



REQUEST FOR PROPOSALS: KGFT-RFP 2024/002

PROVISION OF AN ENTERPRISE RESOURCE PLANNING (ERP) SOLUTION FOR KZN GROWTH FUND

AGENCY FOR 36 MONTHS

CLOSING DATE: 20 August 2024

CLOSING TIME AT 11:00 AM

Issued by:

KZN Growth Fund Agency
28th Floor, 303 Dr Pixley KaSeme Street
Durban
4001

Procurement Enquires:

Supply Chain Management Unit
Email: scm@kzngf.co.za
Sijabulile Ntshangase
Tel: 031 372 3720

Name of Bidder:

REQUEST FOR PROPOSAL

KZN GROWTH FUND AGENCY, 28TH Floor, Dr Pixley KaSeme Street, Durban, 4001 (Hereinafter referred to as ("KGFA"))

BID NUMBER: KGFT- RFP 2024/002

CLOSING DATE: 20 August 2024

TIME: 11:00 AM

DESCRIPTION: PROVISION OF AN ENTERPRISE RESOURCE PLANNING (ERP) SOLUTION FOR KGFA FOR 36 MONTHS

COMPULSORY BRIEFING:

Yes

No

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C.1 TENDER NOTICE AND INVITATION TO TENDER

KZN Growth Fund Agency (KGFA) seeks to appoint a Service Provider to Customize and Deploy a Cloud Based ERP System for KGFA.

The tender document will only be available via **eTenders and KGFT Website**.

A Compulsory Briefing Session will be held as per the below:

Date: 29 July 2024

Time: 11:00 am

Method: Online via Teams

Link:

Microsoft Teams

[Join the meeting now](#)

Meeting ID: 332 613 558 113

Passcode: XhbrnX

Dial in by phone

[Find a local number](#)

Phone conference ID: 455 360 3#

For organisers: [Meeting options](#) | [Reset dial-in PIN](#)

Submission:

One original and one electronic copy on a USB flash drive (flash drive must not be encrypted) must be submitted.

The proposals shall be submitted in sealed envelopes delivered at KZN Growth Fund Agency 28th Floor, 303 Dr Pixley KaSeme Street, Durban,4001 and should be deposited in the box located at the reception. The closing time for receipt of tenders is **20 August 2024 @11h00 am**.

Telegraphic, telephonic, telex, facsimile, e-mail and late tenders will not be accepted. It is important to note that all bids lodged will be examined to determine compliance with the bidding requirements and conditions. Bids with obvious deviation from the requirements, will be eliminated.

Technical and administrative queries relating to these documents may be addressed in writing only quoting the Bid No. for attention: Supply Chain Management Unit by email to scm@kzngf.co.za

Tenders may only be submitted on the original tender documentation that is issued by KGFA written in black ink.

KGFA does not bind itself to accept the lowest or any bid and consider any bid for appointment.

PART A - INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF KZN GROWTH FUND AGENCY					
BID NUMBER:	KGFA-RFP 2024/002	CLOSING DATE:	20 August 2024	CLOSING TIME:	11H00
DESCRIPTION	Provision of an Enterprise Resource Planning (ERP) solution for KZN Growth Fund Agency for 36 months				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT:					
KZN Growth Fund Agency					
28 th Floor, 303 Dr Pixley KaSeme Street					
Durban					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Sijabulile Ntshangase		CONTACT PERSON	Mthokozisi Cele	
TELEPHONE No.	031 372 3720		TELEPHONE NUMBER	031 372 3720	
E-MAIL ADDRESS	scm@kznqf.co.za		E-MAIL ADDRESS	scm@kznqf.co.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	
[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 SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. 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 SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS SHOULD ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER OR THE REPRESENTATIVE

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

DATE:

C.2 BIDDERS INFORMATION

All bidders must furnish the following particulars and include it in their submission (returnable documents)

Name of bidder:

.....

Trading name

.....

Company registration number

VAT registration number

.....

Workman's compensation number

Tax Clearance Certificate
/CSD Report submitted

.....

Postal address:

.....

Street address:

.....

Telephone number:

Code

Number

.....

.....

Cellular number:

.....

Facsimile number:

Code

Number

.....

.....

e-Mail address:

.....

In case of a joint venture, full details on joint venture members:

Entity name	VAT registration number	Tax Clearance Certificate submitted	YES / NO
.....

Entity name	VAT registration number	Tax Clearance Certificate submitted	YES / NO
.....

Entity name	VAT registration number	Tax Clearance Certificate submitted	YES / NO
.....

Name of contracting entity in case of a consortium/joint venture

Entity name:

Postal address:

Street address:

Contact details of responsible person who will act on behalf of the entity/consortium/joint venture for this bid

Name and Surname

Telephone number: Code Number

Cellular number:

Facsimile number: Code Number

e-Mail address:

Contact details of alternative responsible person who will act on behalf of the person above should he/she not be available

Name and Surname

.....

Telephone number:

Code

Number

.....

Cellular number:

.....

Facsimile number:

Code

Number

.....

e-Mail address:

.....

Confirmation

Are you the accredited representative in South Africa for the services offered by you: YES / NO

Declaration

I/We have examined the information provided in this bid documents and offer to undertake the work prescribed in accordance with the requirements as set out in the bid document. The prices quoted in this bid are valid for the stipulated period. I/We confirm the availability of the proposed team members. We confirm that this bid will remain binding upon us and may be accepted by you at any time before the expiry date.

Are you duly authorised to commit the bidder: YES / NO

SIGNATURE:of person authorised to sign the tender)

C.3 INTRODUCTION AND TERMS OF REFERENCE

KZN Growth Fund Agency (KGFA) was set up in 2024 as an initiative of the KZN Government's Department of Economic Development, Tourism and Environmental Affairs (EDTEA) to administer a unique public private partnership that would unlock funding gaps in transitions that would create jobs, enable and promote BBEE participation in business and growth in the economy.

Vision

To be KZN's leading development financier and impact investor.

Mission

To provide competitive and innovative financing solutions to private sector investments that propel socio-economic growth for a better future.

Values

Respect, accountability, integrity, stewardship and entrepreneurship.

Procurement Philosophy

It is the policy of KGFA, when purchasing goods and obtaining services, to follow a course of optimum value and efficiency by adopting best purchasing practices in supply chain management, ensuring that open and fair competition has prevailed, with due regard being given to the importance of:

- a) The promotion, development and support of businesses from disadvantaged communities (small, medium, micro enterprises, as well as established businesses within those communities) in terms of its B-BBEE Policy.
- b) The promotion of national and regional local service providers and agents before considering overseas service providers; and;
- c) The development, promotion and support for the moral values that underpin the above, in terms of the Fund's Business Ethics and Guidelines which requires that all commercial conduct be based on ethical and moral values and sound business practice. This value system governs all commercial behaviour within the Fund.

