

## Tender number: RFT-5-2017/18

### Description: Appointment of a Panel of Software Development Service Providers to International Frontier Technologies SOC Ltd

<b>Mode of Bid Submission</b>	Hand delivery / courier
<b>Advertisement date</b>	29 March 2018
<b>Compulsory briefing session</b>	12 April 2018 @ 10h00
<b>Closing date for submission of bids</b>	04 May 2018 at 16h00
<b>Date &amp; Time of Opening of Bids</b>	07 May 2018 at 10h00
<b>Bidding Document Cost</b>	Free of charge
<b>Bidding Documents Obtainable From</b>	Bidders are requested to download the bid documents from Interfront's website at: <a href="http://www.interfront.co.za/procurement.html">http://www.interfront.co.za/procurement.html</a>
<b>Bid submission Address</b>	Bid documents must be deposited into the Tender Box at: Gleneagles Building, Somerset Links Office Park, De Beers Avenue, Somerset West
<b>Contact Details (for enquiries)</b>	Lynn Solomons Tel no: 021 840 3400 Fax no: 021 840 3401 E-Mail: <a href="mailto:procurement@interfront.co.za">procurement@interfront.co.za</a>



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## 1. INTRODUCTION

### 1.1 Introduction

Interfront is a wholly owned subsidiary of the South African Revenue Service (SARS). However, Interfront's business operations function independently through its own Board of Directors and it strives to be a fully sustainable, eco-friendly body. Interfront develops customs and border management information technology (IT) solutions for SARS and supports the systems it has in operation with clients. This request for tender (RFT-5-2017/18) is an invitation by Interfront to prospective service providers to submit bids for the Appointment of a panel of Software Development Service Providers.

### 1.2 Invitation to prospective service providers

This Request for Tender (RFT-5-2017/18) is an invitation by International Frontier Technologies SOC Ltd (hereinafter referred to as "Interfront") to prospective service providers to submit bids for the appointment of a panel of Software Development Service Providers (hereinafter referred to as "Service Providers"), as further described in the Requirements Specifications hereof.

### 1.3 Type of contract for Deliverables

The selected service providers will be requested to enter into negotiations with Interfront in order to conclude an agreement for the provision of the deliverables as described in this RFT. It is Interfront's intention to enter into an agreement based on the terms of reference as set out in Requirements Specifications to this RFT with a panel of service providers for five (5) years. The quantity of the order may vary and the RFT serves only as a best estimate.

### 1.4 Contact details

#### 1.4.1

Any queries regarding this bid or on any matter arising from or referred to in this document, must be addressed to Ms. Lynn Solomons, in writing, as set out in table 1 hereunder. Under no circumstances may any other employee of Interfront be approached for any information. Any such action may result in a disqualification of a bid submitted in response to this RFT.

**Table 1**

Enquiries	
<b>Contact Person:</b>	Lynn Solomons
<b>Tel no:</b>	021 840 3400
<b>email address:</b>	<a href="mailto:procurement@interfront.co.za">procurement@interfront.co.za</a>
<b>Closing date for enquiries:</b>	26 April 2018

### 1.5 Briefing session

Interested parties must attend a compulsory briefing session that will be held at Gleneagles Building, Somerset Links Office Park, De Beers Avenue, Somerset West on Thursday, 12 April 2018 at 10h00 to clarify to potential bidder(s) the scope and extent of work to be executed. Bidders are encouraged to read through the documents before this session. The briefing session will not be repeated for late comers. Those who wish to attend the compulsory briefing session must reserve a seat and parking bay with Lynn Solomons. Only 1 parking bay per bidding company will be allowed. Should not enough parking bays be available, bidders will have to find alternative parking without the assistance of Interfront.

## 2. SPECIAL CONDITIONS OF CONTRACT

### 2.1 General conditions of Contract

All bids, contracts or orders for goods or services shall be subject to the General Conditions of Contract as published by the National Treasury of the Republic of South Africa. In the event of any conflict between the provisions contained in any contract or agreement in place as between Interfront and the supplier / contractor / service provider and the General Conditions of Contract, the provisions as contained in the General Conditions of Contract shall prevail. Kindly familiarise yourself with these provisions at [www.treasury.gov.za](http://www.treasury.gov.za)

### 2.2 Tax Compliance

When submitting a bid to Interfront, bidders must be tax compliant and registered on the Central Supplier Database (CSD) of National Treasury. Bidders must also submit a **valid** Tax Clearance Certificate as part of their tender documents with their tax compliance status (TCS) authorization pin for Interfront to validate the bidders' tax compliance status on e-filing if needed. Bidders' tax compliance will also be checked on the National Treasury's CSD. No tender will be awarded to a bidder who is not tax compliant and not registered on the CSD.

### 2.3 Interfront reserves the right to:

**2.3.1** Cancel or reject any bid and to not award the tender to the bidder who scores the highest preference points or award parts of the tender to different bidders, cancel or reject any bid and to not award the tender at all.

