



RFP07/25

APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY, IMPLEMENT, SUPPORT AND MAINTAIN AN INTERNAL AUDIT DATA ANALYSIS INTERROGATION SOFTWARE AT ITHALA DEVELOPMENT FINANCE CORPORATION LIMITED (IDFC) FOR 36 MONTHS.

CLOSING DATE: 18 AUGUST 2025 AT 11H00

Issued by:

Ithala Development Finance Corporation Limited
29 Canal Quay Road (for GPS 29 Signal Road),
Point Waterfront
Durban

Procurement Enquires:

Supply Chain Management Unit
Email: tenders@ithala.co.za
Tel: 031 907 8911

Name of Bidder:

For any complaints regarding our supply chain management abuses please contact Larissa Warren at 031 907 8610 or email Complaints@ithala.co.za alternatively you can lodge an anonymous complaint at our toll-free hotline number 0800 0048 23

REQUEST FOR PROPOSALS

**ITHALA DEVELOPMENT FINANCE CORPORATION LIMITED, 29 CANAL QUAY ROAD,
POINT, DURBAN (FOR GPRS 29 SIGNAL ROAD)** (Hereinafter referred to as ("Ithala"))

BID NUMBER: **RFP07/25**

CLOSING DATE: **18 AUGUST 2025**

TIME: **11:00 am**

DESCRIPTION: **APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY,
IMPLEMENT, SUPPORT AND MAINTAIN AN INTERNAL AUDIT
DATA ANALYSIS INTERROGATION SOFTWARE AT ITHALA
DEVELOPMENT FINANCE CORPORATION LIMITED (IDFC) FOR
36 MONTHS**

*NON-COMPULSORY
BRIEFING SESSION*

Yes

☒

No

☐

DATE:	06 August 2025 at 14h00
VENUE:	Online session
DETAILS:	Kindly register your interest for the non-compulsory online briefing session by sending an email request to tenders@ithala.co.za . The email should include your company name, contact person, telephone number and the meeting link will then be sent to you.
TELEPHONE:	031 907 8911
Bid Enquiries	Bidders are requested to email all queries to tenders@ithala.co.za

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C.1 ACRONYMS

1. **RFP** – Request for Proposal
2. **IDFC** – Ithala Development Finance Corporation
3. **BBBEE** – Broad-Black Economic Empowerment
4. **SLA** – Service Level Agreement
5. **SCM** – Supply Chain Management
6. **SARS** – South Africa Revenue Services
7. **CSD** – Central Supplier Database
8. **TOR** – Terms of Reference
9. **VAT** – Value-Added Tax

C.2 TENDER NOTICE AND INVITATION TO TENDER

APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY, IMPLEMENT, SUPPORT AND MAINTAIN AN INTERNAL AUDIT DATA ANALYSIS INTERROGATION SOFTWARE AT ITHALA DEVELOPMENT FINANCE CORPORATION LIMITED (IDFC) FOR 36 MONTHS.

COLLECTION OF BID DOCUMENTS

The bid documents will be obtained online from the Ithala website (www.ithala.co.za) and on National Treasury website (www.etenders.gov.za)

SUBMISSION OF BID DOCUMENTS

The proposals shall be submitted in sealed envelopes delivered at Ithala Trade Centre, 29 Canal Quay Road (for GPS use 29 Signal Road), Point, Durban and should be deposited in the box located at the reception. The closing time for receipt of tenders is **18 AUGUST 2025 at 11H00.**

One original and one electronic (USB) copy of the bid document must be submitted.

Telephonic, 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 tenders@ithala.co.za

Tenders may only be submitted on the original tender documentation that is issued by Ithala written in black ink. This tender document may not be reproduced.

For any complaints regarding our supply chain management abuses please contact Customer Services at 031 907 8610 or email Complaints@ithala.co.za alternatively you can lodge an anonymous complaint at our toll-free hotline number 0800 0048 23.

PART A - INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	RFP07/25	CLOSING DATE:	18 AUGUST 2025	CLOSING TIME:	11am
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY, IMPLEMENT, SUPPORT AND MAINTAIN AN INTERNAL AUDIT DATA ANALYSIS INTERROGATION SOFTWARE AT ITHALA DEVELOPMENT FINANCE CORPORATION LIMITED (IDFC) FOR 36 MONTHS				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
Ithala Trade Centre					
29 Canal Quay Road					
Point Waterfront					
Durban					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	SCM		CONTACT PERSON	SCM	
TELEPHONE NUMBER	0319078911		TELEPHONE NUMBER	0319078911	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	tenders@ithala.co.za		E-MAIL ADDRESS	tenders@ithala.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
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				☐ YES ☐ NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				☐ YES ☐ NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				☐ YES ☐ NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				☐ YES ☐ NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				☐ YES ☐ 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. **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
- 2.4 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.5 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.6 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 WHO ARE PERSONS IN THE SERVICE OF THE STATE."

