the supplier or business partner where relevant may include (but are not limited to): financial information, including bank statements provided to the IDC; · invoices issued by the supplier or business partner; the contract/ legal agreement between the IDC and the supplier or business partner; other identifying information, which includes company registration numbers, VAT numbers, tax numbers and contact details; marital status and matrimonial property regime (e.g. married in community of property); nationality; age; language; date of birth; education; financial history; identifying numbers (e.g. an account number, identity numbers or passport numbers); email address; physical address (e.g. residential address, work address or physical location); information about the location (e.g. geolocation or GPS location); telephone numbers; online and other unique identifiers; social media profile/s; biometric information (like fingerprints, facial recognition signature; race; gender; sex; criminal history.

Example of Special personal information is personal information about the following: · criminal behaviour, or any proceedings in respect of any offence allegedly committed by a data subject or the

disposal of such proceedings; religious and philosophical beliefs; trade union membership; political beliefs; health, including physical or mental health, disability and medical history; or biometric information (e.g. to verify identity).

RESPONSIBILITIES OF SUPPLIERS AND BUSINESS PARTNERS WHO ARE OPERATORS UNDER POPIA

Where a supplier or business partner, in terms of a contract or mandate, processes personal information for the IDC and is considered an operator of the IDC, the supplier or the business partner will be required to adhere to the obligations set out in the IDC data privacy or POPIA policy. This policy sets out the rules of engagement in relation to how personal information is processed by suppliers and business partners on behalf of the IDC as well as the minimum legal requirements that IDC requires the suppliers and business partners to adhere to, including compliance with POPIA as summarised in the below table.

Item	GUIDING CONDITIONS FOR PROCESSING PERSONAL INFORMATION	Yes	No
11.1	<p>Accountability</p> <p>The respective clients, third parties, suppliers and operators and its members will ensure that the provisions of POPIA, the guiding principles outlined in the policy and all the measures that give effect to such provisions are complied with at the time of the determination of the purpose and means of the processing and during the processing itself. In the event that an employee of the IDC or any person acting on behalf of the corporation who through their intentional or negligent actions and/or omissions fail to comply with the principles and responsibilities outlined, proper corrective measures will be applied.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
11.2	<p>Processing Limitation</p> <p>The respective clients, third parties, suppliers and operators and its members will ensure that information is only processed for the justifiable reason and processing is compatible with the purpose of the collection.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
11.3	<p>Purpose Specification</p> <p>All respective clients, third parties, suppliers and operators and its members will process personal information only for specific, explicitly defined, and legitimate reasons. The respective clients, third parties, suppliers and operators will inform IDC of reasons prior to collecting or recording their PI.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Item	GUIDING CONDITIONS FOR PROCESSING PERSONAL INFORMATION	Yes	No
11.4	<p>Further Processing Limitation</p> <p>Personal information will not be processed for a secondary purpose unless that processing is compatible with the original purpose. Thus, where the respective clients, third parties, suppliers and operators seeks to process personal information it holds for a purpose for which it was originally collected, and where this secondary purpose is not compatible with the original purpose, respective clients, third parties, suppliers and operators will first obtain additional consent from the IDC.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
11.5	<p>Information Quality</p> <p>The respective clients, third parties, suppliers and operators will take reasonable steps to ensure that all personal information collected is complete, accurate and not misleading. Where PI is collected or received from third parties, the respective clients, third parties, suppliers and operators will take reasonable steps to confirm that the information is correct by verifying the accuracy of the information directly with the data subject or by way of independent sources.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
11.6	<p>Open Communication</p> <p>Reasonable steps will be taken by the respective clients, third parties, suppliers and operators to ensure that the IDC is notified of the purpose for which the information is being collected, used, and processed.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
11.7	<p>Security Safeguards</p> <p>It is a requirement of POPIA for responsible parties, business partners and operators to adequately protect personal information. IDC will need to review suppliers or business partner security controls and processes to ensure that personal Information is compliant with the conditions of the lawful processing of personal information as set out in the POPIA. This would be a continuous monitoring and review that will be conducted by the IDC at its discretion.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
11.8	<p>Data Subject Participation</p> <p>A data subject whose PI has been collected, stored, and processed by the respective clients, third parties, suppliers and operators must have communication channels to attend to may request for the correction or deletion of such information.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