The quality, price and service that we provide our customers can only be as good as what we receive from our service providers. We strive for continuous improvement in our critical business areas and seek to establish relationships with service providers that are equally passionate in their quest for better quality, price and service.

SPECIFICATION

1. SCOPE OF PROJECT

The purpose of implementing an Enterprise Resource Planning (ERP) system for KGFA is to streamline and integrate core business processes, enhance operational efficiency and provide real-time visibility and control over various functional areas.

Specifically, the ERP system serves the following purposes:

- 1.1. **Integrated business processes:** The ERP system consolidates data and processes across departments such as finance, human resources, procurement, inventory management, sales and customer relationship management into a single unified platform. This integration eliminates data silos, reduces duplication of effort and enables seamless information flow across the organisation.
- 1.2. **Efficient resource management:** By centralising data and automating routine tasks, the ERP system optimises resource utilisation and improves productivity. It provides tools for resource planning, allocation and scheduling, allowing KGFA to allocate resources effectively, minimise waste and maximise operational efficiency.
- 1.3. **Real-time data visibility:** The ERP system provides real-time visibility into business operations, allowing KGFA to access up-to-date information on inventory levels, sales orders, financial transactions and production processes. This real-time data enables informed decision-making, proactive problem-solving and timely response to changing market conditions.
- 1.4. **Improved decision-making:** With access to accurate and timely information, managers and decision-makers at KGFA can make data-driven decisions that align with organisational goals and objectives. The ERP system offers advanced reporting and analytics capabilities, including dashboards, KPIs and ad-hoc reporting, to analyse trends, identify opportunities and mitigate risks.
- 1.5. **Enhanced customer service:** The ERP system facilitates better customer service and relationship management by providing a 360-degree view of customer interactions, preferences and purchase history. It enables KGFA to deliver personalised services, respond quickly to customer inquiries and resolve issues promptly, thereby enhancing customer satisfaction and loyalty.

- 1.6. **Compliance and risk management:** The ERP system helps KGFA comply with regulatory requirements, industry standards and internal policies by enforcing controls, automating compliance workflows and maintaining audit trails. It also supports risk management initiatives by identifying potential risks, monitoring key risk indicators and implementing mitigation strategies.
- 1.7. **Scalability and growth:** As KGFA grows and expands its operations, the ERP system scales to accommodate increased transaction volumes, user counts and business complexity. It provides a flexible and modular architecture that allows for seamless integration of additional functionalities, customisation and expansion into new markets or business lines.

2. PROJECT BACKGROUND:

The purpose of this request is to solicit bids from interested bidders in order to customise and deploy a cloud-based ERP system. Bidders are therefore requested to submit bids as per KGFA's requirements.

3. DETAILED PROJECT SCOPE OF WORKS:

3.1 Implementation

KGFA will procure the ERP solution which would best meet its requirements.

The implementation of the ERP will cover the following functions. ***(These are not exhaustive, however indicative high-level functions).***

3.1.1. Loan Management.

Automated lending lifecycle from origination, servicing and collection processes

3.1.2. Investment Management.

Ability to track investments across various asset classes, including stocks, bonds, mutual funds, real estate, and alternative investments. Support for multiple investment accounts and portfolios, allowing for aggregation and consolidation of investment data.

3.1.3. Finance and Accounts

General ledger, accounts payables, accounts receivables, budgeting and forecasting.

3.1.4. Asset management

Asset inventory management, asset tracking and maintenance, depreciation and valuation and asset disposition

3.1.5. Supply Chain Management

Entire lifecycle of Procurement and contracting Management including e-procurement

3.1.6. Workflow Management

Implement workflow management, notification management and portal management to support the automation, dissemination and access to information for all KGFA stakeholders.

3.1.7. Integration

Integration module to integrate other applications internally and externally.

3.2 Scope

The scope of ERP implementation services to be provided by the bidder would include the following:

- 3.2.1. Supply and implement (Configure/customise) the ERP as per requirements of KGFA;
- 3.2.2. Integration and/or interface for banking transactions.
- 3.2.3. Providing implementation and project management services.
- 3.2.4. Sizing the required infrastructure or hosting requirements for ERP solution and installing the ERP solution.
- 3.2.5. Data Cleansing, Quality and Migration.
- 3.2.6. Training the users and facilitating the adoption of the ERP solution by the users/employees of KGFA;
- 3.2.7. Providing application support for 36 months after completing the implementation of the ERP Solution;
- 3.2.8. Providing skilled staff to augment the capacity of KGFA in continuous improvement/adoption of the ERP solution.

3.3 KGFA User base

Business Unit	No. of ERP users
Office of the CEO	8
Human Resources	5
Risk and Compliance	8
Projects and Investments	9
Finance and Administration	8
Information Technology	2

3.4 Overview of the service

The scope of activities and services to be provided by the bidder as part of the ERP Implementation are expected to be the following:

- 3.4.1. Solution development and implementation services;
- 3.4.2. Business design or blue-print based on the assessment of the operations of KGFA, outlined business processes and the current IT applications in use;
- 3.4.3. Configuration / customisation of the ERP Solution;

- 3.4.4. Data cleanliness and migration for each of the existing applications, functions into the ERP solution;
- 3.4.5. Data cleansing and migration of project data, contract data, finance data and employees data, etc. into the ERP solution;
- 3.4.6. Formulation of cut over strategy and making the ERP solution “usage ready”; and
- 3.4.7. Integration and/or interface with other applications, if required

3.5 Project Management

- 3.5.1. KGFA intends to complete the project of implementation of ERP and complete the solution deployment, within (6 - 12) months of signing the contract for implementation. The service provider is required to organise the project to ensure these timelines.
- 3.5.2. Deployment of a competent team of experts in the area of the ERP and specific functional areas;
- 3.5.3. Scheduling the activities so as to complete the project of implementation and ERP deployment with all the functional areas of KGFA within a span of (6 - 12) months of starting the project.
- 3.5.4. Deployment of resources to ensure that the project activities are carried out as per plan; and
- 3.5.5. Deployment of a project structure for effective monitoring, review and risk mitigation

3.6 Quality of Services

- 3.6.1. Deployment of experts with deep knowledge of the processes of lending, grant facilitation, investment management, financial operations, finance & accounting, credit management and human capital management.
- 3.6.2. Deployment of templates and standard accepting mechanisms for the project deliverables.
- 3.6.3. Use of central support and system management suite that offers amongst others end-to-end application lifecycle management to streamline business processes and proactively address improvement options, increasing efficiency and decreasing risks.