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

DATE:

C.3 INTRODUCTION

Ithala is a Development Finance Corporation operating within the confines of the KZN Ithala Development Finance Corporation Act, No 5 of 2013.

Our VISION is “Accelerating growth, socio-economic development, and empowerment in KwaZulu Natal” and our MISSION is “To accelerate economic growth and transformation, entrepreneurship, and job creation for the people of KwaZulu-Natal”.

The Mission is enabled by building a capable, ethical, and sustainable organisation.

We enable, develop, promote and implement innovative investment and transformation solutions to advance sustainable Black Economic Empowerment

The objectives of Ithala are to promote, support and facilitate social and economic development in the Province of Kwa-Zulu Natal (KZN) by:

1. Mobilising financial resources and providing financial and supportive services to persons domiciled, ordinary resident, or carrying on business within the KZN Province
2. Planning, executing, financing and monitoring the implementation of development projects and programmes in the province of KZN
3. Promoting, assisting and encouraging the development of the province's human resources and its social, economic, financial and physical infrastructure
4. Promoting, encouraging and facilitating private sector investment in the province and the participation of the private sector and community organisations in development projects and programmes and in contributing to economic growth and development generally
5. Acting as the Government's agent for performing any development related tasks and responsibilities that the government considers may be more effectively performed by a corporate entity

Our primary mandate is implemented by our three operating divisions and a subsidiary with an external market focus, namely:

1. Properties
2. Business Finance
3. Implementing Agent
4. Ithala SOC Limited

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 suppliers that are equally passionate in their quest for better quality, price and service. By exceeding our requirements and expectations, you will not only ensure that you maintain the current business; you will be positioning yourself for future business within Ithala

PROCUREMENT PHILOSOPHY

It is the policy of Ithala, 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 had 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 BBBEE Policy.
- b) The promotion of national and regional local suppliers and agents before considering overseas suppliers; and

- c) The development, promotion and support for the moral values that underpin the above, in terms of Ithala'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 Ithala.

C.4 CONDITIONS OF BID AND CONTRACT

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

	Conditions	Confirmation			
		Yes	No	Noted	If no, indicate deviation
1.	GUIDELINE ON COMPLETION				
1.1	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.	ITHALA SERVICE LEVEL AGREEMENT				
2.1	The Ithala Service Level Agreement will be the only contract signed by both parties and will form the basis of this contract. Ithala's standard 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 Ithala 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 Ithala. 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 Ithala 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 Ithala.				
5.4	Ithala 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 Ithala shall be entitled to freely use and assign to parties nominated by Ithala.				
6	PAYMENTS				
6.1	Ithala will pay the service provider for the actual services rendered in line with the contract.				
6.2	The service provider shall from time to time during the duration of the contract, invoice Ithala 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 Ithala.				
6.3	Payment shall be made into the bidder's bank account or per cheque payment 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	Yes	No	Noted	If no, indicate deviation
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, Ithala must be given immediate written notice to this effect. Ithala reserves the right to implement remedies as provided for in the SLA.				
8	WARRANTIES				
8.1	The service provider warranties that: It is able to conclude this Agreement to the satisfaction of Ithala.				
8.2	Although the service provider will be entitled to provide services to persons other than Ithala, the service provider shall not without the prior written consent of Ithala, 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.				
8.3	The Service Provider under contract is obligated to ensure that should a resource who is scheduled to carry out work for Ithala or is carrying out work for Ithala and becomes unavailable then that resource should be replaced within 7 days with a resource in possession of the same professional registration and/or qualifications/experience. The replace resource is subject to the vetting of the Ithala project manager.				
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	Supply Chain Management (SCM)				

10.2	An original and electronic copy must be delivered to: ITHALA TRADE CENTRE 29 Canal Quay Road (for GPS use 29 signal road) Point Waterfront, Durban				
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.	BID CLARIFICATIONS				
12.1	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 (by e-mail). Please make reference to Bid 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.				
14.1	PART 1: INVITATION TO BID				
14.2	PART 2: PART 2: RFP SUMMARY AND DETAILS				
	Bid summary must be completed and indicate what returnable documents will be submitted.				
14.3	PART 3: COMPLIANCE TO SPECIAL CONDITIONS OF BID AND NOTING OF EVALUATION CRITERIA				
	Bidders must complete C4. Indicating compliance/non-compliance or noted. In case of non-compliance details and referencing to the specific paragraph is required.				