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/ Entity: _____

Company/ Entity Registration Number: _____

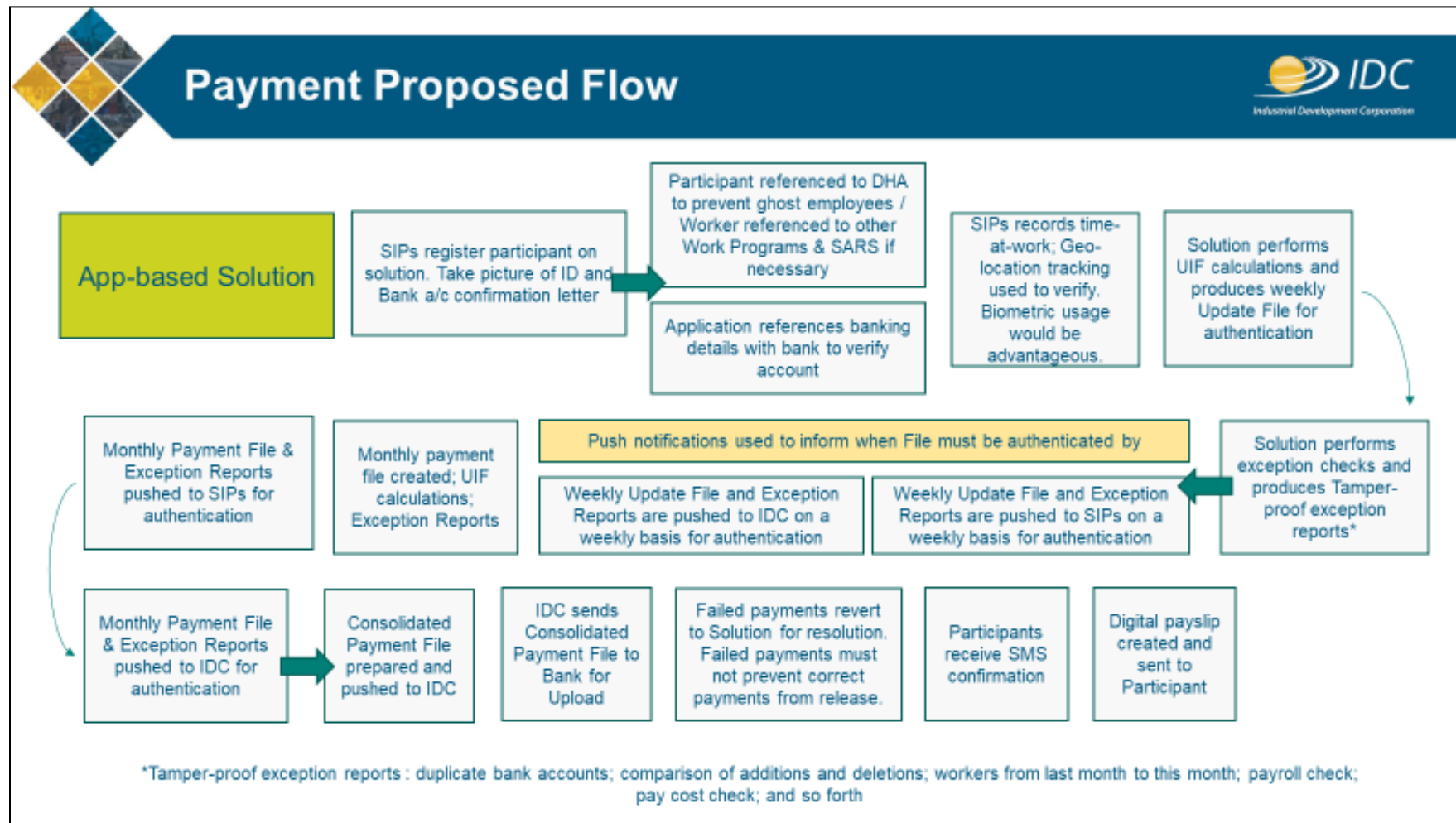
Company/ Entity VAT Registration Number: _____

Signature (Company/ Entity Representative)

Date

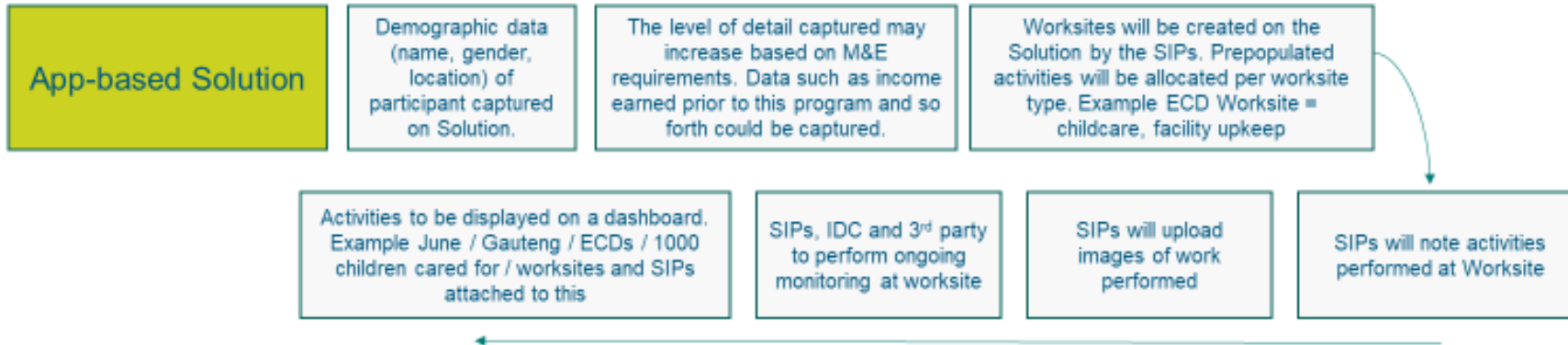
Annexure 12: Illustrative workflows

The following three workflows are illustrative of the functionality we believe the solution should offer. Bidders may use these as a guide in preparing their bids. These workflows are not prescriptive in any way but is aimed to provide context of IDC's envisaged requirements however bidders may suggest proposals that best fits the IDC's requirements in terms of the objectives of this tender.





Activity Reporting Proposed Flow





Inventory and Ad-hoc Service Reporting Proposed Flow



App-based Solution

SIPs will account for Inventory and Services on their individual reporting tools

Inventory

Ad-hoc Services

Inventory categorized as Tools / Materials / PPE

Ad-hoc services categorized as Technical / Administrative

At month-end Inventory Value Requested from SEF and Inventory Value issued to Worksite to be noted on the Solution by SIPs

At month-end Ad-hoc services value per category provided to Worksites to be noted on Solution by SIPs

Above values to be available for viewing on digital dashboard

Above values to be available for viewing on digital dashboard