



**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE MEDIA INFORMATION AND
COMMUNICATIONS TECHNOLOGIES SECTOR EDUCATION AND TRAINING AUTHORITY**

REQUEST FOR BID REF: MICT/SETA/DOI/03/2026

REQUIREMENT DESCRIPTION:

**APPOINTMENT OF A SERVICE PROVIDER FOR THE SUPPLY, INSTALLATION,
CONFIGURATION, MAINTENANCE AND SUPPORT OF A DECLARATION OF INTEREST AND
GIFT REGISTER SYSTEM FOR A PERIOD OF THIRTY-SIX (36) MONTHS**

BID CLOSING DATE: 04 SEPTEMBER 2026 at 11:00 AM (SOUTH AFRICAN TIME)



BID REFERENCE NUMBER	MICT/SETA/DOI//2026
BID DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER FOR THE SUPPLY, INSTALLATION, CONFIGURATION, MAINTENANCE AND SUPPORT OF A DECLARATION OF INTEREST AND GIFT REGISTER SYSTEM FOR A PERIOD OF THIRTY-SIX (36) MONTHS
SUPPLIER BRIEFING SESSION	<u>Compulsory Virtual Briefing Session will be held as follows:</u> Date: 12 August 2026, Time: 10:00 am South African Time Location: Microsoft Teams, Meeting ID: 365 352 679 752 90 Passcode: rQ2YA9pN <u>PLEASE NOTE: BIDDERS THAT DO NOT ATTEND THE COMPULSORY BIDDERS CONFERENCE WILL BE ELIMINATED FROM FURTHER EVALUATION PROCESS.</u>
BID CLOSING DATE & TIME	04 September 2026 @ 11:00 am South African Time. *Note: A bid will not be considered if it arrives a second after 11:00 am or any time thereafter. Bidders are therefore strongly advised to ensure that bids are dispatched allowing enough time for any unforeseen events that may delay the delivery of the bid.
INSTRUCTION FOR SUBMISSION OF BID	<u>NB: Bid must be received in a sealed envelope (1 hard copy and 1 USB) marked with this RFB reference number and deposited in a tender box at the location indicated hereunder.</u>
LOCATION FOR BID SUBMISSIONS	MICT SETA Head Office: Reception 19 Richards Drive, Gallagher Convention Centre West Wing, level 3 Midrand
BID VALIDITY PERIOD	Bids received shall remain valid for acceptance for a period of 120 days counted from the closing date of the bid.

CLARIFICATION AND COMMUNICATION

- All enquiries relating to this bid must be addressed in writing to bidqueries@mict.org.za five (5) days **before the closing date and time**. Queries received after this period will not be entertained.
- The bid reference number must be mentioned in all correspondences.
- Bids sent to any other platform other than the one specified herein will not be considered for evaluation. It is the bidder's responsibility to ensure that the bid is sent to the correct platform and that this is received by the MICT SETA before the closing date and time in MICT SETA's dedicated platform
- All the documentation submitted in response to this RFP must be in English.

Note: Bidders are advised that a response will be disqualified should any attempt be made by a bidder either directly or indirectly to canvass any officer(s) or employees of **MICT- SETA** in respect of the RFB, between the closing and award date of the business.



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SECTION 1: CHECKLIST INFORMATION

RETURABLE DOCUMENTS CHECKLIST

Request For Bid invitation document must be completed, signed and submitted as a whole by the authorised Company representative. All forms must be properly completed, list below serve as a checklist of your RFB submission.

(Tick in the relevant block below)

DESCRIPTION	YES	NO
CSD Central Supplier Database (CSD) Registration Report.		
SUPPLIER REGISTRATION ON CSD Prospective suppliers must register on the National Treasury Central Supplier database in terms of National Treasury circular no 4A of 2016/17. The bidder shall register prior submitting a proposal/bid.		
SBD 1 - Fully completed with required proof (Where applicable)		
CIPC registration documents		
Bidder's eligibility: Form A		
Valid Tax Clearance Certificate(s) and/or proof of application endorsed by SARS and/or SARS issued verification pin		
SBD 4 - Declaration of interest		
SBD 6.1: Preferential Procurement Claim Form		
Copy of joint venture/ consortium or sub-contracting agreement duly signed by all parties. (Where applicable)		
Certified Copy of director(s) ID(s) not older than six (06) months		
CIPC Document		
Shareholding Certificate		
Pricing / Financial Proposal envelope and USB (Must be submitted in a separate sealed envelope)		
Financial Statements for 2023/2024 FY of the bidder		