3.7 Training and documentation

- 3.7.1. Training all the users.
- 3.7.2. Preparation of user manuals and training manuals with the provision for electronic manuals.
- 3.7.3. Documentation of processes.
- 3.7.4. Training the key executives and management for monitoring the performance and using the reports effectively; and
- 3.7.5. Training of KGFA core team on selected ERP solution developmental aspects.
- 3.7.6. Continuous improvement and refinement of the processes
- 3.7.7. Operations of help desk and refresher training.
- 3.7.8. Institutionalising structures and processes for management of SLA, strategic control.
- 3.7.9. Sizing the infrastructure requirement based on the configuration and usage requirements; and
- 3.7.10. Provide support to KGFA to install and commission the ERP solution in the cloud.

4. DURATION

The duration for the implementation of the ERP system is estimated to be between 6 to 12 months from the signing of the contract for implementation. This timeline encompasses the planning, configuration, customisation, testing, training, and deployment phases of the project. The specific duration may vary depending on the scope of the project, complexity of the organisation's requirements, availability of resources, and any unforeseen challenges encountered during the implementation process. The successful bidder shall provide a detailed project plan outlining key milestones, deliverables and timelines for each phase of the implementation, subject to mutual agreement between the parties. The support and maintenance will be for 36 months.

5. EXPERTISE AND CAPACITY

The proficiency of the experts/resources: It is expected that the key resources to be deployed by the bidder would have the following minimum proficiency in the role they are proposed for the project.

- 5.1** Project Manager: Degree and Project Management certification with at least 10 years of proven experience, In-depth knowledge, and experience of managing at least three projects as project manager and proficiency across multiple modules of the ERP solution within the financial sector (Abridged CV's, qualification and copies of certificates must be submitted including OEM project equivalent certification or PMP certification, Prince2 certification). The CVs should describe the role(s) of each resource. The number of resources that is proposed should be factored in the price of the project.
- 5.2** Functional Consultants: Graduates in Computer Science, Information Technology, Information systems, Engineering, business administration or commerce or relevant degree, with at least 10 years of proven experience in the functional and implementation of proposed ERP solution, experience of executing at least two projects as functional consultant for the specific functional area. In depth knowledge of IT systems implementations through an SDLC process within the financial services sector. The number of resources that is proposed should be factored in the price of the project.
- 5.3** Technical Consultants: Graduates in Computer Science, Information Technology, Information systems or Engineering or relevant degree, with at least 10 years of proven experience in the technical areas related to the proposed ERP solution, in terms of installation, commissioning, architecting and technical developments. In depth knowledge of IT systems implementations through an SDLC or equivalent process within the financial services sector. The number of resources that is proposed should be factored in the price of the project.
- 5.4** The appointed service provider to have the followings:
 - 5.4.1 Bidder to be a certified partner of the proposed ERP solution;
 - 5.4.2 Knowledge of Systems Development Life Cycle (SDLC or equivalent);
 - 5.4.3 Have carried out several similar exercises elsewhere; and
 - 5.4.4 Have enough capacity to carry out the assignment in terms of the agreed contractual obligations.

NB: Proposals should be able to not only provide what is mentioned above but also indicate areas of importance pertinent to the process.

6. PROJECT IMPLEMENTATION METHODOLOGY

6.1 The methodology to be deployed by the bidder to implement the ERP solution will have different work elements and activities. All these activities and the work elements should coherently focus on achieving the following key results.

- 6.1.1 Quality of the solution deployed on time and within budget;
- 6.1.2 Customer satisfaction while deploying and during usage; and
- 6.1.3 Successful implementation in terms of completeness and timely accomplishment of the outcome.

6.2 Critical activities of Implementation: While there are different techniques and tools available as a part of the methodology, the following are expected to be part of the implementation methodology to be adopted by the bidder.

- 6.2.1. Workshops with different stakeholders for validating, capturing business requirements, creating awareness of best practices, communicating the changes, building consensus on process design, for signing off the deliverables etc. These need to be organised at different intervals and in different places throughout the duration of the projects as demanded by the context.
- 6.2.2. Stakeholder consultation other than workshops, with those stakeholders who will be identified by KGFA, for the purpose of critical inputs, review, suggestions, process description etc.
- 6.2.3. Review sessions with different stakeholders for signing off the deliverables, walking through the deliverables for facilitating quick understanding.
- 6.2.4. Documentation of proceeding – recording the developments, discussions, deliverables, using standard methodology and native tools available with the ERP solution.
- 6.2.5. Work standards/practices for documentation, configuration, testing, data migration etc.
- 6.2.6. Training the different stake holders, on a continuous basis. The above descriptions are not exhaustive, however indicative requirements.

7. TESTING APPROACH

The bidder shall propose and explain the test approach. The following are expected to be part of the testing approach to be adopted by the bidder.

7.2. **Unit Testing:** validates that individual functions are configured and/or developed to appropriately translate technical and functional requirements. This would include testing of individual configuration elements, process steps associated with business transactions, and custom development objects. Unit testing should include:

- **Positive Testing** – validates that test functions correctly by inputting a known value that is correct

and verifies that the data/view return is what is expected.

- **Negative Testing** – validates that the test fails by inputting a value that we know is incorrect and verify that the component or test case fails. This allows us to understand and identify failures and that the target application is operating correctly by displaying the appropriate warning message.
- **Unit Test Data** – fabricated or customer specific master data will be manually entered as required for unit testing and used by other teams where appropriate.

The unit testing shall be done on the DEV system, on the fully configured and enhanced system. A separate unit test client should be setup on DEV for the testing. Unit testing will be planned, executed and managed with participation from the KGFA project team members.

7.3. Scenario (Integration) Testing – validates a set of business processes that define a business scenario in a comprehensive and self-contained manner on a macro level.

- Integration testing is recommended to be done in multiple iterations.
- The initial iteration of integration testing concentrates on testing all import business processes within the ERP Solution components, starting with touch point scenarios and ending with end-to-end scenarios.
- The final iteration of integration testing focuses on cross-functional business scenarios, custom development objects, converted data, and solution security.

The integration test shall be done on the Quality Assurance (QAS) server on the fully configured and enhanced system that was transported to QAS. Integration testing shall be managed and executed by all project stakeholders. All test results shall be formally noted, and problem resolution carried out as a priority according to the problem sheet.

7.4. User Acceptance Testing (UAT) –

The User Acceptance test will be performed and signed off by the KGFA business stakeholders. The user acceptance test shall be done on the Quality Assurance (QAS) server on the fully configured and enhanced system that was transported to QAS.

8. CHANGE MANAGEMENT APPROACH

The bidder shall define its approach to Organizational Change Management over the life of the engagement, including the development of a detailed assessment and the implementation of a communication plan. These activities will be conducted by the bidder in conjunction with KGFA.