**2.3.2** Interfront reserves the right in its sole discretion to:

- withdraw, suspend or cancel this RFT at any time, without providing reasons;
- not provide reasons for its rejection or the failure of any bidder or bid;
- change any condition, procedure or rule of the RFT by notice to all bidders;
- amend, vary or supplement any of the information, terms or requirements contained in this RFT, any information or requirements delivered pursuant to this RFT, or the structure of the RFT process by notice to all bidders;
- re-advertise for RFT responses;
- provide further information in respect of, and modify the provisions or rectify any mistakes of this RFT at any time prior to the closing date by notice to all bidders;
- disqualify any person who is a bidder or prospective provider of goods or services, or a recipient or prospective recipient of goods disposed of or be disposed of who directly or indirectly influence or interfere with the work of any Interfront employees involved in the procurement process in order, *inter alia*, to:
  - influence the process and/or outcome of a bid;
  - incite breach of confidentiality and/or the offering of bribes;
  - cause over- or under-invoicing;
  - influence the choice of procurement method or technical standards; and/or
  - influence any of our employees in any way which may secure an unfair advantage during or at any stage of the procurement process.

**2.4 The following will lead to the immediate disqualification of a Bidder:**

- 2.4.1** Bidders who submit information that is fraudulent, factually untrue or inaccurate, for example memberships that do not exist, falsified BEE credentials, experience, qualifications, etc.
- 2.4.2** Bidders who received information not available to other vendors through fraudulent means;
- 2.4.3** Bidders who did not submit the duly completed SBD forms.
- 2.4.4** Bidders who try to influence the bidding process by illegal means.
- 2.4.5** Bidders who fail to declare their interest in Interfront dealings or relationship with any staff member of Interfront.
- 2.4.6** Bids that are delivered after the closing date and time of the bid, regardless of the method used to send or deliver the bid documents.

**2.5 The following Bidders may be disqualified:**

- 2.5.1** Bidders who fail to provide proof of tax compliance status;
- 2.5.2** Bidders who fail to provide written proof from the SARS that, that bidder has no tax obligations;
- 2.5.3** Bidders who submitted incomplete information and/or documentation according to the requirements of this RFT;
- 2.5.4** Bidders who do not comply with any other requirements as stipulated in this document;
- 2.5.5** Bidders who do not meet any of the mandatory requirements;
- 2.5.6** Bidders who are not registered on the CSD of National Treasury.

**2.6 Costs**

Cost per hour must be specified for key roles as per the price schedule SBD 3.3

**2.7 Submission of tender documents:**

Bid documents must be in hardcopy, sealed and properly packaged with the applicable RFT number and name on it. Each page of the bid documents must be initialled by the bidder. Bid documents will only be considered if received by Interfront before the closing date and time, regardless of the method used to send or deliver such documents to Interfront. No electronic submission of bid documents is allowed. Late bids will not be accepted. Only originally signed bid documents will be accepted. No photocopies of signed documents will be allowed.

**2.8 Central supplier database (CSD) registration**

All bidders partaking in this tender must be registered on National Treasury's Central Supplier Database (CSD) at website [www.csd.gov.za](http://www.csd.gov.za)

**2.9 Acceptance of RFT conditions**

The bidders' participation in this RFT process is deemed to constitute acknowledgement and acceptance by the bidder of the Special Conditions of Contract contained in this RFT.

**2.10 Validity of information**

Interfront has made reasonable efforts to ensure accuracy in compiling this RFT. However, neither Interfront, nor its employees, directors, officers, advisers, shareholder or representatives will be liable to the bidder or any third party for any inaccuracy or omission in the RFT or in respect of any additional information Interfront may provide to the bidder as part of the RFT process.

The bidder is deemed to have examined this RFT and any other information supplied by Interfront to the bidder and to have satisfied itself as to the correctness and sufficiency of such before submitting a bid.

**2.11 RFT not an offer**

This RFT does not constitute an offer to do business with Interfront, but merely serves to facilitate a requirements-based decision process.

Nothing in this RFT or any other communication made and entered into between Interfront (including its employees, directors, officers, advisers, shareholder or representatives) is a representation that Interfront will offer, award or enter into a contract.

**2.12 Preparation Costs**

The bidder will bear all its costs in preparing, submitting and presenting any response or bid to this RFT and all other costs incurred by it throughout the RFT process. Furthermore, no statement in this RFT will be construed as placing Interfront, its employees, directors, officers, advisers, shareholder or representatives under any obligation whatsoever, including in respect of costs, expenses or losses incurred by the bidders in the preparation of their response or bid to this RFT.

**2.13 No guarantee of volume of work or exclusivity of contract**

Interfront provides no guarantee of the value or volume of orders that will be placed with the appointed service providers. The tender may be awarded, in part or in full, at the sole discretion of Interfront, to one or more concerns on a non-exclusive basis.

**2.14 Appointment Terms**

Interfront does not guarantee that successful bidders will receive work during their appointment term. Subject to a competitive process for a service request, successful bidders will be utilized on an ad-hoc basis, as and when required by Interfront.

A 12 month agreement will be entered into with successful bidders, renewable every 12 months until the expiry of the 5 year period. Projects with specific requirements, budget and timeframes will be identified in the course of the 5-year engagement and will be contracted per project per successful bidder, after a service request process. Interfront's contracts and timeframes with SARS will initiate the resultant contracts (work orders) with successful bidders.

**2.15 Indemnity**

If a bidder breaches any condition of this RFT and, as a result of that breach, Interfront incurs costs or damages (including, without limit, the cost of any investigations, procedural impairment, repetition of all or part of the RFT process and enforcement of intellectual property rights or confidentiality obligations), then the bidder indemnifies and holds Interfront harmless from any and all such costs which Interfront may incur and for any damages or losses Interfront may suffer.

