



KWAZULU-NATAL PROVINCE
AGRICULTURE AND RURAL DEVELOPMENT
REPUBLIC OF SOUTH AFRICA

INVITATION OF QUOTATION

THIS FORM SHOULD BE COMPLETED IN DETAIL AND SHOULD BE ACCOMPANIED BY VALID TAX COMPLIANCE STATUS PIN /CSD NUMBER

QUOTATION NUMBER: R/S/2223/221	VALIDITY PERIOD OF QUOTATION..... Days (To be completed by the Supplier)
CLOSING DATE: 23/05/2022	CLOSING TIME: 11:00
DESCRIPTION(SPECIFICATION/S) OF ITEMS/ SERVICE REQUIRED: SECURITY & ICT GOVERNMENT SUPPORT SEE SPEC ATTACHED.	COMPANY NAME: TEL NO: FAX NO: CONTACT PERSON: CSD :MAAA.....
DOES OFFER COMPLY WITH SPECIFICATION?	YES/NO (DELETE WHICH EVER IS NOT APPLICABLE)
DOES ARTICLE COMPLY WITH SABS SPECIFICATION? HAS IT BEEN INSPECTED BY SABS?	YES/NO YES/NO (DELETE WHICH EVER IS NOT APPLICABLE)
DELIVERY PERIOD AFTER INITIAL ORDER?	
IS THE PRICE FIRM	
WHERE ARE THE STOCK HELD? (PHYSICAL ADDRESS , PLEASE)	
QUOTATION PRICE INCLUDING VAT (VAT TO BE ADDED BY REGISTERED VAT VENDORS ONLY)	TOTAL: R
COMPANY OFFICIAL STAMP (COMPULSORY) SIGNATURE OF BIDDER DATE
Quotation to be returned to: ZULU NOMTHANAZO 1 CEDARA ROAD, SCM BUILDING Tel. No: 033 355 9359	

NB: DOCUMENT MUST BE COMPLETED IN FULL
THIS QUOTATION COVER PAGE MUST BE COMPLETED AND RETURNED WITH ALL YOUR SUPPORTING DOCUMENTS.

ANNEXURE A

COMPANY NAME : _____
 ADDRESS : _____
 CONTACT PERSON : _____
 CONTACT NUMBER : _____

LINE NO.	DESCRIPTION OR SPECIFICATION OF ITEM (Please be very specific and clear)	REQUIRED QUANTITY	UNIT PRICE EXCL. VAT		TOTAL PRICE	
			R	C	R	C
1.	Security & ICT governance support					
* LABOUR (IF APPLICABLE)						
*DELIVERY (IF APPLICABLE)						
TOTAL						
*ONLY APPLICABLE TO VAT REGISTERED SUPPLIERS 15% VAT						
TOTAL PRICE						
CIDB Grading (if applicable)						

For Enquiry only

END-USER NAME : Ms. OT Ndlovu
 TELEPHONE NUMBER : 033 355 9630
 E-MAIL ADDRESS : osma.ndlovu@kzndard.gov.za
 PROPOSED DELIVERY DATE : 31 May 2022
 DELIVERY ADDRESS : D217c First Floor, Main Building
 LOCAL MUNICIPALITY :
 DISTRICT : Umngugundlovu

*VAT Registration No. (Supplier) -----

COMPANY STAMP

PRICES ARE VALID FOR

Mark one Box (X)

30	60	90
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DAYS

SIGNATURE.....

DATE.....



PART A

REQUEST FOR PROPOSAL FOR ICT GOVERNANCE AND SECURITY

1. INTRODUCTION

- 1.1. The Department of Agriculture and Rural Development requests proposals from suitable qualified consultants on ICT Governance and Security.

2. BACKGROUND

- 2.1. It has been identified that there's a need for additional support in the ICT section to assist with the implementation of Auditor General's findings, Provincial Internal Audit reports, ICT Governance and Security.
- 2.2. The section has a number of vacant positions for a long time and the process of filling the vacant positions has started. While the positions are being filled the consultant will be of assistance in the work of the section.