Note: This BID must be completed and signed by the authorised Company representative



SECTION 2: MICT SETA -BID CONDITIONS

1. BID CONDITIONS

- a. MICT SETA considers this bid and all related information, either written or verbal, which is provided to the respondent, to be proprietary to MICT SETA. The respondent shall not disclose, publish, or advertise this RFB or related information to any third party without the prior written consent of MICT SETA.
- b. Bids for the supply of goods or services described in this document are invited in accordance with the provision of Government Procurement: General Conditions of Contract available for download from <http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/>
- c. MICT SETA does not bind itself to accept the lowest or any RFB, nor shall it be responsible for or pay any expenses or losses which may be incurred by the bidder in the preparation and delivery of the RFB.
- d. No Bid shall be deemed to have been accepted unless and until a formal contract / letter of intent is prepared and executed.
- e. The technical proposal shall not include any price or financial information, technical proposal containing material financial information may be declared non-responsive.

1.1 MICT SETA reserves the right to:

- a. Not evaluate or award RFB that do not comply strictly with the requirements of this RFB.
- b. Make a selection solely on the information received in the RFBs and Enter into negotiations with any one or more of preferred bidder(s) based on the criteria specified in the evaluation of this RFB.
- c. Contact any bidder during the evaluation process, in order to clarify any information, without informing any other bidders and no change in the content of the RFB shall be sought, offered or permitted.
- d. Award a contract to one or more bidder(s).
- e. Withdraw or amend the RFB at any stage.
- f. Accept a separate RFB or any RFB in part or full at its own discretion.
- g. Cancel this RFB or any part thereof at any stage as prescribed in the PPPFA regulation.

2. COST OF BIDDING

The bidder shall bear all costs and expenses associated with preparation and submission of its RFB or RFB, and the MICT SETA shall under no circumstances be responsible or liable for any such costs, regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection process.



3. EXTENSION OF PROPOSAL VALIDITY PERIOD

In exceptional circumstances, prior to the expiration of the proposal validity period, MICT SETA may request Bidders to extend the period of validity of their bid proposals in writing and shall be considered integral to the proposal.

**SECTION 3: FORM A: BIDDER'S ELIGIBILITY FORM****Name of Bidder:****RFB Number:**

We, the undersigned, offer to provide the required services in accordance with the above Request for quotation and hereby declare that our firm, persons, or its directors, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a) is not under procurement prohibition by National Treasury, *from doing business with the public sector,"*
- b) have not declared bankruptcy, are not involved in bankruptcy or engaged in corrupt / fraudulent practices, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- c) undertake not to engage in prescribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the MICT SETA or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the MICT SETA.
- d) *We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this RFQ submission may lead to elimination of our RFQ submission.*

Name: _____

Title: _____

Date: _____

Signature: _____


SBD 1: PART A: INVITATION TO BID

SUPPLIER INFORMATION				
NAME OF BIDDER				
POSTAL ADDRESS				
STREET ADDRESS				
TELEPHONE NUMBER	CODE		NUMBER	
CELLPHONE NUMBER				
FACSIMILE NUMBER	CODE		NUMBER	
E-MAIL ADDRESS				
COMPANY REGISTRATION NUMBER				
DATE OF REGISTRATION				
VAT REGISTRATION NUMBER				
	TCS PIN:		OR	CSD No:
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	☐	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)		
	☐	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)		
	☐	A REGISTERED AUDITOR		
		NAME:		
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 PART B:3 BELOW]	
SIGNATURE OF BIDDER			DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.				
TOTAL NUMBER OF ITEMS OFFERED	Refer to pricing schedule/costing		TOTAL BID PRICE (ALL INCLUSIVE)	Refer to pricing schedule/costing

**PART B: TERMS AND CONDITIONS FOR BIDDING****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 ONLINE.**
- 1.3. **BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES).**
- 1.4. **WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION.**
- 1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.

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 VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- 3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO
- 3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO
- 3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO
- 3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.