**2.16 Responsibility for subcontractors and bidder's personnel**

A bidder is responsible for ensuring that its subcontractors, personnel (including employees, directors, officers, advisers, shareholders and other representatives of a bidder) and personnel of its subcontractors comply with all terms and conditions of this RFT.

**2.17 Confidentiality**

Interfront will require non-disclosure agreements to be signed by the winning bidders prior to disclosing company sensitive information such as infrastructure configurations as part of the project implementation phase.

An Oath of Secrecy will be required from all resources working on Interfront SARS projects. Individuals who have access to sensitive SARS information in the course of a project may be required by SARS to be vetted by the State Security Agency (SSA).

The bidder undertakes, at all times during the existence of the contract or any renewal thereof or after termination thereof, not to reveal any confidential or sensitive information or knowledge concerning Interfront or its clients.

Except as may be required by operation of law, by a court or by a regulatory authority having appropriate jurisdiction, no information contained in or relating to this RFT or a bidder's bid(s) may be disclosed by any bidder or other persons not officially involved with Interfront's examination and evaluation of a bid.

No part of the RFT may be distributed, reproduced, stored or transmitted, in any form or by any means, electronic, photocopying, recording or otherwise, in whole or in part except for the purpose of preparing a bid. This RFT and any other documents supplied by Interfront remain proprietary to Interfront and must be promptly returned to Interfront upon request together with all copies, electronic versions, excerpts or summaries thereof or work derived there from. Throughout this RFT process and thereafter, Bidders must secure Interfront's written approval prior to the release of any information that pertains to (i) the potential work or activities to which this RFT relates; or (ii) the process which follows this RFT. Failure to adhere to this requirement may result in disqualification from the RFT process and civil action.

After the closing date, no confidential information relating to the process of evaluating or adjudicating RFT responses or appointing a bidder will be disclosed to a bidder or any other person not officially involved with such process.

**2.18 Joint Ventures, Consortiums and Trusts**

A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.

A trust, consortium or joint venture will qualify for points for the B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidate B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is preferred for every separate bid.

Bidders must submit concrete proof of the existence of joint ventures and/or consortium arrangements. Signed agreements will be acceptable as proof of the existence of a joint venture and/or consortium arrangement.

The joint venture and/or consortium agreements must clearly set out the roles and responsibilities of the lead partner and the joint venture and/or consortium party. The agreement must also clearly identify the lead partner, with the power of attorney to bind the other party/parties in respect of matters pertaining to the joint venture and/or consortium arrangement.

**2.19 National Treasury**

No tender shall be awarded to a bidder whose name (or any of its members, directors, partners or trustees) appears on the Register of Tender Defaulters kept by National Treasury, or who have been placed on National Treasury's List of Restricted Suppliers. Interfront reserves the right to withdraw an award, or cancel a contract concluded with a bidder should it be established, at any time, that a bidder has been blacklisted with National Treasury by another government institution.

**2.20 Governing Law**

South African law governs this RFT and the bid response process of this RFT. The bidder agrees to submit to the exclusive jurisdiction of the South African courts in any dispute of any kind that may arise out of or in connection with the subject matter of this RFT, the bid itself and all processes associated with this RFT.

**2.21 IT Assessment and Licensing**

Interfront will carry out a mandatory vulnerability assessment of the successful bidder's ICT infrastructure prior to commencement of the contract. Alternatively a vulnerability assessment may be carried out by an independent body of the bidder's choosing, as agreed with Interfront. Note that the latter would be for the bidder's expense.

The successful bidder must make provision for all software licensing requirements within their own operating environments to successfully meet the tender objectives. All software used within the Interfront development environment is licensed accordingly.

**2.22 Travel**

Interfront will arrange and pay for travel and accommodation of bidder resources from outside of Cape Town in the case where meetings or work sessions have been agreed to by the Interfront Project Manager at the Interfront premises in Somerset West. Travel arrangements will be subject to the Interfront travel policy.

**2.23 Information to be supplied by the bidder:**

- Detailed company profile.
- Contactable references – at least 3 references where custom-developed software solutions (preferably enterprise level) were completed within the last 2-3 years, including summary descriptions of the implementations. Interfront reserves the right to contact these references for reference checks therefore please ensure that the references are contactable.
- Description of Software Development Lifecycle as applied in your organisation to generate deliverables.
- Description of the software development environment in use in your organisation, including diagrams as applicable.
- Information security strategy and implementation.
- CVs of the key resources that should be available to Interfront, based on skills and experience with the Interfront technology stack.
- Hourly rates applicable to the key resources, must be valid for 12 months from the closing date of this bid. Rates should be inclusive of all incidental expenses, but exclusive of travel and accommodation expenses. Annual escalation rate will be limited to Consumer Price Index (CPI) plus 2% which must be indicated over the 5 years.
- A budget for 5 years for the roles mentioned in the Price Schedule SBD3.3, assuming they are utilized at an average of 100 hours per month.
- Representation of the company in South Africa – offices, number of technical resources, software development environment, etc.
- Representation of the company in the Cape Town, Stellenbosch and surrounding area – office, number of technical resources, development environment, etc.

**2.24 Checklist**

Take note of Returnable Schedule 7 attached hereto.