14.4	PART 4: SARS TAX STATUS				
	The bidder must be in compliance with SARS and such information will be verified with Central Supplier Database (CSD). In case of a consortium/ joint venture, or where sub-contractors are utilised, each consortium/ joint venture member and/or sub-contractor (individual) must be in compliance with SARS and the information will be verified on Central Supplier Database (CSD).				
14.5	PART 5: Certificate of Authority to Sign a Bid Declaration of Interest	Yes	No	Noted	If no, indicate deviation
14.5.1	Bidders must complete and submit the Declaration forms. A bidder must complete the relevant part of the document and it must indicate who is delegated to communicate or deal with Ithala. Any other irrelevant sections to the tendering entity must be marked 'N/A'.				
14.6	PART 6: JOINT VENTURE/CONSORTIUM AGREEMENT				
14.6.1	A copy of the joint venture/consortium agreement must be included.				
14.7	PART 7: TECHNICAL PROPOSAL/ FUNCTIONALITY PROPOSAL				
14.7.1	Bidders must, at least:				
14.7.1.1	Describe, in detail, exactly how they propose to carry out the activities to achieve the outcomes identified in the terms of reference. They should identify any possible problems that might hinder delivery and indicate how they will avoid or overcome such problems.				
14.7.2	The bidder must confirm, by providing letters of reference from previous/current clients including contact details, for the previous, current or ongoing projects of similar nature. This will be verified by Ithala.				
14.8	PART 8: DEVIATIONS FROM REQUEST FOR BID	Yes	No	Noted	If no, indicate deviation
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: PRICING SCHEDULE				
14.9.1	Any budget amount that may be indicated in this document shall be deemed to be a guide only and bidders are expected to submit a costing that is fair and reasonable.				
14.9.2	A proposed pricing schedule with one of the specified elements (fees and reimbursable costs) omitted from the costing, may be considered non-responsive.				
14.10	PART 10: PROCUREMENT TIMELINES				
14.10.1	This part of a bid documents informs bidders when the bid process is expected to be finalised. It may not necessarily be followed.				
14.10.2	Terms of reference (TOR) are the requirements by Ithala. When a proposal is submitted, a bidder must be certain that TOR are understood and has the capacity to offer a specified service.				
14.11	VAT				
14.11.1	Ithala is a VAT Vendor. Prices quoted must include VAT (where applicable).				
14.11.2	Ithala 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	Ithala reserves the right to invite bidders for presentations before the award of the bid. Bidders who meet the minimum requirements for phase 1 functionality will be invited to demonstrate the capabilities to meet Ithala's requirements				
15.2	Presentation may affect the points awarded for functionality.				N/A
16	NEGOTIATION	Yes	No	Noted	If no, indicate deviation
16.1	Ithala 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	Ithala shall not be obliged to accept the lowest or any financial offer or proposal. Furthermore, Ithala reserve the right not to award the tender				

	to highest ranking bidder in terms of SCM Policy.				
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:				
	Ithala Trade Centre 29 Canal Quay Road (for GPS 29 Signal Road) Point Waterfront Durban				
18	COST OF BID PREPARATION				
18.1	Bidders shall prepare and submit a bid at their own expense.				
19.	SITE INSPECTIONS				
19.1	Ithala reserves the right to carry out site inspections of bidders to establish suitability of properties, vehicles, etc. to perform services effectively and efficiently				
20	BID VALIDITY PERIOD				
20.1	Bid will be valid for a period of 90 days				
20.2	The bidder must 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.				
20.3	If requested by the employer, the bidder must consider extending the validity period stated in the tender data for an agreed additional period.				
21	ISSUE ADDENDA	Yes	No	Noted	If no, indicate deviation
21.1	If necessary, the employer 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				
21.2	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				
21.3	The bidder must acknowledge receipt of addenda to the tender documents, which the employer may issue.				
22	SUBMITTING OF FRAUDULENT DOCUMENTS				
22.1	Ithala 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.				
22.2	Ithala will list bidders/ directors in the list of restricted suppliers and they will not conduct any business with an organ of state.				
22.3	All documentation will be verified and bidders who have submitted fraudulent documentation will be disqualified from further evaluation and reported to the relevant authorities.				