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



SECTION 4: BIDDING STRUCTURE

Bidding structure

Indicate the type of bidding structure by marking with an 'X':

Individual bidder	
Joint Venture	
Consortium	
Subcontractors	
Other	

If the bid is submitted as a Consortium or Joint Venture or Sub-Contracting Arrangement list the members of such Consortium or Joint Venture and Sub-Contractors below:

Bidder's Information (includes bids submitted Individual or as a Consortium or Joint Venture)

Supplier size type (Large or QSE or EME)	
First time business with MICT SETA (Yes/No)	
Number of existing running contracts and total value	
Total number of Employees	

Entity ownership

Ownership category	% of ownership
Black or historically disadvantage individual owned	
Black women owned	
Black youth owned	
People living with disability	
Military veteran	
Other ownership	
Total (100%)	



SECTION 5: ANNEXURE A: TERMS OF REFERENCE /SPECIFICATION

REQUIREMENT DESCRIPTION: APPOINTMENT OF A SERVICE PROVIDER FOR THE SUPPLY, INSTALLATION, CONFIGURATION, MAINTENANCE AND SUPPORT OF A DECLARATION OF INTEREST AND GIFT REGISTER SYSTEM FOR A PERIOD OF THIRTY-SIX (36) MONTHS

1. INTRODUCTION

The Media, Information and Communication Technologies Sector Education and Training Authority (MICT SETA) is a public entity established in terms of Section 9(1) of the Skills Development Act (Act No. 97 of 1998). The MICT SETA plays a pivotal role in achieving South Africa's skills development and economic growth within the 5 distinct sub-sectors it operates in, i.e., Advertising, Film and Electronic Media, Electronics, Information Technology, and Telecommunications. To deliver on its mandate, key amongst the priorities of the organisation is:

The MICT SETA has adopted digital transformation initiatives to enhance operational efficiency, ensure regulatory compliance, and support a paperless working environment. One of the critical enablers of this digital transition is the planned implementation of an automated Declaration of Interests and Gift Register System for a period of three (3) years.

This system will serve as a critical governance and compliance tool to enhance transparency, accountability, and ethical conduct within the organization of digital governance and efficiency.

2. BACKGROUND

The MICT SETA operates within a regulated public sector environment and is required to comply with governance frameworks, including:

- The Public Finance Management Act (PFMA);
- The Code of Conduct for Public Servants;
- Auditor-General South Africa (AGSA) audit requirements; and
- Internal governance, risk, and compliance policies.

Currently, the management of declarations of interests and gifts involves manual and semi-automated processes, which pose risks such as:

- Incomplete or inaccurate disclosures;
- Limited audit trails;
- Delays in reporting and verification; and
- Increased risk of conflicts of interest going undetected.



To address these challenges, the MICT SETA seeks to implement a secure, centralized, and automated system that will:

- Capture and manage declarations;
- Monitor conflicts of interest;
- Record and track gifts and hospitality; and
- Provide reporting and audit capabilities.

3. PURPOSE

The MICT SETA would like to invite suitably qualified and experienced service providers to submit proposals for the supply, implementation, customization, and support of an automated Declaration of Interests and Gift Register System for a period of three (3) years. The implementation of the system will enable the MICT SETA to:

- Implement a fully automated system for declarations of interest and gift management;
- Enhance governance, compliance, and ethical accountability;
- Provide real-time visibility and reporting to management and auditors;
- Ensure secure, auditable, and tamper-proof records; and
- Align with digital transformation and paperless initiatives.

4. SCOPE OF WORK

The appointed service provider will be responsible for the end-to-end delivery of the system, including:

4.1 System Design and Implementation

- Provide a web-based (preferably cloud-hosted) solution.
- Configure workflows for:
 - Annual and ad hoc declarations of interest; and
 - Gift disclosures and approvals.
- Role-based access control (RBAC).

4.2 Functional Requirements

The system must support:

Declaration of Interests

- Capture of employee and board member disclosures;
- Automated reminders and submission tracking;
- Conflict identification and flagging; and
- Version control and history tracking.

Gift Register

- Recording of gifts, hospitality, and sponsorships;
- Approval workflows;
- Threshold monitoring (based on policy limits); and
- Escalation of non-compliance.



Workflow and Approvals

- Multi-level approval processes;
- Notifications and alerts; and
- Escalation procedures.

Audit and Compliance

- Full audit trail of all actions;
- Reporting aligned with AGSA requirements; and
- Exportable reports (PDF, Excel).

Integration

- Integration with the following business systems:
 - ERP (for employee data);
 - Azure Active Directory for authentication; and
 - MS Teams, OneDrive and Outlook.