### 3. EVALUATION

#### 3.1 After the closing date:

- Interfront may request additional information, clarification or verification in respect of any information contained in or omitted from a bidder's bid, which Interfront may do either in writing or at a meeting convened with the bidder for that purpose;
- no amendment may be made to a bid, unless specifically permitted or requested by Interfront;
- Shortlisted bidders may be invited to give a verbal presentation of their bid as part of the evaluation process. This is an optional fact finding process which provides an opportunity for the bidder to clarify or elaborate on their bid. Interfront shall schedule the time and location of these presentations as and if necessary.
- Please take note that any and all costs involved in setting up these sessions will be borne by the bidder.
- Interfront will enforce whatever measures it considers necessary to ensure the confidentiality and integrity of the contents of the RFT responses;
- Interfront will evaluate the RFT responses with reference to Interfront's Evaluation Criteria detailed in paragraph 3.2. Interfront reserves the right to employ subject matter experts to assist in performing such evaluations.

#### 3.2 Evaluation criteria and methodology

Documents (mandatory and/or non-mandatory) will be evaluated according to the criteria specified in this RFT.

##### 3.2.1 Gate 0 - Pre-qualification / Mandatory requirements

Interfront has defined minimum pre-qualification criteria, in table 2 below, that must be met by the bidder in order for Interfront to accept a RFT response for evaluation. In this regard, a pre-evaluation verification will be carried out by Interfront in order to determine whether a bid complies with the provisions of this RFT.

##### 3.2.1.1 Pre-qualification

Only bidders who has a minimum level 4 B-BBEE status level of contributor may submit tenders in response to this RFT.

The successful bidder must subcontract a minimum of 30% of the value of the contract to a locally based qualifying EME or QSE listed on National Treasury's Central Supplier Database (CSD). The subcontracting EME or QSE must qualify by complying with the Requirement Specifications in part 4 of this RFT.

**Table 2**

Pre-qualification documents / Mandatory requirements	Document attached?
Invitation to bid – SBD 1	Yes <input type="checkbox"/> No <input type="checkbox"/>
Pricing schedule – SBD 3.3	Yes <input type="checkbox"/> No <input type="checkbox"/>
Declaration of Interest – SBD 4	Yes <input type="checkbox"/> No <input type="checkbox"/>
Preference points claim form – SBD 6.1	Yes <input type="checkbox"/> No <input type="checkbox"/>
Declaration of Bidder’s past Supply Chain Management Practices – SBD 8	Yes <input type="checkbox"/> No <input type="checkbox"/>
Certificate of Independent Bid Determination – SBD 9	Yes <input type="checkbox"/> No <input type="checkbox"/>
General Conditions of Contract (GCC)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Copy of Central Supplier Database registration report with supplier number	Yes <input type="checkbox"/> No <input type="checkbox"/>
Tax Clearance Certificate and Tax Compliance Status pin	Yes <input type="checkbox"/> No <input type="checkbox"/>
Bidder has a minimum level 4 B-BBEE status level of contributor	Yes <input type="checkbox"/> No <input type="checkbox"/>
Subcontracting 30% of the contract to CSD listed EME or QSE	Yes <input type="checkbox"/> No <input type="checkbox"/>
Two (2) complete sets of most recent of audited / reviewed annual financial statements in the name of the bidding entity.	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Non-compliance to the above mentioned documents will disqualify the bid.</b>	

Where there is failure to comply fully with any of the pre-qualification criteria or Interfront is for any reason unable to verify whether the pre-qualification criteria are fully complied with, Interfront will have the right to either:

- 3.2.1.2 Entirely reject the bid in question and not to evaluate it at all;
- 3.2.1.3 give the bidder an opportunity to supplement the information provided by it under its bid so as to achieve full compliance with the pre-qualification criteria within a period prescribed by Interfront;
- 3.2.1.4 require the bidder to provide Interfront with such information as Interfront may request within a period prescribed by Interfront in order to enable Interfront to properly verify whether there is full compliance; or
- 3.2.1.5 in any event permit the bid to be evaluated.

**3.2.2 Gate 1 – Functionality evaluation**

- 3.2.2.1 Only bidders who submit all the mandatory documents as listed in Gate 0 will be evaluated in Gate 1. Bids will be evaluated strictly according to the bid evaluation criteria in the RFT. Bidders must, as part of their bid documents, submit supportive documents for all functional criteria as indicated in table 3. The Bid Evaluation Committee (BEC) will evaluate and score all bids based on the bidders’ submissions and information provided. Bidders will not rate themselves, but need to ensure that all information is supplied as required. The BEC will evaluate and score all responsive bids and will verify all documents submitted by the bidders. The BEC will evaluate the responses received against the following criteria:

**Table 3**

<b>Functionality Evaluation Criteria</b>	<b>Weight %</b>	<b>Scoring Criteria</b>
Bidder has verifiable references of comparable developments at enterprise level. Provide company name, contact name, address, phone number, duration of contract, and a brief description of the services rendered of at least 3 contactable references	20	0 = No response, 20 = 1 positive response, 60 = 2 positive responses 100 = 3 or more positive responses
Software Development Methodology and Environment matches Interfront requirements (Enterprise level process and tools preferable)	30	0 = Not a good match 60 = Good match 100 = Excellent match
Key resource CVs match the requirement into proven experience & technology exposure	40	0 = Not a good match 60 = Good match 100 = Excellent match
Team(s) located in Cape Town, Stellenbosch and surrounding areas	10	0 = Not in Cape Town, Stellenbosch and surrounding areas 100 = In Cape Town, Stellenbosch and surrounding areas
<b>Total</b>	<b>100%</b>	<b>Minimum threshold is 70</b>

3.2.2.2 Individual value scores will be multiplied with the specified weighting for the criterion to obtain the marks scored for all criteria.