23	<u>EVALUATION ON PRICE AND SPECIFIC GOALS</u>	Yes	No	Noted	If no, indicate deviation
23.1	Price and specific goals evaluation will be performed on bidders who passed phase 2 under Stage 2				
23.2	All prices submitted may be subject to negotiation				
24	ADJUDICATION OF BID				
24.1	The Bid Adjudication Committee will consider the recommendations and make the final award.				
24.2	The bid shall be awarded at the sole and absolute discretion of Ithala. Ithala hereby represents that it is not obliged to award this bid to any bidder. Ithala is entitled to retract this bid at any time as from the date of issue. Ithala is not obliged to award this bid to the bidder that quotes the lowest.				

24.3	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 Ithala regarding this bid from the date the offer is submitted until the date of award of the bid.				
25	Awarding of contract				
25.1	Ithala reserves the right to award this bid in full or in part.				
25.2	An Ithala SLA will be utilised to manage the relationship, once a scope of works has been issued and agreed upon				
26	CONTRACT PERIOD				
26.1	The contract will be for a period of 36 months from date of appointment.				
27.	SPECIAL CONDITION				
27.1	None.				

C.5 CERTIFICATE OF AUTHORITY TO SIGN A BID

Indicate the status of the tenderer by ticking the appropriate box hereunder. The tenderer must complete the certificate set out below for the relevant category.

(I) COMPANY	(II) CLOSE CORPORATION	(III) PARTNERSHIP	(V) SOLE PROPRIETOR	(VI) JOINT VENTURES

i. CERTIFICATE FOR COMPANY

I,, chairperson of the Board of Directors of, hereby confirm that by resolution of the Board (copy attached) taken on 20....., Mr/Ms, acting in the capacity of, was authorised to sign all documents in connection with this tender and any contract resulting from it on behalf of the company.

Chairman:

As Witnesses:

Date:

ii. **CERTIFICATE FOR CLOSE CORPORATION**

We, the undersigned, being the key members in the business trading as.....

..... Hereby authorise Mr/Ms.....
acting in the capacity of

....., to sign all documents in connection with
the tender for

Contract No: and any contract resulting from it on our behalf.

NAME	ADDRESS	SIGNATURE	DATE

Note: This certificate is to be completed and signed by all of the key members upon whom rests the direction of the affairs of the Close Corporation as a whole.

iii. **CERTIFICATE FOR PARTNERSHIP**

We, the undersigned, being the key partners in the business trading as,
.....

..... hereby authorise Mr/Ms.
.....

acting in the capacity of, to sign all documents
in

connection with the tender for Contract No and any contract resulting
from it on our behalf.

NAME	ADDRESS	SIGNATURE	DATE

Note: This certificate is to be completed and signed by all of the key partners upon whom
rests the direction of the affairs of the Partnership as a whole.

iv. **CERTIFICATE FOR SOLE PROPRIETOR**

I,, hereby confirm that I am the sole owner of
the business trading

as.....

Signature of Sole owner:

As Witnesses:

1.....

2.....

Date:

v. CERTIFICATE OF AUTHORITY FOR JOINT VENTURES

This Returnable Schedule is to be completed by **EACH member** of a joint venture submitting a tender.

We, the undersigned, are submitting this tender offer in Joint Venture and hereby authorise Mr/Ms....., authorised signatory of the Company.....acting in the capacity of lead JV partner, to sign all documents in connection with the tender offer and any contract resulting from it on our behalf as a joint venture.

NAME OF JV ORGANIZATION.....

ADDRESS:

.....
.....

DULY AUTHORISED SIGNATORY NAME

DESIGNATION:

SIGNATURE

DATE:.....

C.6 CERTIFICATE OF ATTENDANCE AT NON-COMPULSORY SITE INSPECTION MEETING – N/A ONLINE

This is to certify that

(tenderer).....

of (address)

.....

..... was represented by the person(s)

named below at the non-compulsory meeting held for all tenderers at: -

Date	Time	Site
N/A ONLINE	N/A ONLINE	N/A ONLINE.

I / We acknowledge that the purpose of the meeting was to acquaint myself / ourselves with the site of the works and / or matters incidental to doing the work specified in the tender documents in order for me / us to take account of everything necessary when compiling our rates and prices included in the tender.

Particulars of Bidder's representative attending the meeting:

Name: Signature:

Capacity:

Attendance of the above person(s) at the meeting is confirmed by the Ithala's representative, namely:

Name: Signature:

Capacity: Date and Time:

C.7 PROCUREMENT TIMELINES

PROCUREMENT TIMELINE	DATE	TIME
RFP Release Date	25 July 2025	
Non - Compulsory briefing session	06 August 2025	14h00
Written questions of clarification – closing date	08 August 2025	16h00
Written response to all clarifications	12 August 2025	16h00
Service Provider Proposals Due	18 August 2025	11h00

***Indicative dates**

C.8 TERMS OF REFERENCE

1. PURPOSE

Ithala Development Finance Corporation (IDFC) requests proposals from suitable service providers to supply, implement, support, and maintain an Internal Audit Data Analysis Interrogation Software Tool.