Security Requirements

- Data encryption (at rest and in transit);
- Multi-factor authentication (MFA); and
- Compliance with POPIA.

4.3 Training and Skills Transfer

- End-user training (staff and management);
- Administrator training; and
- Provision of user manuals and SOPs.

4.4 Support and Maintenance

- 24/7 system availability (or defined SLA);
- Helpdesk support;
- Regular updates and patches; and
- Incident management and resolution.

5. DURATION OF THE CONTRACT

Duration shall be for a period of thirty-six (36) months from date of appointment.

**SECTION 6: PRICING SCHEDULE**

Name of bidder: _____

Bid number: _____

Closing date: _____

Bid shall remain valid for acceptance for a period of **120 days** counted from the closing date.

Bidders to provide further cost breakdown where necessary under each line item, and sub-total and the overall RFB price (Total) should be included. The below table below is for illustration only:

ITEM #	DESCRIPTION OF SERVICES	UNIT COSTS (Each item)	FREQUENCY (Once-off)	QUANTITY	TOTAL COST
1.	System Licenses	R		1	R
2.	Integration	R		1	R
3.	Training and Skills Transfer	R		1	R
4.	Maintenance and Support	R		1	R
Sub-Total					R
VAT @15%					R
Total					R

NB: Bidders must submit this pricing schedule and related Annexure on a Separate envelope.

I/We, the undersigned, agree that this bidding price shall remain binding on me/us and open for acceptance for the period stipulated above.

Authorised Company Representative:

Capacity under which this quote is signed:

Signature:

Date:



SECTION 7: BID EVALUATION CRITERIA

MICT SETA complies with the provisions of the Public Finance Management Act, Act No. 1 of 1999 as amended; Treasury Regulations of 2005; the Preferential Procurement Policy Framework Act, Act No. 5 of 2000; Preferential Procurement Regulations of 2022; and the MICT SETA Supply Chain Management (SCM) Policy.

Bids received will be evaluated as per the set following evaluation criteria:

Stage 1: Mandatory Criteria.

Stage 2: Functional Evaluation Criteria.

Stage 3: Pricing and Specific Goals.

7.1. STAGE 1: MANDATORY REQUIREMENTS

7.1.1 Compulsory Virtual Briefing Session

The virtual Briefing Session is a compulsory part of the acquisition process for all participating Service Providers. Non-attendance of thereof will automatically disqualify any prospective bidder.

Proof of compliance to 7.1.1:

Attendance Register of the compulsory briefing session held on Microsoft Teams. Representatives are required to write the name of the bidder and contact details.

Note: non-attendance of the compulsory bidders' conference will automatically disqualify any prospective bidder from further evaluation process.

7.1.2. Bidders Accreditation

The bidder must be an OEM/OSM or authorised Distributor or authorised by the OEM/Distributor to supply, configure and support the proposed solution.

Proof of compliance to 7.1.2:

The bidder must submit documentary proof in the form of a certificate or letter from the product owner, OEM/OSM, that the bidder is an accredited or licensed product supplier of the proposed system.

- a) If the bidder is an OEM/OSM must submit documentary proof of ownership.
- b) If the bidder is authorised directly by the OEM/OSM must submit documentary proof indicating that the bidder is authorised to supply or resell and provide maintenance services of the Declaration of Interests and Gift Register Solution, or
- c) If the bidder is authorised by a distributor such as Mustek, Pinnacle, Tarsus, Axis, or similar then there must be two (2) letters in place:
 - One from the OEM/OSM, which authorises the distributor to distribute the solution to resellers; and
 - Another from the distributor which authorises the reseller to resell and provide maintenance services for the solution.



Note: Bidders that do not meet the mandatory criteria will be eliminated from further evaluation process.

7.2 STAGE 2: FUNCTIONAL EVALUATION CRITERIA

Only bid submissions that have met the requirements of the set mandatory criteria will be considered for functional evaluation. Bids submitted will be evaluated on technical/ functionality criteria out of a maximum of **100 points**. A threshold of **80** out of the **100 points** has been set.

Only bidders that have met or exceeded the qualification threshold on technical/ functionality criteria of 80 points will qualify for further evaluation on Price and Specific Goals.

Note: All bidders achieving less than the set threshold will be declared non-responsive.