These marks will be added and converted to a score out of 100 and only bidders who meet or exceed the minimum threshold of 70 for functionality will be evaluated and scored further on points for price and B-BBEE in terms of the 90/10 preference point system. A bidder who scores LESS than 70 will be regarded as submitting a non-responsive bid and shall be disqualified.

### 3.2.3 Gate 2 – Financial viability

An analysis of the bidders' financial statements will be conducted for the purposes of establishing the bidders' financial viability and ability to meet all of its contractual obligations for the duration of the contract, should the bidder be awarded the contract.

### 3.2.4 Gate 3 – Price and BEE evaluation

3.2.4.1 Only Bidders who score a minimum of 70 in gate 1 and who passed gate 2, will move on to gate 3.

The price and BEE evaluation shall be based on the Preferential Procurement Policy Framework Act, 2000: Preferential Procurement Regulations, 2017 and the points for evaluation criteria are as follows:

The 90/10 Preference point system will be used for this tender for the acquisition of services with the Rand value above R50million, inclusive of all applicable taxes:

**Table 4**

Adjudication Criteria	Points
Price Evaluation	90
BEE Evaluation	10
<b>TOTAL</b>	<b>100</b>

3.2.4.2 Price shall be scored as follows:

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

**Where:** **P<sub>s</sub>** is the number of points scored for price;  
**P<sub>t</sub>** is the comparative price of the bid under consideration;  
**P<sub>min</sub>** is the comparative price of the lowest acceptable bid.

3.2.4.3 Preference points shall be scored as follows:

Points will be awarded to bidders who are eligible for preferences in respect of:

- B-BBEE Status Level of Contributor.
- B-BBEE contribution in terms of Returnable Schedule 4: SBD6.1. Only bidders who claim points on the completed and signed SBD6.1 will be awarded points for B-BBEE status level of contributor.
- Bidders who do not submit B-BBEE status level verification certificates / Sworn Affidavit (in the case of EME/QSE) or are non-compliant contributors to B-BBEE do not qualify for preference points for B-BBEE but will not be disqualified from the bidding process. They will score points out of 90 for price only and zero (0) points out of 10 for B-BBEE.
- A bidder may not be awarded points for B-BBEE status level of contributor if the bid documents indicate that the bidder intends subcontracting more than 25% of the value of the contract to any other person not qualifying for at least the points that the bidder qualifies for, unless the intended subcontractor is an EME that has the capability to execute the subcontract.
- A trust, consortium or joint venture (including unincorporated consortia and joint ventures) must submit a consolidated B-BBEE Status Level Verification Certificate for every separate tender.
- Up to 10 evaluation points (NP) will be awarded for the level of B-BBEE contribution, in accordance with table 5 below:

**Table 5**

B-BBEE Status Level of Contributor	Number of Points for Preference
1	10
2	9
3	6
4	5
5	4
6	3
7	2
8	1
Non-compliant contributor	0

The checklist below indicates the B-BBEE documents that must be submitted for this tender. Failure to submit the required documents will result in bidders scoring zero for B-BBEE.

Classification	Turnover	Submission Requirement
Exempted Micro Enterprise (EME)	Below R10 million p.a.	An EME is required to submit a sworn affidavit confirming their annual total revenue of R10 million or less and level of black ownership to claim points as prescribed by regulation 6 and 7 of the Preferential Procurement Regulations 2017.
Qualifying Small Enterprise (QSE)	Between R10 million and R50 million p.a.	A QSE is required to submit a sworn affidavit confirming their annual total revenue of between R10 million and R50 million and level of black ownership or a B-BBEE level verification certificate to claim points as prescribed by regulation 6 and 7 of the Preferential Procurement Regulations 2017.
Large Enterprise (LE)	Above R50 million p.a.	An LE is required to submit a B-BBEE Status level verifications certificates from a SANAS Accredited rating agency.

BEE documents must be original or certified copies of the original. Sworn affidavits must be signed by the EME/QSE representative and attested by a Commissioner of Oaths. Refer to: [http://www.thedti.gov.za/economic\\_empowerment/bee.jsp](http://www.thedti.gov.za/economic_empowerment/bee.jsp) for the B-BBEE Act, Codes Good Practise, the preferred sworn affidavit template and further information on BEE.

3.2.4.4 The total number of adjudication points ( $N_T$ ) shall be calculated as follows:

$$N_T = P_s + N_p$$

**Where:**  $P_s$  is the number of points scored for price

$N_p$  is the total number of BBBEE points obtained

### 3.3 Process following evaluation

**3.3.1 Following Interfront's evaluation of the RFT responses in this RFT, Interfront has the right to, *inter alia*, in its sole discretion:**

3.3.1.1 Short list one or more bidders for award;

3.3.1.2 Undertake a Best and Final Offer (BAFO) process;

3.3.1.3 Shortlisted bidders may be invited to give a verbal presentation of their bid as part of the evaluation process.

3.3.1.4 Interfront may conduct a technical due diligence on any shortlisted bidder, which may include a visit to the bidder's premises.