2. BACKGROUND

IDFC is seeking proposals from qualified service providers to provide, implement, support, and maintain an Internal Audit Data Analysis Interrogation Software Tool. IDFC is in need of a software solution to facilitate the process of examining, cleaning, transforming, and modelling data to extract useful information, draw conclusions, and support decision-making.

3. SCOPE OF SERVICES

The scope includes:

- Requirements Gathering.
- Project Management.
- Creation of Functional Requirements Specification.
- Software Installation and Configuration.
- Read-Only Data Integration.
- User Training
- Testing and Quality Assurance (QA)
- Support and Maintenance

4. DELIVERABLES

The deliverables include:

- Data Analysis Software Tool.
- All software and annual licenses required for:
 - Two (2) system administrators
 - Four (4) users
 - QA and production environments.
- Business requirements document.
- Project management documents: Project charter, project plan, project schedule, weekly status reports, risk register, issues log, test scripts and test results.
- Functional requirements specification document.
- Integration mapping and transformation scripts document.
- User training register.
- Training manuals.
- Test cases.

- System documentation including system architecture, system administration manuals, configuration files and detailed documentation defining system, infrastructure, and environment configurations.
- Support and maintenance agreement:
 - Maintenance and support to be provided for the duration of the contract period after implementation, including access to technical support staff, software fixes/patches, service packs, and the right to future releases.
 - Service Level Agreement (SLA) will be signed after the award stipulating turnaround times and other requirements; and
 - IDFC will provide first line support services on-site. The second- and third-line support services will be provided onsite or remotely (at IDFC's discretion) by the service provider.

5. CONTRACT PERIOD

The contract period includes the implementation period, support, and maintenance for three (3) years.

C. 9 EVALUATION PROCESS & CRITERIA

The evaluation shall be conducted in three (3) stages as follows.

1. Stage 1 - Administrative Compliance
2. Stage 2 - Functionality – Phase 1 and 2
3. Stage 3 - Price and Specific Goals

STAGE ONE: ADMINISTRATION COMPLIANCE	<u>Yes</u>	<u>No</u>	<u>Noted</u>	<u>If no, indicate deviation</u>
<i>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.</i> Mandatory Requirements Bids will be considered compliant if the following documents have been submitted or condition met (whichever is applicable) • 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 prior to the award of the bid. and such information will be verified through Central Supply Database or using SARS e-filing pin, in compliance with National Treasury instruction note 9 of 2017/2018 • SBD 1 – A completed and duly signed Invitation to bid- A resolution letter MUST be attached as per the requirement of SBD 1. • SBD 4 - A completed and duly signed declaration of Interest. Should a conflict of interest not be declared or identified, the bid would be declared non- responsive. NB Bidder must ensure all pages are complete and all questions answered, you are to indicate not applicable (N/A) where appropriate. • The bidder is a certified original equipment manufacturer (OEM) or accredited/approved partner/reseller of the proposed solution The bidder must submit, with the bid, a letter from the OEM that confirms that they are accredited/approved partner /reseller of the proposed solution (applicable to the accredited/ approved partner/ reseller)				

Note: The Bidders must meet all the above stipulated mandatory requirements to proceed to the next stage of the evaluation. Failure to meet all the above mandatory requirement will lead to immediate disqualification.					
2	<u>STAGE TWO: FUNCTIONALITY (QUALITY CRITERIA)</u>				
2.1	Functionality Evaluation Phase1 (page 29-34) - Bidder must score 80 points or more to proceed to phase 2 Functionality Evaluation Phase 2 – (Presentation and Demonstration) (Page 35-35– bidders must score 24 points and above to proceed to Stage 3 evaluation (price and specific goals)				
3	<u>STAGE THREE: PRICE AND SPECIFIC GOALS</u>				
3.1	Price and specific goals evaluation will be performed on bidders who passed Functionality Evaluation Phase 2				
3. ADJUDICATION OF BID					
The bid shall be awarded at the sole and absolute discretion of Ithala. Ithala hereby represents that it is not obliged to award this bid to any bidder. Ithala is entitled to retract this bid at any time as from the date of issue. Ithala is not obliged to award this bid to the bidder that bids the lowest.					
A bidder shall be disqualified from bidding if any attempt is made either directly or indirectly to solicit and/or canvass any information from any employee or agent of Ithala regarding this quotation from the date the offer is submitted until the date of award of the quotation.					