Assessment of evaluation of the functional / technical criteria will be based on the table below:

FUNCTIONAL CRITERIA			
NO	CATEGORY	FUNCTIONAL EVALUATION CRITERIA	MAX POINTS
1	SOLUTION PROPOSAL	Bidders must submit a proposal for the Declaration of Interests and Gift Register System. The proposal must cover the minimum requirements for the proposed solution as detailed in the bid document and summarised below: • Declaration of Interests; • Gift Register; • Workflow and Approvals; • Audit and Compliance; • Integration; • Security Requirements; • Training and Skills Transfer; and • Support and Maintenance. Points on submission of a proposal for the Declaration of Interests and Gift Register System will be allocated as follows: [35 points] • Bidder submitted a detailed proposal that meets or exceeds all components of the Declaration of Interests and Gift Register System requirements of the bid = 35 points • Bidder submitted a proposal that is not detailed or does not meet all the components of the Declaration of Interests and Gift Register System = 0 points Note: non-compliance with the minimum requirements will be declared non-responsive. All elements must be covered in detail.	35



2	EXPERIENCE AND REFERENCES	Contactable References: Bidders must submit reference letters from different clients, which indicate that they have supplied, implemented, customised, and supported an automated Declaration of Interests and Gift Register System in the past and they must include the number of years the services have been provided to determine the experience. Reference letters must be from bidder's clients within the borders of the RSA. Letters must be on the company letterhead signed by a senior official of the bidder's client, i.e. CEO, CFO, CIO, IT Manager, or SCM Manager. Letters must include name of the company, contact person, position, contact number, e-mail address, project description, project outcome, and dates, i.e. start and end date of the project. Points on submission of the experience will be allocated as follows: [10 points] • Bidder submitted five (05) or more signed reference letters from different clients, with five (05) years' experience = 10 points • Bidder submitted four (04) signed reference letters from different clients, with five (05) years' experience = 08 points • Bidder submitted three (03) signed reference letters from different clients, with five (05) years' experience = 06 points • Bidder submitted two (02) signed reference letters from different clients, with five (05) years' experience = 04 points • Bidder submitted one (01) signed reference letters from different clients, with five (05) years' experience = 02 points • Bidder did not submit signed reference letters = 0 points Note: reference lists or award letters will not be considered for point allocation. In the event of sub-contracting, the bidder must furnish the above reference letters of the main bidder. MICT SETA reserves the right to contact references prior to award. Bidders with no track record of rendering similar services will be deemed non-responsive. The bidder must demonstrate a minimum of five (05) years' relevant experience in the provision of services similar in nature, scope and complexity to those contemplated under these terms of reference.	10
3	SUPPORT PLAN	Bidders must provide a detailed support plan for the maintenance and support for the Declaration of Interests and Gift Register System. The support plan must cater for the following, at a minimum: • Support Scope – what is covered; • Service Level Agreement; • Support Channels; • Escalation Procedures; • Maintenance and Upgrades; and • Monitoring and Reporting.	20



		Points on submission of support plan will be allocated as follows: [20 points] • Bidder submitted a detailed support plan for the support plan for the maintenance and support of the Declaration of Interests and Gift Register System which covers all six (06) elements = 20 points • Bidder submitted a detailed support plan for the support plan for the maintenance and support of the Declaration of Interests and Gift Register System which covers only five (05) elements = 15 points • Bidder submitted a detailed support plan for the support plan for the maintenance and support of the Declaration of Interests and Gift Register System which covers only four (04) elements = 12 points • Bidder submitted a detailed support plan for the support plan for the maintenance and support of the Declaration of Interests and Gift Register System which covers only three (03) elements = 10 points • Bidder submitted a detailed support plan for the support plan for the maintenance and support of the Declaration of Interests and Gift Register System which covers only two (02) elements = 08 points • Bidder submitted a detailed support plan for the support plan for the maintenance and support of the Declaration of Interests and Gift Register System which covers only one (01) element = 05 points • Bidder submitted a detailed support plan for the support plan for the maintenance and support of the Declaration of Interests and Gift Register System which covers none of the six (0) elements = 0 points Note: non-compliance with the minimum requirements will be declared non-responsive. All elements must be covered in detail.	
4	TRAINING PLAN	Bidders must submit detailed training plan that include the following: ○ Formal Training Workshops: Classroom or virtual sessions for different user levels (introductory, intermediate, advanced). ○ Hands-on Mentoring and Coaching: One-on-one or small group support to ICT and business staff during key project activities. ○ Co-development Sessions: Involve MICT SETA staff in developing artefacts and performing EA assessments. ○ Training Materials and Guides: Provide manuals, reference guides, user documentation, process flows, and video tutorials. ○ Knowledge Repository: Set up an internal repository of EA documents, templates, models, and reference material. ○ Post-Training Assessment: Evaluate staff understanding through quizzes, feedback surveys, and practical assessments	15