- 3.3.2** Interfront reserves the right to revise the points accorded to a bidder in respect of all or any of the criteria at any time in the event of further information being obtained by Interfront, which in Interfront's opinion justifies such revision.
- 3.3.3** Upon completion of its evaluations, Interfront may select one or more preferred bidders for award as a single service provider or to form a panel of service providers.
- 3.3.4** Interfront will be under no obligation to select the bidder with the highest number of points.
- 3.3.5** Upon an award, the successful bidder will be required to enter into an agreement with Interfront. In this regard:
  - 3.3.5.1 Interfront may require the bidder to enter into an interim agreement under which the transition services would commence;
  - 3.3.5.2 Interfront will enter into negotiations with the bidder with a view to concluding the agreement;
  - 3.3.5.3 Interfront will be entitled to cease negotiating with a bidder and negotiate with another bidder if Interfront, in its sole discretion, is of the opinion that: the bidder has made misrepresentations in its RFT response; the Bidder is attempting to withdraw from positions or commitments made in its bid; the bidder is not negotiating in good faith; or an agreement may not be expeditiously concluded with the Bidder for any other reason.

### 4. RETURNABLE SCHEDULE 1 – SBD 1

#### PART A INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF INTERFRONT</b>					
BID NUMBER:	<b>RFT-5-2017/18</b>	CLOSING DATE:	<b>04 May 2018</b>	CLOSING TIME:	<b>16h00</b>
DESCRIPTION	<b>Appointment of a Panel of Software Development Service Providers</b>				
<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>					

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT *(STREET ADDRESS)*

<b>Gleneagles Building</b>
<b>Somerset Links office park</b>
<b>De Beers Avenue</b>
<b>Somerset West</b>

<b>SERVICE PROVIDERS INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
CONTACT PERSON					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes  <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		<input type="checkbox"/> Yes  <input type="checkbox"/> No
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?					
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	<input type="checkbox"/>	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)			
	<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)			
	<input type="checkbox"/>	A REGISTERED AUDITOR			
		NAME:			

**[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT(FOR EMEs& QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]**

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SERVICE PROVIDERS FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ANSWER PART B:3 BELOW ]
SIGNATURE OF BIDDER	.....	DATE	

CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)			
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE (ALL INCLUSIVE)	
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT/ PUBLIC ENTITY	Interfront	CONTACT PERSON	Lynn Solomons
CONTACT PERSON	Lynn Solomons	TELEPHONE NUMBER	021 840 3400
TELEPHONE NUMBER	021 840 3400	FACSIMILE NUMBER	021 840 3401
FACSIMILE NUMBER	021 840 3401	E-MAIL ADDRESS	procurement@interfront.co.za
E-MAIL ADDRESS	procurement@interfront.co.za		

**PART B**

**TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>	
<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED—(NOT TO BE RE-TYPED) OR ONLINE</p> <p>1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.</p> <p>1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.</p> <p>1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.</p>	
<b>2. TAX COMPLIANCE REQUIREMENTS</b>	
<p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER’S PROFILE AND TAX STATUS.</p> <p>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.</p> <p>2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p>	
<b>3. QUESTIONNAIRE TO BIDDING FOREIGN SERVICE PROVIDERS</b>	
<p>3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p><b>IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.</b></p>	

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

## Requirement specifications

### 4.1 Background

Interfront is a software system provider to SARS Customs and is engaged on a multi-year programme to develop and adapt SARS systems to meet the requirements of the new Customs Acts. Over the last 3 years, Interfront has been engaging with pre-approved external software development providers to augment its own internal capacity and would like to continue doing this via this tender for the next 5 years.

There are two ways for providers to partner with Interfront:

1. Provide contract resources to join the internal Interfront teams
2. Outsource a well-defined section of software development

### 4.2 Key objectives

To appoint one or more professional software development service providers to partner with Interfront as and when required in the development of large, complex software solutions for SARS Customs for a period of 5 years after award of tender.

### 4.3 Implementation timetable

Successful bidders appointed in 2018 will remain pre-approved on the panel of providers for a period of 60 months from the date of appointment.

### 4.4 Terms of Reference

The bidder is required to be an established provider of custom developed enterprise level software solutions. Experience and track record needs to be verifiable with contactable references. The technology stack being used for development by the bidder is required to match that of Interfront. Actual implementation experience with the following is specifically required:

- (a) Java 7,
- (b) Spring 4,
- (c) Hibernate,
- (d) Maven,
- (e) AngularJS,
- (f) JavaScript,
- (g) HTML5

### 4.5 Experience

Experience with the following would be an advantage:

- (a) Object Oriented analysis, design and programming,
- (b) Unit testing,
- (c) JMS,
- (d) RESTful web services,
- (e) GIT,

- (f) Jenkins,
- (g) Nexus,
- (h) Jira,
- (i) IBM Websphere (WAS),
- (h) IBM DB2,
- (i) Messaging engines (JMS, MQ, etc),
- (j) Activiti process engine,
- (k) CSS,
- (l) Protractor,
- (m) Scala,
- (n) Selenium,
- (o) Virtualization technologies such as virtualbox, VMware and KVM,
- (p) Experience with Linux operating systems specifically CentOS and Redhat Enterprise Linux,
- (q) Basic network configuration -TCP/IP ,DNS, DHCP, IPSEC,VPN

#### **4.6 Locally based only**

Only service providers who have software development resources and teams permanently based in South Africa will be considered.