STAGE 2: FUNCTIONALITY (QUALITY CRITERIA) - Phase 1

All bids will be scored on functionality as below, scores will be tabulated to 100 points, bids that do not meet the minimum threshold value of 80 points will be considered non-responsive and will not be further evaluated in terms functionality phase 2.

The allocation of points for the evaluation of quality/functionality is set out in the Summary Table below:

Criteria	Maximum Points
A. Bidder's solution experience (confirmed by client references)	20
B. Implementation plan/ Timelines	5
C. Service Request Response Time	5
D. Statement of Requirements (SOR)	70
Total evaluation points for Functionality	100

Evaluation Criteria A: Bidder's solution experience (confirmed by client references)

The bidder is required to provide contactable client reference letters where its services can be verified. The reference letters should be presented in the form of a written letter on an official letterhead from the client where the proposed solution have been provided since January 2019.

Points	Criteria
0	No customer references provided
5	One (1) positive reference letter from a customer the bidder implemented and supported the proposed solution.
10	Two (2) positive reference letters from customers the bidder implemented and supported the proposed solution.
15	Three (3) positive reference letters from customers the bidder implemented and supported the proposed solution.
20	Four (4) or more positive reference letters from customers the bidder Implemented and supported the proposed solution.

Evaluation Criteria B: Implementation Plan/ Timelines

This item will be measured on relevant project deliverables against expected timeframes, bidder to provide a detailed project plan to this effect. IDFC's preferred project implementation approach is Agile methodology.

Points	Criteria
0	Implementation Project Plan indicating no project deliverables, and/or timeframe exceeding 5 months, or No project plan
3	Implementation Project Plan indicating clear project deliverables with clear timeframe of between 3 and 5 months
5	Implementation Project Plan indicating clear project deliverables with clear timeframe of less than 3 months

Evaluation Criteria C: Service Request Response Time

The solution must include a 36-month service level agreement. The bidder must provide an official letter with the bid confirming the response and turnaround times for ticket logging during the support and maintenance phase.

Points	Criteria
0	The response or turnaround time for logged tickets exceeds 48 hours.
3	The response or turnaround time for logged tickets ranges from 24 to 48 hours.
5	The response or turnaround time for logged tickets is less than 24 hours.

Evaluation Criteria D: Statement of Requirements (SOR)

Bidder to complete the SOR table with clarity on how the solution meets the requirements indicated on the Statement of Requirements (SOR) section (also attached). The maximum score for the Functionality SOR is 70 points.

The formula for the 70 points will be calculated as follows:

Bidder's score (SOR) / (Max score) x 70 (max weight) = Functionality score (SOR criteria)

e.g., where a bidder scores 130 for the annexed SOR, therefore: $130/420 = 0.31 \times 70 = 21.7 = 22$ to be rounded off to the nearest whole number.

The following rating will be used to evaluate bidder's response to each requirement:

Response	Rating	Explanation
SUP	5	Supported as delivered completely
MOD	3	Customisation or modification
3RD	2	Supported via a third-party solution
FUT	1	Will be supported in a future release (Within one year)
NS	0	Not supported

Table 1: Statement of Requirements (SOR)

Key Features/Functionality	SUP	MOD	3RD	FUT	NS
READ-ONLY DATA SOURCE SYSTEM INTEGRATION					
Connect and draw data from MS SQL Server DBMS					
Connect and draw data from Oracle DBMS					
Connect and draw data from Ithala Banking System AS 400					
Import data from Excel Sheets					
Import data from CSV document					
Import data from TXT document					
Import data from PDF document					
Connect and draw data from JD Edwards ERP					
Connect and draw data from HR CRS					
Capability to handle large volumes of data i.e. analysing at least 500,000 transactions per hour					
Capability to verify correctness of imported data i.e. achieving 99% accuracy rate in verifying transactions.					
Capability to verify completeness of imported data i.e. achieving 99% accuracy rate in matching inventory data with physical counts.					