9. CONTENTS OF THE PROPOSAL

The Technical Proposal must include the following:

- Company profile and relevant experience;
- Proposed methodology and approach to be used in keeping with the scope of work;
- Full and comprehensive description of similar work undertaken in the past 5 years;
- A list of client references where the bidder has successfully concluded similar customisation work within the public sector including SOE, DFI etc in terms of scope and complexity;
- Composition of the project team [Abridged CV of each member of the proposed team (qualifications, experience, expertise etc.) and
- Submit project implementation plan for deployment.

C.4 CONDITIONS OF BID AND CONTRACT

	Conditions	Confirmation			
		Yes	No	Noted	If no, indicate deviation
1.	GUIDELINE ON COMPLETION				
1.1	Bidders must indicate compliance or non-compliance on a paragraph-by-paragraph basis. Indicate compliance with the relevant bid requirements by marking the YES box and non-compliance by marking the NO box. If the contents of the paragraph only need to be noted, please mark the NOTED box. The bidder must clearly state if a deviation from these requirements are offered and the reason therefore. If an explanatory note is provided, the paragraph reference must be attached as an appendix to the bid submission. Bids not completed in the manner prescribed may be considered incomplete and rejected.				
2.	KGFA SERVICE LEVEL AGREEMENT				
2.1	The KGFA Service Level Agreement (SLA) will be the only contract signed by both parties and will form the basis of this contract. KGFA's terms and conditions will not be negotiated.				
3.	ADDITIONAL INFORMATION REQUIREMENTS				
3.1	During evaluation of the bids, additional information may be requested in writing from bidders. Replies to such request must be submitted, within 5 (five) working days or as otherwise indicated. Failure to comply, may lead to the bid being disregarded.				
4.	CONFIDENTIALITY				
4.1	The bid and all information in connection therewith shall be held in strict confidence by bidders and usage of such information shall be limited to the preparation of the bid.				
4.2	All bidders are bound by a confidentially agreement preventing the unauthorised disclosure of any information regarding KGFA or of its activities to any other organisation or individual. The bidders may not disclose any information, documentation or products to other clients without written approval of the accounting authority or the delegate.				

5.	INTELLECTUAL PROPERTY, INVENTIONS AND COPYRIGHT	Yes	No	Noted	If no, indicate deviation
5.1	Copyright of all documentation relating to this assignment belongs to KGFA. The successful bidders may not disclose any information, documentation or products to other clients without the written approval of the accounting authority or the delegate.				
5.2	All the intellectual property rights arising from the execution of this Agreement shall vest in KGFA and the service provider undertakes to honour such intellectual property rights and all future rights by keeping the know-how and all published and unpublished material confidential.				
5.3	In the event that the service provider would like to use any information or data generated in terms of the Services, the prior written permission must be obtained from KGFA.				
5.4	KGFA shall own all materials produced by the service provider during the course of, or as part of the Services including without limitation, deliverables, computer programmes (source code and object code), programming aids and tools, documentation, reports, data, designs, concepts, know-how and other information whether capable of being copyrighted or not ("IP") which IP KGFA shall be entitled to freely cede and assign to parties nominated by KGFA.				
6	PAYMENTS				
6.1	KGFA will pay the service provider for the actual services rendered in line with the SLA.				
6.2	The service provider shall from time to time during the duration of the contract, invoice KGFA for the services rendered. No payment will be made to the service provider unless an invoice complying with section 20 of VAT Act No 89 of 1991 has been submitted to KGFA.				
6.3	Payment shall be made into the bidder's bank account normally 30 days after receipt of an acceptable, valid invoice. (Banking details must be submitted as soon as this bid is awarded).				
7	NON-COMPLIANCE WITH DELIVERY TERMS				
7.1	As soon as it becomes known to the service provider that he will not be able to deliver the goods/services within the				

	delivery period and/or against the quoted price and/or as specified, KGFA must be given immediate written notice to this effect. KGFA reserves the right to implement remedies as provided for in the SLA.				
8	WARRANTIES	Yes	No	Noted	If no, indicate deviation
8.1	The service provider warranties that: It is able to conclude this Agreement to the satisfaction of KGFA.				
8.2	Although the service provider will be entitled to provide services to persons other than KGFA, the service provider shall not without the prior written consent of KGFA, be involved in any manner whatsoever, directly or indirectly, in any business or venture which competes or conflicts with the obligations of the contractor to provide the Services.				
9.	PARTIES NOT AFFECTED BY WAIVER OR BREACHES				
9.1	The waiver (whether express or implied) by any Party of any breach of the terms or conditions of this Agreement by the other Party shall not prejudice any remedy of the waiving party in respect of any continuing or other breach of the terms and conditions hereof				
9.2	No favour, delay, relaxation or indulgence on the part of any Party in exercising any power or right conferred on such Party in terms of this Agreement shall operate as a waiver of such power or right nor shall any single or partial exercise of any such power or right under this Agreement.				
10	SUBMITTING BIDS				
10.1	All bid documents must be <u>originals</u> , <u>sealed</u> and <u>hand delivered</u> through Supply Chain Management (SCM) as per 10.2 below				
10.2	All bid documents must be delivered to: KZN Growth Fund Agency 28 th Floor, 303 Dr Pixley Street, Durban,4001 At reception in the Bid box Closing date: 20 August 2024 at 11:00am				

11	LATE BIDS	Yes	No	Noted	If no, indicate deviation
11.1	Late submissions will not be accepted. A submission will be considered late if it arrived one second after 11:00 or any time thereafter. The bid (tender) box shall be locked at exactly 11:00 and bids arriving late will not be accepted under any circumstances. Bidders are therefore strongly advised to ensure that bids be dispatched allowing enough time for any unforeseen events that may delay the delivery of the bid.				
12.	BRIEFING SESSIONS AND CLARIFICATIONS				
12.1	<u>Compulsory Briefing session</u> See page 4 above for details				
12.2	Any clarification required by a bidder regarding the meaning or interpretation of the Terms of Reference, or any other aspect concerning the bid, is to be requested in writing (letter, facsimile or e-mail). Please make reference to Tender Notice and Invitation to Tender page of this bid pack for contact details. The bid number should be mentioned in all correspondence. Telephonic requests for clarification will not be accepted. If appropriate, the clarifying information will be made available to all bidders by e-mail only.				
13.	FORMAT OF BIDS				
13.1	Bidders must complete all the necessary bid documents and undertakings required in this bid document. Bidders are advised that their proposal should be concise, written in plain English and simply presented.				
13.2	Bidders are to set out their proposal in the following format:				
13.2.1	Part 1: Invitation to Bid & Introduction				
13.2.2	Part 2: Compliance to Special Conditions of Bid and Noting of Evaluation Criteria				
13.2.3	Part 3: National Treasury CSD report				
13.2.4	Part 4: Bidders Disclosure and Certificate of Authority to Sign a Bid				
13.2.5	Part 5: BBBEE Certificate / Affidavit				
13.2.6	Part 6: Technical/Functionality Proposal				
13.2.7	Part 7: Deviations from Request for Bid				