3. SPECIFIC OBJECTIVES

- 3.1. The service provider assigned to the project will be responsible for the following:
 - 3.1.1. Assist the department in developing and implementing IT controls to mitigate weaknesses identified by previous IT audits;
 - 3.1.2. **Review and/or develop** and implement the department's ICT Governance Framework and supporting instruments, in accordance with recognized IT governance standards;
 - 3.1.3. **Review and/or development** and implement IT security policy and procedures, including procedures to implement:
 - 3.1.4. **Physical security** of IT for all critical assets;
 - 3.1.5. **Logical access** to systems;
 - 3.1.6. **Monitoring** of IT security events and incidents;
 - 3.1.7. Review and/or **develop and implement** processes to monitor IT service provider performance (SITA and others) by service level agreement
 - 3.1.8. **Review and/or develop and implement** IT systems upgrades and patch management policy and procedures;

- 3.1.9. **Review and/or develop and implement IT** systems and devices security configuration management processes;
- 3.1.10. Review and/or develop and **implement user access management policy** and procedures to cater for granting, modification and termination of access;
- 3.1.11. **Review and/or develop and implement processes** to monitor and report on IT unit performance and value delivery;
- 3.1.12. **Review and/or develop and implement IT support** and incident management policy and procedures, including IT service requests logging and monitoring;
- 3.1.13. **Review the Department's IT disaster recovery plan** to include all critical systems;
- 3.1.14. Perform investigation including forensic investigation where necessary, and recommend remedial action, on fraudulent emails purported to originate from departmental officials to external parties. This investigation will initially include the following:
 - a) Email message header analysis;
 - b) Email server investigation;
 - c) Network device (router, firewall and switches) investigation;
 - d) Email software embedded information analysis;
 - e) Analysis of sender mail fingerprints;
 - i) Submit weekly timesheets detailing activities performed; and
 - ii) Senior Consultant will oversee and be responsible for project management of the assignment.
 - iii) The assignment is subject to compliance with the POPI Act.

3.2. Competency and Expertise

- 3.2.1. Relevant qualifications and demonstrable experience in IT Governance, Security and ISO compliance; with a minimum of five (5) years supervisory experience.
- 3.2.2. The resources assigned to the project must specialise, or have a minimum of five (5) years, in IT Governance and Security.
- 3.2.3. Specifically, the senior consultants should possess demonstrable knowledge and experience in the following:
 - a) IT governance frameworks and standards;
 - b) IT security frameworks and standards;
 - c) Service management frameworks;
 - d) Service management practices and service level management;
 - e) Techniques for monitoring third-party performance and compliance with service agreements and regulatory requirements;
 - f) Functionality of fundamental technology (e.g., hardware and network components, system software, middleware, database management systems);

- g) IT asset management, software licensing, source code management and inventory practices;
- h) Capacity planning and related monitoring tools and techniques;
- i) Systems performance monitoring processes, tools and techniques (e.g., network analysers, system utilization reports, load balancing);
- j) Problem and incident management practices;
- k) Change management, configuration management, release management and patch management practices;
- l) Operational risk and controls related to end-user computing;
- m) Regulatory, legal, contractual and insurance issues related to disaster recovery;
- n) Business impact analysis (BIA) related to disaster recovery and business continuity planning;
- o) Development and maintenance of disaster recovery plans;
- p) Disaster recovery testing methods; and
- q) Processes used to invoke the disaster recovery plans.
- r) Forensic investigation knowledge

4. PROPOSAL SUBMISSION

- 4.1. Prospective firms should submit detailed proposals.
- 4.2. Proposals should be deposited in the designated **Bid box at the Cedara (Supply Chain Management Offices)**, Department of Agriculture and Rural Development (1 Cedara Road, Cedara, Pietermaritzburg, 3201)
- 4.3. The proposal cover letters should designate who can answer questions concerning the submitted proposals. Another officer to bind the service provider submitting the proposal must sign the proposal.

5. PROPOSAL FORMAT

- 5.1. One original proposal should be submitted in the format outlined in "**Proposal Document Instructions.**"

6. QUESTIONS AND SITE VISITS

- 6.1. Any questions should be submitted to the **Director Internal Control Mrs B Bodlani 082 461 8179.**

7. CONTRACT TERMS

- 7.1. The proposal should be on a fee basis as defined in "**Proposal Document Instructions.**"

- 7.2. All service providers submitting a proposal shall agree not to include a provision into a contract or agreement with the Department requiring the Department to hold harmless or indemnify any person, partnership, association, corporation or other form of entity.
- 7.3. By responding to the request for proposal (RFP), the service provider is agreeing to the terms, conditions and requirements set forth herein, unless expressly noted in writing in the firm's written submission.