Key Features/Functionality	SUP	MOD	3RD	FUT	NS
DATA CLEANING					
Capability to handle missing values using data validation rules.					
Capability to detect and remove duplicate data					
Capability to convert data types					
Capability to detect outliers and treatment					
Capability to normalise and standardise numeric data					
Capability to clean and preprocess text					
Capability to format the data					
Capability to validate the data					
Capability to custom transform data i.e. extracting tailored information from the imported data.					
Capability to automatically generate summary statistics					
BUILD-IN INTERACTIVE DATA EXPLORATION FUNCTIONS\SCRIPTS					
Provide functions to calculate summary statistics					
Provide functions to sort data					
Provide functions to count data					
Provide functions to sum data					
Provide functions to search data					
Provide functions to index data					
Provide functions to classify data					
Provide functions to detect gaps					
Provide functions to detect duplicate transactions					
Provide functions to detect duplicate data					
Provide capability to join (Inner, Outer, Left and Right) tables to detect duplicate data					
Provide capability to merge data tables					
Provide functions to compute correlation coefficients					
Capability to compare against Benford's law distribution					
Provide functions to filter and subset data					
Capability to automatically discover patterns					
Capability to automatically discover trends					

Key Features/Functionality	SUP	MOD	3RD	FUT	NS
Capability to automatically provide predictive analysis					
Provide function to analyse data based on a time series					
Provide functions to automatically calculate descriptive statistics					
Provide functions to automatically calculate inferential statistics					
Capability for users to create customised functions scripts					
Capability to develop testable modules on the following categories:					
Accounts Payable					
Accounts Receivable					
General Ledger					
Vendor Management					
Purchase order Management					
Payroll Management					
Conflict of Interest					
VISUALISATION					
Ability to provide various data visualisations e.g. scatter plots, line charts, bar charts, pie charts, histograms and bubble charts					
Ability to provide interactive visualisation e.g. zooming, panning, filtering and drill-down functionality					
Capability to create interactive dashboards					
Capability to create time series visualisation					
Capability to provide network visualisation					
Capability to provide hierarchical visualisation					
Capability to allow multiple users access same visualisation					
Capability to produce real-time visualisation					
AUTOMATION					
Capability to automate, refresh and synchronise imported data tasks					
Capability to analyse and transform large amounts of transactional data in a batch mode					
Capability to automate data analysis workflow					
Capability to automate route analysis processes					

Key Features/Functionality	SUP	MOD	3RD	FUT	NS
Capability to trigger automated actions and notifications					
DATA EXPORT					
Capability to export analysed data and visualisation to various file formats e.g. PDF, Excel, CSV, TXT, SQL					
Capability to export to Qlik Sense					
Capability to setup scheduled export jobs					
Capability to export to presentation format e.g. PowerPoint					
Capability to mask sensitive data before sharing with third parties					
Capability to export audit logs					
COLLABORATION					
Capability to define user permissions and access control					
Capability for users to work on shared workspace					
Capability for users to collaborate in real-time					
Capability to centrally manage shared data sources					
Capability to allow multiple users to access visualisation reports					
Capability to add annotations, comments, documents to scripts or datasets					
Integration with collaborative platforms e.g. MS Teams					
Build-in versioning features of scripts, datasets, documents					
INTEGRATION WITH EXTERNAL SYSTEMS SUCH AS:					
Companies and Intellectual Property Commission (CIPC)					
Central Suppliers Database (CSD)					
Construction Industry Development Board (CIDB)					
NON-FUNCTIONAL REQUIREMENTS					
Data Backup and Restored Capabilities					
The tool should have access control with Active Directory/Entra integration capability					
Auditing logging: Maintain detailed logs of user activities, data access and system changes.					

EVALUATION PHASE 2 - DEMONSTRATION

Bidders must prepare a demonstration of their solutions based on the use case that will be provided upon progressing past the first (1st) evaluation phase. Bidder must score 24 points or more to proceed to the next stage of the evaluations.

Scoring Criteria

Score	Criteria
1. (Poor)	The demonstration was unclear, disorganized, and failed to effectively showcase the feature's functionality. The presenter may have struggled to demonstrate the feature or encountered technical difficulties that disrupted the demonstration. Users were left confused and unsure of how to utilize the feature
2. (Fair)	The demonstration provided a basic overview of the feature but lacked depth and clarity. The presenter may have covered the main functionalities but failed to highlight key benefits or use cases effectively. Users may have difficulty understanding the full potential of the feature
3. (Average)	The demonstration was decent, covering most of the important functionalities of the feature. The presenter effectively showcased the feature's capabilities and highlighted its key benefits. However, there may have been some gaps in the demonstration or areas where improvement could be made in terms of clarity or engagement.
4. (Good)	The demonstration was well-prepared and engaging, effectively showcasing the feature's functionalities and benefits. The presenter demonstrated a good understanding of the feature and its applications, providing clear explanations and relevant examples. Users were able to grasp the feature's potential and how it could benefit them.
5. (Excellent)	The demonstration was exceptional in every aspect. The presenter delivered a polished, dynamic, and captivating presentation that effectively showcased the feature's capabilities. Every aspect of the feature was clearly explained, and the demonstration was tailored to the specific needs and interests of the audience. Users were left feeling excited and confident about utilizing the feature to its fullest extent.