13.2.8	Part 8: Procurement Timelines				
13.2.9	Part 9: Terms of Reference				
13.2.10	Part 10: Annexures				
14.1	PART 1: INVITATION TO BID (FORM C1)	Yes	No	Noted	If no, indicate deviation
	Bidders are to note the information on C1 detailing the Compulsory Briefing Session, the closing date and time as well as the submission requirements				
14.2	PART 2: COMPLIANCE TO SPECIAL CONDITIONS OF BID AND NOTING OF EVALUATION CRITERIA (FORM C4)				
	Bidders must complete C4. Indicating compliance/non-compliance or noted. In case of non-compliance details and referencing to the specific paragraph is required.				
14.3	PART 3: NATIONAL TREASURY CSD REPORT				
	The bidder must be compliance with CSD and such information will be verified with Central Supplier Database (CSD). In case of a joint venture, or where sub-contractors are utilised, each joint venture member and/or sub-contractor (individual) must be in compliance with CSD and the information will be verified on Central Supplier Database (CSD).				
14.4	PART 4: BIDDERS DISCLOSURE AND CERTIFICATE OF AUTHORITY TO SIGN A BID (FORM C5, C10 AND C11)				
14.4.1	<p>Bidders must complete and submit the Declaration forms.</p> <ul style="list-style-type: none"> • Certificate of Authority to Sign a Bid • Bidders Disclosure Form (SBD 4) • Preferential Points Form (SBD 6.1) <p>A bidder must complete the relevant part of the document and it must indicate who is delegated to communicate or deal with KGFA. Any other irrelevant sections to the tendering entity must be marked 'N/A'.</p>				
14.5	PART 5: BBBEE CERTIFICATE / AFFIDAVIT				
14.5.1	Bidders must submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or Affidavit from a Registered Auditor approved by the Independent				

	Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA)				
14.5.2	<p>For a consortium or joint venture:</p> <p>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.</p> <p>A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.</p>				
14.6	PART 6: JOINTVENTURE/CONSORTIUM AGREEMENT	Yes	No	Noted	If no, indicate deviation
14.6.1	A copy of the joint venture/consortium agreement must be included.				
14.7	PART 7: TECHNICAL PROPOSAL/FUNCTIONALITY PROPOSAL (FORM C8)				
14.7.1	The bidder must provide letters of reference on the client letterhead including contact details, for the previous, current or ongoing projects of similar nature. This will be verified by KGF.				
14.8	PART 8: DEVIATIONS FROM REQUEST FOR BID (FORM C14)				
14.8.1	Please indicate deviations or modifications to this Request for Bid on form C14				
14.8.2	If no deviations are required, please mark the form “Nil” and sign				
14.9	PART 9: PROCUREMENT TIMELINES (FORM C6)				
14.9.1	This part of a bid documents informs bidders when the bid process is expected to be finalised. It may not necessarily be followed.				
14.9.2	Terms of reference (TOR) are the requirements by KGFA. When a proposal is submitted, a bidder must be certain that TOR are understood and has the capacity to offer a specified service.				

14.10	PART 10: ANNEXURES	Yes	No	Noted	If no, indicate deviation
14.10.1	Bidder must insert all their additional annexures in part 11. This can include professional registrations, insurances etc.				
14.11	VAT				
14.11.1	KGFA is a VAT Vendor. Prices quoted must include VAT (where applicable).				
14.11.2	KGFA reserves the right to request the preferred bidder to register for VAT if the award is anticipated to be in excess of R1m for 12 consecutive months as the VAT Act requires.				
15	PRESENTATIONS				
15.1	KGFA reserves the right to invite bidders for presentations before the award of the bid.				
15.2	Presentation may affect the points awarded for functionality.				
16	NEGOTIATION				
16.1	KGFA has the right to enter into negotiation with a prospective contractor regarding any terms and conditions, including price(s), of a proposed contract.				
16.2	KGFA shall not be obliged to accept the lowest or any financial offer or proposal. Furthermore, KGFA reserve the right not to award the tender to highest ranking bidder in terms of PPPFA.				
16.3	All bidders will be informed whether they have been successful or not. A contract will only be deemed to be concluded when reduced to writing in a contract form signed by the designated responsible person of both parties.				
17	DOMICILIUM				
17.1	The parties hereto choose <i>domicilium citandi et executandi</i> for all purposes of and in connection with the final contract as follows:				
	KZN Growth Fund Agency 28 th Floor, Dr Pixley KaSeme Street Durban 4001				

18	COST OF BID PREPARATION	Yes	No	Noted	If no, indicate deviation
18.1	Bidders shall prepare and submit a bid at their own expense.				
19	BID VALIDITY PERIOD				
19.1	Bid will be valid for a period of 120 days				
19.2	The bidder will hold the tender offer(s) valid for acceptance by the employer at any time during the validity period stated in the tender data after the closing time stated in the tender data.				
19.3	If requested by the employer, the bidder will consider extending the validity period stated in the tender data for an agreed additional period.				
20	ISSUE ADDENDA				
20.1	If necessary, KGFA may issue addenda that may amend or amplify the tender documents to each tenderer during the period from the date that tender documents are available until seven days before the tender closing time stated in the Tender Data. If, as a result a tenderer applies for an extension to the closing time stated in the Tender Data, the Employer may grant such extension and, shall then notify those tendering entities appearing on the attendance list				
20.2	Tenderers must sign the attendance list in the name of the tendering entity. Addenda will be issued to and tenders will be received only from those tendering entities appearing on the attendance list				
20.3	Tenderers are obliged to acknowledge, in writing, receipt of addenda to the tender documents, which the employer may issue.				
21	SUBMITTING OF FRAUDULENT DOCUMENTS				
21.1	KGFA will 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.				
21.2	KGFA will list bidders/ directors in the list of restricted suppliers and they will not conduct any business with an organ of state.				

C.5 CERTIFICATE OF AUTHORITY TO SIGN A BID

The bidder must indicate the enterprise status by signing the appropriate box hereunder.

(I)	(II)	(III)	(IV)	(V)	(VI)	
CLOSE CORPORATI ON	COMPANIES	SOLE PROPRIETO R	PARTNERS HIP	CO- OPERATIVE	JOINT VENTURE / CONSORTIUM	
					Incorporated	
					Unincorporated	

I/We, the undersigned, being the Member(s) of Cooperative/ Sole Owner (Sole Proprietor)/ Close Corporation/ Partners (Partnership)/ Company (Representative) or Lead Partner (Joint Venture / Consortium), in the enterprise trading as:

hereby authorise Mr/Mrs/Ms

acting in the capacity of

whose signature is

to sign all documents in connection with this bid and any contract resulting therefrom on behalf of the enterprise.