8. SCHEDULE OF KEY DATES FOR THE PROPOSAL

- 8.1. The RFP is not to be construed as creating a contractual relationship between the Department and any service provider submitting a response to this RFP.
- 8.2. The Department shall have no obligation or liability to any service provider responding to this RFP. All costs associated with responding to this RFP are borne solely by the respondent.
- 8.3. The Department may require follow-up oral interviews with selected Respondent.
- 8.4. The Department reserves the right to reject any or all responses, to modify the scope with one or more of the respondents, and waive any/all requirements, which the Department deems to be in its or its employees' best interest.
- 8.5. By submitting this information, the service provider represents that it has examined and understands this RFP and has become fully informed of all the requirements of the RFP. All terms and conditions set forth in this document are accepted and must be incorporated in the submission unless explicit exception is made to individual items and accepted by the Department.
- 8.6. By submitting a response, the service provider represents that it has the ability to meet the requirements outlined herein.
- 8.7. After evaluation of the responses, the Department will make its selection based on the response that best meets the needs of the Department, in the sole discretion of the Department. The request for Proposals is not intended to create a public bidding process, and the proposal with the lowest quoted fees will not necessarily be accepted, nor will any reason for rejection of any proposal be indicated. The Department reserves the right to privately negotiate with any service provider with respect to the requirements outlined in this Request for Proposals.

9. EVALUATION AND SELECTION OF PROPOSALS

- 9.1. The evaluation of proposals will be performed in accordance with the criteria set forth at Appendix A. The following criteria will also be considered in the evaluation:
 - 9.1.1. The methodology and approach
 - 9.1.2. The firm is licensed to practise in The Republic of South Africa
 - 9.1.3. The firm is independent

- 9.1.4. The firm has no conflicts of interest with regard to any other work performed for the Department
- 9.1.5. The firm adheres to the instructions in this request for proposal on preparing and submitting the proposal
- 9.1.6. The firm's past experience and performance on comparable engagements (include at least 3 references)
- 9.1.7. The quality of the firm's professional personnel to be assigned to the engagement and the quality of the firm's management support personnel to be available for consultation
- 9.1.8. Other criteria as deemed prudent
- 9.2. The Department reserves the right to retain all proposals submitted and use any idea in a proposal regardless of whether that proposal is selected.

10.SUBCONTRACTING

- 10.1. Firms are not permitted to subcontract or assign any part of the work covered under the scope of the engagement, without the express prior written consent of the Department.

PART B

REQUEST FOR PROPOSAL FOR ICT GOVERNANCE AND SECURITY

A) NATURE OF SERVICES REQUIRED

1. SCOPE OF WORK

1.1. The scope is reflected in 3.1 above

2. REPORTS TO BE ISSUED

Following the completion of the review, the firm shall issue:

- 2.1. A written report communicating all the findings, its quantification, cause, consequence and recommendations.
- 2.2. A letter to the Head of Department of any reportable conditions found during the review. A reportable condition shall be defined as a significant deficiency in the design or operation of the internal control structure, which could adversely affect the functioning of the department.
- 2.3. Consultants shall be required to make an immediate written report to the Head of Department of all findings which they become aware of and what has been implemented.

3. WORKING PAPER RETENTION AND ACCESS TO WORKING PAPER

- 3.1. All working papers and reports must be retained, at the consultant's expense, for three (3) years, unless the firm is notified in writing by the Department of the need to extend the retention period. Consultants will be required to make working papers available, upon request, to the following parties or the designees:
 - 3.1.1. Executive Authority
 - 3.1.2. Head of Department
- 3.2. In addition, the firm shall respond to the reasonable inquiries of successor consultants and allow successor consultants to review working papers relating to matters of continuing significance.

B) PROPOSAL DOCUMENT INSTRUCTIONS

1. GENERAL REQUIREMENTS

Proposals should include the following:

1. Title page, including:

- a) The name, address, and phone number of the bidder's contact person
- b) The name and address of the firm

2. Table of contents

Transmittal letter, including:

- a) A brief statement as to the proposer's understanding of the work to be performed, the commitment to perform the work within the time period, and a statement as to why the firm believes it to be the best qualified to perform the engagement.
- b) The period of time for which the offer will be honoured, which should be at least one (1) month from the date of the proposal.
- c) A signature of the person authorised to commit the firm.

2.1. Body of proposal – see below

2.2. Executed copies of Proposer Guarantee and Proposer Warranties, provided in the attachments, Appendix B.

C) BODY OF PROPOSAL

1.1. The purpose of the proposal is to demonstrate the qualifications, competence, and capacity of the firms seeking to undertake ICT work as detailed in 3.1 above.

1.2. As such, the substance of proposals will carry more weight than their form or manner of presentation.

1.3. The qualifications proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement. It should also specify the approach that will meet requirements of the request for proposals.

1.4. The proposal should address all the points outlined in the request for proposal. The proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the request for proposal. While additional data may be presented, responses to items Nos. 1 through 8 must

be included. They represent the criteria against which the proposal will be evaluated.