Internal Audit Data Analysis Interrogation Software Tool

Requirement/ Variable	Description	Score (1-5)
Usability	User satisfaction rating after using/seeing data analytics	
Scalability	Response time under increased/intense data load.	
Flexibility	Configuration options for tests that are not predefined Ease of integration with existing systems. Ease of integration with external systems	
Reporting	Availability and usability of exception reports. Time taken to generate the module reports. Customisation options for creating ad-hoc reports.	
Performance Monitoring	Monitoring of use case processing times and time to completion.	
Data Integrity	Audit trail is visible for the completeness of the process.	
	Total:	

STAGE THREE: PRICE (80 points) AND SPECIFIC GOALS (20 points)

PRICING SCHEDULE

Pricing Instructions

1. The bidder must price all items.
2. All amounts to include VAT.
3. Offer to be valid for 90 days from the bid closing date.

Item/ Description	Once off	Year 1	Year 2	Year 3	Total
Software/Licencing and support (4 users and 2 Admin users)					
Solution implementation and configuration					
Training and Skills Transfer					
Discretionary Custom Script Creation maximum (4hrs/ per month for 36 months). To be billed only when used.					
Other (please specify)					
TOTAL					

NAME OF SERVICE PROVIDER:

SIGNATURE:

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

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

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

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to 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).

1.2 To be completed by the organ of state

- a) The applicable preference point system for this tender is the 80/20 or 90/10 preference point system.
- b) The 80/20 preference point system will be applicable in this tender if the lowest/highest acceptable is below R50 million.
- c) The 90/10 preference point system will be applicable in this tender if the lowest acceptable tender is above R50 million.

1.3 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.

1.4 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

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim regarding preferences, in any manner required by the organ of state.

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

80/20	or	90/10
$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$	or	$Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$

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:

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

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

Specific goals allocated points in terms of this tender			
PRICE – 80 points			
SPECIFIC GOALS – 20 points			
Specific goals	Percentage of Specific Goal target	Proof / Evidence to be submitted by the tenderer	Points claimed by bidder (Max total of 20)
≥51%Black Ownership	2	CSD, CIPC registration	
≥33%Women Ownership	6	CSD, CIPC registration	
≥33Youth Ownership	6	CSD, CIPC registration - Youth is defined as person under the age of 35	
≥25% Persons with disability Ownership	6	CSD report support by Certificate of disability issued by a medical physician	
TOTAL POINTS	20		

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 because of that person's conduct.
 - (c) cancel the contract and claim any damages which it has suffered because 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.11 TAX CLEARANCE REQUIREMENTS

IT IS A CONDITION OF BIDDING THAT

- The taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with the Receiver of Revenue to meet his/her tax obligations.
- In bids where Consortia/Joint Ventures/Sub-contractors/Partners are involved, each party must be in compliance with SARS and such information will be verified through central supplier database (CSD).

C.12 CONTRACT FORM - RENDERING OF SERVICES

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution) in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid.
 - Tax clearance certificate.
 - Pricing schedule(s);
 - Filled in task directive/proposal.
 - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011.
 - Declaration of interest.
 - Special Conditions of Contract.
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.

6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

.....

CAPACITY

.....

SIGNATURE

.....

NAME OF FIRM

.....

DATE

.....

WITNESSES

1

2

CONTRACT FORM - RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I..... in my capacity as..... accept your bid under reference numberdated.....for the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION

4. I confirm that I am duly authorised to sign this contract.

SIGNED ATON.....

NAME (PRINT)

.....

SIGNATURE

.....

OFFICIAL STAMP

--

WITNESSES	
1	
2	

C.13 SBD 4 - BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling 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 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.

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

2.2.1. If so, furnish 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.

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.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

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

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

..... Signature	 Date
..... Position	 Name of bid der

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

C15. 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.	Entire Bid Document	
3.	BBBEE Certificate/affidavit	
4.	CC or Company Registration Documents or copy of ID if sole proprietor	
5.	In good standing with SARS and such information will be verified through Central Supply Database (CSD);	
6.	Declaration of Interest and Declaration of past SCM Practices	
7.	Joint Venture Agreement /Sub-contractor agreement where applicable (Pro-forma)	
8.	Letter a letter from the OEM that confirms that they are accredited/approved partner /reseller of the proposed solution (applicable to the accredited/ approved partner/ reseller)	

Name

Date

Signature