NAME	ADDRESS	SIGNATURE	DATE

(if the space provided is not enough please list all the director in the resolution letter)

Note:

Members of the enterprise must complete this form in full according to the type of enterprise, authorising the signatory to sign all documents in connection with this bid and any contract resulting therefrom on behalf of the enterprise.

Note: Director/s may appoint themselves if they will be the one signing all documents in connection with this bid and any contract resulting therefrom on behalf of the enterprise.

C.6 PROCUREMENT TIMELINES

PROCUREMENT TIMELINE	DATE	TIME
RFP Release Date	23 July 2024	16:00am
Compulsory Briefing Session	29 July 2024	11: 00am
Written questions of clarification – closing date	12 August 2024	16:00pm
Written response to all clarifications	16 August 2024	16:00pm
Service Provider Proposals Due	20 August 2024	11:00am
Completion of Bid Evaluations	31 October 2024	16:00pm
Anticipated letter of Award	13 November 2024	16:00pm
Commencement Date	22 November 2024	09:00am

***Indicative dates**

C.7 EVALUATION PROCESS & CRITERIA

This phase consists of Mandatory and Non-Mandatory administrative compliance evaluation of all proposals.

1	EVALUATION PROCESS				
1.1	<u>STAGE ONE: ADMINISTRATION COMPLIANCE</u>				
1.1.1	<p>All bids duly lodged will be examined to determine compliance with bidding requirements and conditions. Bids with obvious deviations from the requirements/conditions, will be eliminated from further adjudication.</p> <p>Mandatory</p> <p>Bids will only be compliant if bidder has submitted the following documents:</p> <ul style="list-style-type: none"> • The bidder must be registered as a vendor on the National Treasury Central Supply Database (CSD), which can be found at https://secure.csd.gov.za/ in compliance with National Treasury compliance paragraph 4.2 with instruction note 4a of 2016/2017 • The bidder must be in good standing with SARS and such information will be verified through Central Supply Database (CSD) or using SARS e-filing pin in National Treasury compliance with instruction note 9 of 2017/2018 prior to the award of the bid; • A fully completed bidders disclosure indicating that there are no conflicts of interest which may impact on the tenderer's ability to perform the contract in the best interests of the employer; Or that none of its directors/shareholders is listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector; • USB flash drive (flash drive must not be encrypted) <p>Failure to complete and/or provide any mandatory information as requested above will result in the submission being deemed non-responsive.</p>				
1.2	<u>STAGE TWO: FUNCTIONALITY REQUIREMENTS</u>				
1.2.1	Responsive bids will be evaluated according to the criteria, weightings and threshold scores as indicated below.				

1.3	ADJUDICATION OF BID				
1.3.1	The Bid Adjudication Committee will consider the recommendations and make the final award.				
1.3.2	The bid shall be awarded at the sole and absolute discretion of KGFA. KGFA hereby represents that it is not obliged to award this bid to any bidder. KGFA is entitled to retract this bid at any time as from the date of issue. KGFA is not obliged to award this bid to the bidder that quotes the lowest.				
1.3.3	A bidder shall be disqualified from bidding if any attempt is made either directly to solicit and/or canvass any information from any employee or agent of KGFA regarding this bid from the date the offer is submitted until the date of award of the bid.				
1.4	Awarding of contract				
1.4.1	KGFA reserves the right to award this bid in full or part				

C.8 EVALUATION REQUIREMENTS

STAGE 2 - FUNCTIONALITY REQUIREMENTS

About Functionality Requirements, being stage 2 of the evaluation process, the following criteria and the associated weightings will be applicable:

CRITERIA	WEIGHT	
<p>ORGANISATIONAL EXPERIENCE</p> <p>Bidders must provide proof of specific experience (Annexure A) and submit references in respect of ERP implementation services undertaken primary implementor. Bidder must submit the following, per project as proof:</p> <p>Signed reference letters which must include the following information:</p> <ul style="list-style-type: none"> • not older than 5 years' experience (May 2019 onwards to date), • with a company logo/company letterhead • with contact details of the company • description of service/product - with duration of the contract • include the contract value (VAT inclusive) <p>Reference letters with any of the above required information omitted will not be considered.</p> <p>Four points for each signed reference letter submitted.</p> <p>5 reference letters = 20 points</p> <p>4 reference letters = 16 points</p> <p>3 reference letters = 12 points</p> <p>2 reference letters = 8 points</p> <p>1 reference letter = 4points</p> <p>0 reference letter = 0 points</p>	<p>20</p>	
<p>WORKPLAN/PROJECT SCHEDULE</p> <p>Score will be based on a project schedule in a form of a Gantt Chart that is realistic and meets the KGFA's timeline requirements (6 - 12) months.</p> <p>Provide a project schedule that incorporates all the major milestones:</p> <ul style="list-style-type: none"> • Requirements Gathering • Development • Testing • Parallel run • Data Migration • End-user Training • Go-live 	<p>15</p>	

<ul style="list-style-type: none"> • Post Go-Live Support <p>Score will be allocated for a Project Schedule in a form of Gantt Chart according to the following:</p> <ol style="list-style-type: none"> 1. None of the listed Key Milestones, with activities indicated on the schedule are provided = 0 points 2. (2 to 3) of the listed Key Milestones, with activities indicated on the schedule and aligned with the preferred duration of the project are provided = 5 points 3. (4 to 5) of the listed Key Milestones with activities indicated on the schedule and aligned with the preferred duration of the project are provided = 10 points 4. All listed detailed Key Milestones, with activities indicated on the schedule aligned with the preferred duration of the project, showing the critical path, proper sequencing of activities and clear understanding of the scope of Work = 15 points 		
<p>EXPERIENCE OF KEY PERSONNEL</p> <p>CVs, qualifications and certificates must be attached for the required key personnel (Bidders are requested to please provide the names of the proposed key personnel in their proposal). KGFA reserves the right to phone the key personnel to validate the CV received.</p> <p>1) Project manager</p> <p>- Degree and Project Management certification, with at least 10 years of proven experience in implementing ERP solutions, In-depth knowledge, and experience of managing at least three projects as project manager and proficiency across multiple modules of the ERP solution (Abridged CV's, qualification and copies of certificates must be submitted including PMP certification, Prince2 certification or OEM project equivalent certification). The CVs should describe the role(s) of each resource.</p> <ul style="list-style-type: none"> • The CVs must capture experience of managing at least three projects as project manager and proficiency across multiple modules of the ERP solution within the financial sector. <p>Points will not be allocated if all the above information is not provided/ addressed.</p> <p>Project Manager (Total = 20 Points)</p> <ul style="list-style-type: none"> • Relevant Qualification = 5 point • No relevant qualification = 0 points 	<p>50</p>	

- +10 years relevant experience = 5 points
- Less than 10 years = 0 points
- 3 or more ERP projects = 5 points
- Less than 3 ERP projects = 0 point
- OEM project certification = 5 points
- No OEM Project Certification = 0 point

2) Technical personnel (Lead):

Graduates in Information Technology, Information systems, Computer science, Engineering or related degree

The CVs must have at least 10 years of proven experience in the technical areas related to the proposed ERP solution, in terms installation, commissioning, architecting and technical developments. Certification in the specialized function area. In depth knowledge of IT systems implementations through an SDLC process

- The CVs must capture experience of at least two projects as technical expert/lead and proficiency across multiple modules of the ERP solution.