#### **4.7 Preference to Cape Town based Service Providers**

Service providers who have software development resources and teams permanently based in the Cape Town area will be preferred.

#### **4.8 Resources must be employed by bidder**

Resources offered to Interfront should be in the employment of the bidder. The bidder should not act as an employment agency to source resources for Interfront.

#### **4.9 CVs**

The bidder is required to provide representative CVs of the following key resources that would be available to Interfront:

- (a) Project Manager
- (b) Software Architect
- (c) Senior Developer
- (d) Intermediate Developer
- (e) Software Test Analyst
- (f) Software Tester

**4.10 Requirements to sub-contractor**

The requirements for subcontractors to deliver software solutions to Interfront is detailed in an Interfront document – Ref 1 in Table 6 below.

**4.11 Requirements for an external resource**

The requirements for an external resource to join an Interfront team is detailed in an Interfront document – Ref 2 in Table 6 below.

**4.12 Information Security standards**

Information Security standards that successful bidders have to comply with are detailed in an Interfront document – Ref 3 in Table 6 below.

**Table 6: Reference Documents**

Ref no	Title
1	WOW_OPS_TDMP_v1.0_Interfront Delivery Context for Sub-contractors(865744)
2	OPS_OPM_CON_v1.0_Requirements for Contracting External Resources(860899)
3	ITF-ICT-STD-013 v1.0 IS Procurement Standard
4	WOW-ICT-QPR-005 ICT Third Party Access Procedure
5	WOW-ICT-STD-002 ICT Personal Device Usage Standard
6	WOW-ICT-STD-006 ICT Acceptable Usage Standard
7	OPS ICT CON Standard Third Party Connectivity Agreement

**Returnable Schedule 2 - PRICING SCHEDULE SBD3.3**  
**(Professional Services)**

NAME OF BIDDER: .....	BID NO.: <b>RFT-5-2017/18</b>
CLOSING TIME: <b>16h00</b>	CLOSING DATE: <b>04 May 2018</b>

OFFER TO BE VALID FOR .....12.....MONTHS FROM THE CLOSING DATE OF BID.

1. The accompanying information must be used for the formulation of proposals.
2. Bidders are required to provide a budget for 5 years for the roles mentioned below, assuming they are utilized at an average of 100 hours per month. (Include annual CPI plus 2%)

R..... **\*\* "all applicable taxes" included**  
 BID PRICE IN RSA CURRENCY

3. The bidder is to supply Interfront with a rates for the following:

PERSON AND POSITION (Key Resources)	HOURLY RATE	DAILY RATE
Project Manager		
Software Architect		
Senior Developer		
Intermediate Developer		
Software Test Analyst		
Software Tester		
<b>The Hourly Rates above applicable to the key resources must be valid for 12 months from the closing date of this bid</b>		

**\*\* "all applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.**

Period required for commencement with project after acceptance of bid .....

Are the rates quoted firm for the full period of contract? \*YES/NO

9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index. ....

.....

.....

**\*[DELETE IF NOT APPLICABLE]**

---

Any enquiries regarding bidding procedures or technical information may be directed to:

Lynn Solomons

Tel: 021 840 3400

## RETURNABLE SCHEDULE 3 – SBD4

### DECLARATION OF INTEREST

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

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

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

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

2.1 Identity Number: .....

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

2.3 Company Registration Number: .....

2.4 Tax Reference Number : .....

2.5 VAT Registration Number: .....

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

<sup>1</sup>“State” means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

<sup>2</sup>“Shareholder” means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

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

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 **YES / NO / N/A**  
the appropriate authority to undertake remunerative  
work outside employment in the public sector?

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

(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 **YES / NO**  
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?

2.9.1 If so, furnish particulars.

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

2.10 Are you, or any person connected with the bidder, **YES/NO** aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?

2.10.1 If so, furnish particulars.

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

2.11 Do you or any of the directors / trustees / shareholders / members **YES/NO** of the company have any interest in any other related companies whether or not they are bidding for this contract?

2.11.1 If so, furnish particulars:

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

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

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

**4. DECLARATION**

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

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.  
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF  
PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION  
PROVE TO BE FALSE.

.....

Signature

.....

Date

.....

Position

.....

Name of bidder

May 2011

## RETURNABLE SCHEDULE 4 – SBD6.1

### PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**

**1. GENERAL CONDITIONS**

**1.1** The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

**1.2**

- a) The value of this bid is estimated to exceed R50 000 000 (all applicable taxes included) and therefore the 90/10 preference point system shall be applicable; or
- b) The 90/10 preference point system will be applicable to this tender.