		Points on submission of detailed training plan will be allocated as follows [16]: • Submission of a detailed training plan that covers all six (06) of the training elements as listed above = 16 points • Submission of a detailed training plan that covers five (05) of the training elements as listed above = 12 points • Submission of a detailed training plan that covers four (04) training elements as listed above = 09 points • Submission of a detailed training plan that covers three (03) of the training elements as listed above = 06 points • Submission of a detailed training plan that covers two (02) of the training elements as listed above = 04 points • Submission of a detailed training plan that covers one (01) of the training elements as listed above = 02 points • Submission of a detailed training plan that covers none (0) of the training elements listed above = 0 points Note: non-compliance with the minimum requirements will be declared non-responsive. All elements must be covered in detail.	
5.	INTEGRATION PLAN	Bidder must submit a detailed integration plan for the integration of the Declaration of Interests and Gift Register System into OneDrive, Teams and Outlook. The plan should cater for the following at a minimum: • Integration Architecture and Design ○ Proposed architecture diagram (system interactions, data flow); ○ Middleware, APIs, and connectors to be used; ○ Data mapping (what data is shared, field mapping between systems); and ○ Authentication and user identity management approach (e.g., SSO, Active Directory). • Data Management ○ Data formats and standards; ○ Frequency of data exchange (real-time, batch, scheduled); ○ Data validation rules; and ○ Error handling and reconciliation processes. • Security and Compliance ○ Data protection measures (encryption in transit & at rest); ○ Access controls and user permissions; ○ Compliance with POPIA, ISO standards, and government IT security policies; and ○ Audit trail and logging requirements. • Testing and Validation ○ Unit testing (individual components); ○ System integration testing (end-to-end process); ○ User Acceptance Testing (UAT) by MICT SETA stakeholders;	20



	and - o Performance and stress testing. Points on submission of integration plan will be allocated as follows: [20 points] • Bidder submitted a detailed integration plan which covers all four (04) elements = 20 points • Bidder submitted a detailed integration plan which covers only three (03) elements = 15 points • Bidder submitted a detailed integration plan which covers only two (02) elements = 10 points • Bidders submitted a detailed integration plan which covers only one (01) elements = 05 points • Bidder submitted a detailed integration plan which covers none (0) of the four (04) elements = 0 points Note: non-compliance with the minimum requirements will be declared non-responsive. All elements must be covered in detail.	
TOTAL		100
MINIMUM THRESHOLD		80

Note: All bidders achieving less than the set minimum threshold of 80 points will be declared non-responsive and will be eliminated from the evaluation process.

7.3 STAGE 3: PRICE AND SPECIFIC GOALS

Only bidder/s or bid proposals received that have met the requirements of set technical/ functionality evaluation criteria will qualify for further evaluation on Price and Specific Goals according to the 80/20 preference point system in terms of the Preferential Procurement Regulations 2022, where 80 points will be for Price and 20 points will be for Specific Goals. Bids will be awarded to the bidder scoring the highest points.

Specific Goal to be evaluated out of **20 Points**:

Specific Goals Criteria	Points
Enterprise owned by historically disadvantaged persons.	10
Enterprise owned by historically disadvantaged women.	05
Enterprise owned by historically disadvantaged youth.	05
Total	20



**** Enterprises that are not owned by historically disadvantaged persons will be allocated 0 points.**

Bidder must submit the following documents:

- CIPC documents and a valid shareholding certificate(s) indicating percentage (%) shareholding by each director; and
- Certified ID copies of the company director(s) as per CIPC documents (certified copies must not be older than six (06) months.)

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



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

1.2 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:

.....
.....

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.



2.3 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.
- 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.

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.



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

**PREFERENCE PROCUREMENT CLAIM FORM****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** preference point system.
- b) the **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.

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 in regard to 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:

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



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.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Enterprises which are at least 51% owned by historically disadvantaged persons.	10	
Enterprises which are at least 51% owned by historically disadvantaged women.	05	
Enterprises which are at least 51% owned by historically disadvantaged youth.	05	

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:

.....