Points will not be allocated if all the above information is not provided/ addressed.

Technical personnel (Total = 15 Points)

- Relevant Qualification and 10 years' implementation experience of the proposed ERP = 5 points
- Less than 10 years and no relevant qualification = 0 point.

(Please note that points will only be allocated if technical personnel lead has both the relevant qualification and 10 years' experience).

- 2 or more projects executed as technical experts of the proposed ERP Solutions = 5 points
- Less than 2 Project Executed = 0 points
- Certification in the specialized technical area = 5 points
- No Certificate = 0 point

3) Functional personnel (Lead):

Graduates in computer science, Information Technology, Information systems or business administration or commerce or related degree. Certification in the specialized functional area. In depth knowledge of IT systems implementations through an SDLC process

- The CVs must have at least 10 years of proven experience in the functional and implementation of proposed ERP solution, experience of executing at least two projects as functional consultant for the specific functional area.
- The CVs must capture experience of at least two projects as functional expert/lead and proficiency across multiple modules of the ERP solution within the financial sector.

Points will not be allocated if all the above information is not provided/addressed.

Functional personnel (Total = 15 Points)

- Relevant Qualification and 10 years' implementation experience of the proposed ERP = 5 points
- Less than 10 years = 0 points

(Please note that points will only be allocated if functional personnel lead has both the relevant qualification and 10 years' experience)

- 2 or more projects executed as functional experts of the proposed ERP Solutions = 5 points
- Less than 2 Projects Executed = 0 points
- Certification in the specialized technical area = 5 points
- No Certificate = 0 point

FINANCIAL STABILITY

Latest Three Year Audited Financial Statements (from 2019 forward to the current year, an audit reports indicating on going concern over a three-year period) and any evidence proving financial stability of the company.

Points allocation

- **15 points** – Latest three year audited financial statements (from 2019 forward to the current year, an audit reports indicating on going concern over a three-year period) and any evidence proving financial stability of the company.

15

<ul style="list-style-type: none"> • 10 points– Latest two year audited financial statements (from 2019 forward to the current year, an audit reports indicating on going concern over a three-year period) and any evidence proving financial stability of the company. • 0 points– No valid audited financial statements and any supporting evidence proving the financial stability of the company. 		
TOTAL	100	

Note: Failure to obtain the minimum of 70% of the maximum score on functionality will result in disqualification from further evaluation.

Bidders who obtain at least 70 points in stage 2 (Functionality) will proceed to Stage 3 (Pricing)

STAGE 3 - PRICING

Contracts will be awarded in terms of the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000 Preferential Procurements Regulation, 20 January 2017 Gazette Number 40553) Responsive bids will be adjudicated in terms of 80/20 preference point system in terms of which points are awarded to bidders based on.

Stage 4: PRICE	Maximum points to be awarded
Relative competitiveness of the price	80

STAGE 4 – SPECIFIC GOALS

SPECIFIC GOAL		POINTS
Black Ownership	51% - 100 %	5
	30% - 50%	3
	5% - 29%	2
	0% - 4%	0
Black Women Ownership	51% - 100 %	5
	30% - 50%	3
	5% - 29%	2
	0% - 4%	0
Black Youth Ownership	30% - 100 %	2
	5% - 29%	1
	0% - 4%	0
Locality	Offices in KwaZulu-Natal	5
	Offices in other Provinces in South Africa	3
	Offices outside of South Africa	0
People with disability	51% - 100 %	3
	30% - 50%	2
	5% - 29%	1
	0% - 4%	0
TOTAL POINTS		20

The following may be used as proof for claiming preference points.

- BBBEE Certificate or BBBEE Affidavit
- CSD Report
- Municipal Account or Lease Agreement
- Medical certificate

C.9 TAX CLEARANCE REQUIREMENTS

It is a condition of a bid that the taxes of the successful bidder **must** be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

1. the bidder must be in good standing with SARS and such information will be verified through Central Supplier Database (CSD)
 - 1.1.1 In bids where Joint Ventures/Sub-Suppliers/Partners are involved, each party must submit a separate valid Tax Clearance Certificate for their organization.
 - 1.1.2 Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website www.sars.gov.za

1. PURPOSE OF THE FORM

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

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

2. BIDDER'S DECLARATION

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

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

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

1.1.4 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

² 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.

3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature	Date
.....
Position	Name of bidder

C.11 PREFERENTIAL POINTS

SBD 6.1

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

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

2. GENERAL CONDITIONS

2.1 The following preference point systems are applicable to invitations to tender:

- 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).

2.2 To be completed by the organ of state

(delete whichever is not applicable for this tender).

- a) ~~The applicable preference point system for this tender is the 90/10 preference point system.~~
- b) The applicable preference point system for this tender is the 80/20 preference point system.
- c) ~~Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.~~

2.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

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

2.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

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

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

3. DEFINITIONS

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

4. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

4.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

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

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \mathbf{Ps} = \mathbf{80} \left(\mathbf{1} + \frac{\mathbf{Pt} - \mathbf{P max}}{\mathbf{P max}} \right) & \mathbf{or} & \mathbf{Ps} = \mathbf{90} \left(\mathbf{1} + \frac{\mathbf{Pt} - \mathbf{P max}}{\mathbf{P max}} \right) \end{array}$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
 - (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
 then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below. (Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

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

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Black Ownership	/	5	/	
Black Women Ownership		5		
Black Youth Ownership		2		
Locality		5		
People with disability		3		

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

(e) forward the matter for criminal prosecution, if deemed necessary.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:
.....
.....
.....

C.12 GENERAL CONDITIONS OF CONTRACT

1. Definitions

The following terms shall be interpreted as indicated:

- 1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
- 1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- 1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
- 1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
- 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
- 1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 1.7 "Day" means calendar day.
- 1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.
- 1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.
- 1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
- 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
- 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive

levels and to deprive the bidder of the benefits of free and open competition.