2. Independence

- 2.1. The firm should provide an affirmative statement that it is independent of the Department of Agriculture and Rural Development as defined by current professional standards.

3. Licensed to Practise in South Africa

- 3.1. An affirmative statement should be included indicating that the firm and all assigned key professional staff are properly registered/licensed to practise in South Africa.

4. Firm Qualifications and Experience

- 4.1. The proposal should state the size of the firm, the size of the firm's governmental practitioner staff and the location of the office which the function will be performed.
- 4.2. If the proposer is a joint venture or consortium, the qualifications of each firm comprising the joint venture or consortium should be separately identified and the firm that is to serve, as the principal law practitioner should be noted, if applicable.

5. Senior Consultant Junior Consultant, Assistant Consultant and Staff Qualifications and Experience

- 5.1. The firm should identify the principal management and supervisory staff, including engagement Senior Consultant, Junior Consultant and other specialists, who would be assigned to the engagement and indicate whether each such person is licensed to practise in South Africa.
- 5.2. The firm also should provide information on the government experience of each person, including information on relevant continuing professional education for the past three (3) years and membership in professional organisations relevant performance of this task. Consultants and specialists may be changed if those personnel leave the firm, are promoted or are assigned to other clients or offices. These personnel may also be changed for other reasons. However, the Department retains the right to approve or reject replacements.

6. Similar Engagements with Other Entities

- 6.1. For the firm's office that will be assigned responsibility for the task required, the most significant engagements (maximum of 5) performed in the last five

(5) years that are similar to the engagement described in this request for proposals. (At least (3) of the engagements should be governments.) Indicate the scope of work, dates of the engagements, name of engagement partner, total hours, and the name and telephone number of the principal client contact.

7. Specific Approach

- 7.1. The proposal should set forth a work plan, including an explanation of the methodology to be followed, to perform the services required for proposal. Proposers will be required to provide the following information on their approach:
- a. Proposed segmentation of the engagement with anticipated time frames for each segment.
 - b. Level of staff and number of hours to be assigned to each proposed segment of the engagement.
 - c. Approach to be taken to gain and document an understanding of the Department's processes.

8. Identification of Potential Problem Areas

- 8.1. The proposal should identify and describe any anticipated potential problems, the firm's approach to resolving these problems and any special assistance that will be required by the Department.

9. Cost

Total All-inclusive Price

- 9.1. The proposal should contain all pricing information relative to performing the review engagement as described in this request for proposals. The total all-inclusive price to the bid/ quotation to contain all direct and indirect costs including all out-of-pocket expenses. The proposed total all-inclusive price should be documented in the format included in Appendix B.
- 9.2. The Department will not be responsible for costs incurred in preparing and submitting the technical proposal. Such costs should not be included on the proposal.

Rates for Senior Consultant, Junior Consultant, Article, Consultant and Staff

- 9.3. The proposal should include a schedule of professional fees and expenses, presented in the format provided in the Cost Structure below, which supports the total all-inclusive price.

Out-of-pocket expenses for firm personnel (e.g. travel, lodging, meals, etc.)

- 9.4. Should be included on the schedule of professional fees and expenses. All reimbursements will be charged against the total all-inclusive price submitted by the firm.

Additional Professional Services

- 9.5. If it should become necessary for the Department to request the Investigator or Consultant to render any additional services to supplement the services requested in this request for proposals, then such additional work shall be performed only if set forth in an addendum to the contract between the Department and the firm.

D) SPECIAL PROGRAMS

1.1. Prerogatives

The Department reserves the following prerogatives.

- 1.1.1. To reject any or all proposals
- 1.1.2. To change the report due dates.
- 1.1.3. To terminate the contract following 10 day's written notification to the firm.

1.2. Contract Period

- 1.2.1. The purchase of professional services contract shall apply to the compilation of the period ending 31 August 2022. Service Level Agreement (SLA) will be drawn with this effect.

1.3. Assignability

- 1.3.1. The Firm cannot transfer any interest or provide for the assignment of the purchase of professional services contract with any official (other than the Head of Department) either in whole or in part, without the expressed written permission and written consent of the Head of Department.

1.4. Payment

- 1.4.1. Payment for services rendered based upon receipt of an itemised statement from the firm. The itemised statement shall describe hours spent by each staff level. All billing amounts should be allocated to departments by the firm for appropriate costing based on actual hours spent or allocated to each section.

- 1.4.2. All billings should indicate the percentage for work completed. Amounts billed of the maximum price will not exceed the percentage of completion. Not more than 70% of the fee will be paid prior to receipt of a draft copy of the report.