**1.3** Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

**1.4** The maximum points for this bid are allocated as follows:

	POINTS
PRICE	90
B-BBEE STATUS LEVEL OF CONTRIBUTOR	10
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

**1.5** Failure on the part of a tenderer to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

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

**2. DEFINITIONS**

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
  - 1) B-BBEE Status level certificate issued by an authorized body or person;
  - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
  - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

**3. POINTS AWARDED FOR PRICE**

**3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS**

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

<b>80/20</b>	<b>or</b>	<b>90/10</b>
$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$	or	$P_s = 90 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$

Where

- P<sub>s</sub> = Points scored for price of bid under consideration
- P<sub>t</sub> = Price of bid under consideration
- P<sub>min</sub> = Price of lowest acceptable bid

**4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR**

4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a tenderer for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)
1	10
2	9
3	6
4	5
5	4
6	3
7	2
8	1
Non-compliant contributor	0

**5. BID DECLARATION**

5.1 Tenderers who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

**6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1**

6.1 B-BBEE Status Level of Contributor: ..... = ..... (maximum of 10)  
 (Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.)

**7. SUB-CONTRACTING**

7.1 Will any portion of the contract be sub-contracted?

*(Tick applicable box)*

YES		NO	
-----	--	----	--

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

*(Tick applicable box)*

YES		NO	
-----	--	----	--

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of

Preferential Procurement Regulations,2017:

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

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

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

**8.2** VAT registration number:.....

**8.3** Company registration number:.....

**8.4** TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

**8.5** DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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

**8.6 COMPANY CLASSIFICATION**

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

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

**8.8** I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - (a) disqualify the person from the bidding process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution.

WITNESSES  1. ....  2. ....
---

..... SIGNATURE(S) OF BIDDERS(S)
DATE: ..... ADDRESS ..... ..... .....

## RETURNABLE SCHEDULE 5 – SBD8

### DECLARATION OF BIDDER’S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
  
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
  
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
  - a. abused the institution’s supply chain management system;
  - b. committed fraud or any other improper conduct in relation to such system; or
  - c. failed to perform on any previous contract.
  
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury’s Database of Restricted Service providers as companies or persons prohibited from doing business with the public sector? <b>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</b> The Database of Restricted Service providers now resides on the National Treasury’s website ( <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> ) and can be accessed by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If <b>YES</b> , furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? <b>The Register for Tender Defaulters can be accessed on the National Treasury’s website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If <b>YES</b> furnish particulars:		
4.3	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?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

4.3.1	If <b>YES</b> , furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If <b>YES</b> , furnish particulars:		

**CERTIFICATION**

I, THE UNDERSIGNED (FULL NAME).....  
**CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.**

.....  
**Signature**

.....  
**Date**

.....  
**Position**

.....  
**Name of Bidder**

Js365bW

## RETURNABLE SCHEDULE 6 – SBD9

### CERTIFICATE OF INDEPENDENT BID DETERMINATION

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

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

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

## CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

---

(Bid Number and Description)

in response to the invitation for the bid made by:

---

(Name of Institution)

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

I certify, on behalf of: \_\_\_\_\_ that:  
(Name of Bidder)

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

- a. prices;
  - b. geographical area where product or service will be rendered (market allocation);
  - c. methods, factors or formulas used to calculate prices;
  - d. the intention or decision to submit or not to submit, a bid;
  - e. the submission of a bid which does not meet the specifications and conditions of the bid; or
  - f. bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- <sup>3</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....  
**Signature**

.....  
**Date**

.....  
**Position**

.....  
**Name of Bidder**

Js914w 2

**RETURNABLE SCHEDULE 7 - Checklist:**

**Documents to include in your tender pack**

**Tick if you have included**

- |  |                          |
|--|--------------------------|
| Invitation to bid (SBD 1)  | <input type="checkbox"/> |
| Latest CSD report is included  | <input type="checkbox"/> |
| Tax Clearance Certificate and TCS authorisation pin  | <input type="checkbox"/> |
| Completed Price Schedule SBD 3.3 with hourly rates   | <input type="checkbox"/> |
| Declaration of Interest SBD4   | <input type="checkbox"/> |
| Preference points claim form SBD 6.1   | <input type="checkbox"/> |
| BEE certificate / Sworn Affidavit  | <input type="checkbox"/> |
| Declaration of past supply chain management practices SBD 8  | <input type="checkbox"/> |
| Certificate of independent bid determination SBD 9   | <input type="checkbox"/> |
| Company profile  | <input type="checkbox"/> |
| At least 3 (three) contactable references  | <input type="checkbox"/> |
| CVs of Key resources who should be available to Interfront   | <input type="checkbox"/> |
| Software Development Methodology and Environment   | <input type="checkbox"/> |
| Annual Financial Statements (Audited / Reviewed)   | <input type="checkbox"/> |
| Description of Software Development Lifecycle as applied in your organisation to generate deliverables.  | <input type="checkbox"/> |
| Description of the software development environment in use in your organisation, including diagrams as applicable.                                       | <input type="checkbox"/> |
| Information security strategy and implementation.  | <input type="checkbox"/> |
| A budget for 5 years for the roles mentioned above, assuming they are utilized at an average of 100 hours per month. (Including annual CPI plus 2%)      | <input type="checkbox"/> |
| Representation of the company in South Africa – offices, number of technical resources, software development environment, etc.                           | <input type="checkbox"/> |
| Representation of the company in the Cape Town, Stellenbosch and surrounding area – office, number of technical resources, development environment, etc. | <input type="checkbox"/> |

**Print General Conditions of Contract, initial each page and include in this pack**   
<http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/default.aspx>

**All pages of the Tender pack has been initialled and is original**