- 1.14 "GCC" means the General Conditions of Contract.
- 1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17 "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 "Project site," where applicable, means the place indicated in bidding documents.
- 1.21 "Purchaser" means the organization purchasing the goods.
- 1.22 "Republic" means the Republic of South Africa.
- 1.23 "SCC" means the Special Conditions of Contract.
- 1.24 "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.25 "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.

2. Application

- 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.

2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. General

3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.

3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za

4. Standards

4.1. The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

5. Use of contract documents and information; inspection.

5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.

5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.

5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6. Patent rights.

6.1. The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

7. Performance security

7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.

- 7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3 The performance security shall be denominated in the currency of the contract or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
 - 7.4 a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
 - 7.5 a cashier's or certified cheque
- 7.6 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

8. Inspections, tests and analyses

- 8.1 All pre-bidding testing will be for the account of the bidder.
- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.
- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at

the expense of the supplier.

8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

9. Packing

9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.

9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

10. Delivery and documents

10.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.

10.2 Documents to be submitted by the supplier are specified in SCC.

11. Insurance

11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.

12. Transportation

12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.

13. Incidental Services

13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:

- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
- (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
- (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;

- (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
- (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

14. Spare parts

14.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
- (b) in the event of termination of production of the spare parts:
 - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
 - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. Warranty

15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.

15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

16. Payment

- 16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
- 16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment of other obligations stipulated in the contract.
- 16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
- 16.4 Payment will be made in Rand unless otherwise stipulated in SCC.

17. Prices

- 17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.

18. Contract amendments

- 18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.

19. Assignment

- 19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

20. Subcontracts

- 20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

21. Delays in the supplier's performance

- 21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall

promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

- 21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.
- 21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.
- 21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

22. Penalties

- 22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

23. Termination for default

- 23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:
 - (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
 - (b) if the Supplier fails to perform any other obligation(s) under the contract; or
 - (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those

undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

- 23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.
- 23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.
- 23.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.
- 23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:
- i. the name and address of the supplier and / or person restricted by the purchaser;
 - ii. the date of commencement of the restriction
 - iii. the period of restriction; and
 - iv. the reasons for the restriction.
- 23.7 These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.
- 23.8 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

24. Anti-dumping and countervailing duties and rights

- 24.1 When, after the date of bid, provisional payments are required, or antidumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished,

or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him.

25. Force Majeure

25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

26. Termination for insolvency

26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

27. Settlement of Disputes

27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.

27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.

27.5 Notwithstanding any reference to mediation and/or court proceedings herein,

- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
- (b) the purchaser shall pay the supplier any monies due the supplier.

28. Limitation of liability

- 28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;
- i. the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and
 - ii. the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

29. Governing language

- 29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

30. Applicable law

- 30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.

31. Notices

- 31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice.
- 31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

32. Taxes and duties

- 32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award

of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.

33. National Industrial Participation (NIP) Programme

33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.

34. Prohibition of Restrictive practices

34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).

34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

C.13 SPECIAL CONDITIONS OF CONTRACT

This bid is subject to the Preferential Procurement Policy Framework Act and the Preferential Procurement Regulations, 2022; the General Conditions of Contract (GCC) and the following applicable other Special Conditions of Contract.

1. CONTRACT PERIOD

1.1 The contract duration will be for thirty-six (36) months for the Support and Maintenance.

2. CONTRACT VALIDITY

2.1 The offers must remain valid for a period of 120 days from the closing date of the submission of bids.

2.2 Validity is counted in working days from the closing date of the submission of bids.

3. SPECIFICATION

3.1 Supplier must deliver as per the specification provided.

4. QUOTATIONS

4.1 Should bidders not quote for all items, they will be considered as being non-responsive.

4.2 The total quotation price must be inclusive of the cost of the supply and delivery.

4.3 KGFA reserves the right not to award to the lowest bidder.

4.4 KGFA will conduct a detailed risk assessment prior to the award.

C.14 DEVIATIONS FROM THE REQUEST FOR PROPOSAL

Should the bidder desire to make any departures from, or modifications to this Request for Proposal or to qualify its bid in any way, it shall clearly set out its proposals hereunder or alternatively state them in a covering letter attached to its bid and referred to hereunder, failing which the bidder shall be deemed to be unqualified and conform exactly with the requirements of this Request for Proposal.

If no departures or modifications are desired, the Schedule hereunder is to be marked "NIL" and signed by the bidder.

Unless otherwise specified specifically and stipulated in writing, the Contract constitutes the sole memorial of the Contract between the parties and any terms and conditions forming part of the bidder's Bid or other documentation shall not form part of the Contract and shall be of no force or effect.

PAGE NUMBER	CLAUSE NUMBER	DEVIATION

SIGNATURE OF BIDDER

DATE

C.15 BID SUMMARY AND DETAILS

We the undersigned submit this bid in accordance with the conditions contained in the referenced RFP document and attach the documents required:

No.	Description in detail	Documents Attached
A. Commercial Documents		(Yes/ No/ N.A.)
1.	Deviations from Request for Proposal	
2.	Covering letter	
3.	Entire Bid Document	
4.	CC or Company Registration Documents or copy of ID if sole propriety	
5.	In good standing with SARS and such information will be verified through Central Supply Database (CSD);	
6.	BBBEE Certificate/Affidavit	
7.	Joint Venture Agreement where applicable	
B. Technical Documents		
8.	Proposal: Detailing Company Profile and award letters	
9.	Contactable reference letters where the bidder has rendered similar service	
10.	Capacity of the bidder – CV’s and qualifications of resources	
11	Compliance with Mandatory Requirements	

_____ Name

_____ Date

_____ Signature

C.16 PRICING SCHEDULE



NAME OF BIDDER: _____ OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID.
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BILL OF MATERIAL/QUANTITY OFFER

NO	ERP SOLUTION MODULES	UNITS PRICE	NO. OF UNITS	TOTAL PRICE

TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID.

Description	Quantity	Unit of Measure	Unit Price
1. Project Management Services	1	Once-Off	
2. Implementation of proposed software solution and post implementation support	1	Once-Off	
3. Application support for 36 months after completing the implementation of the ERP Solution;	3 Years	Monthly	
Subtotal:			

Software Licenses

Description	Quantity	Unit of Measure	Unit Price
1. Annual Software license subscription for organization	Year 1	Annual	
2. Annual Software license subscription for organization	Year 2	Annual	
3. Annual Software license subscription for organization	Year 3	Annual	
Subtotal:			

TOTAL PRICE FOR BID R

ANNEXURE A - COMPANY EXPERIENCE EXAMPLE

NAME OF COMPANY	CONTACT PERSON & CONTACT DETAILS	DESCRIPTION	CONTRACT START DATE	CONTRACT END DATE	CONTRACT VALUE