1.5. Ownership

- 1.5.1. All proposals and reports become the property of the Department upon submission, for use as deemed appropriate. Work papers must be available for references and reproduction by the Department for a period of three years for submission of the reports.

1.6. Confidentiality

- 1.6.1. All proposals, for the purpose of bidding, will be kept in strict confidence by the firm. The invitees and subsequently selected firm may not issue news releases or other public notification regarding this project without prior approval from the Department.

1.7. Special Meetings

- 1.7.1. A planning meeting will be held prior to the start of the work. Progress meetings will be held as deemed necessary to gauge the progress and assist in facilitating the timely completion of the review.
- 1.7.2.
- 1.7.3. An exit meeting will be held at the end of the work performed to discuss findings and recommendations and a draft copy of the report will be provided at this time. Scheduling of these meeting will be the responsibility of the consulting firm.

REQUEST FOR PROPOSAL FOR ICT GOVERNANCE AND SECURITY

a) BID EVALUATION CRITERIA

1. After determining that a proposal satisfies the mandatory requirements stated in the request for services, the comparative assessment of the relative benefits and deficiencies of the proposal in relationship to published evaluation criteria shall be made by using subjective judgement.
2. The award of a contract resulting from this request for ICT services shall be based on the best proposal received in accordance with the evaluation criteria stated below:
3. After an initial screening process of the RFP, a technical question-and-answer conference or interview may be conducted, if deemed necessary by the Department to clarify or verify the proposer's proposal and to develop a comprehensive assessment of the service.
4. Compliance with Special terms and Conditions
Only bids that meet the Special Terms and Conditions in all aspects as stipulated in the bid document shall be considered.
5. Correctness of information
All information required in the bid document must be accurate and duly completed including all the appropriate signatures. The Department reserves the right to verify all information submitted. Non-compliance with the above shall result in elimination from further processes.
6. Compulsory administrative compliance documents that must be submitted with the bid:
 - 6.1.1. Central Suppliers Database registration number;
 - 6.1.2. Documentary proof of bidder's experience in support of **Annexure B**
 - 6.1.3. Documentary proof of Registered Financial Institution or evidence of access to any legal funding instrument.
 - 6.1.4. Documentary proof Municipality Bill, Business Letters or Lease Agreements

Non-submission of any of the above documents shall result in disqualification.
7. Where copies of original documentation are submitted, those copies must be certified and must not be copies of certified copies. Original certification should not be older than three (3) months. Failure to comply with this requirement shall invalidate the bid submitted.
8. Functionality evaluation criteria for this project are as follows:

b) FUNCTIONALITY EVALUATION

1. The bid documents shall be evaluated individually on score sheets, by a representative evaluation panel, according to the below mentioned evaluation criteria.
2. All service providers who score less than minimum functionality score of **70 points** shall not be considered for the work

EVALUATION MATRIX		Points %	Means of Verification	Score
1	<p>Locality of the service provider</p> <ul style="list-style-type: none"> ❖ Office Operations within KwaZulu-Natal Borders = 15 points ❖ Office Operations outside KwaZulu Natal = 0 points 	15	Municipality Bill, Business Letters or Lease Agreements	
2	<p>Service Providers skills, competencies and experience</p> <p>Knowledge and previous experience <i>experience of Firm and Staff in comparable government engagements</i></p> <p><i>Engagement with State and/or local government activities with similar work</i></p> <ul style="list-style-type: none"> ❖ < 3 years experience = 0 points ❖ = 3 years experience = 5 points ❖ > 3 years experience = 15points 	15	<i>A short CV and/or Company Profile with specific reference to previous experience also to be included in presentation</i>	
3	<p>Qualification of key personnel</p> <p>Qualification of staff to be assigned</p> <p>This will be determined from resumes submitted, education, position in firm, years and types of experience will be considered.</p> <p>a. The team makeup.</p> <p>b. Over all supervision.</p>	20	<i>CV & related certified certificates/ registration</i>	
4	<p>Proposal Methodology</p> <p>The bidder must demonstrate the thorough understanding of the service, its tasks and deliverables. This must be through a written proposal of:</p> <ul style="list-style-type: none"> ❖ The methodology to be used to carry out the scope of work outlined above. ❖ Demonstration of an in-depth knowledge of ICT governance, security and how the project deliverables will be achieved. ❖ Demonstrate the understanding of Government and sample through-flow. ❖ Examples of previous plans produced. ❖ The quality of the professional team assembled. 	30	Detailed Proposal document plus Presentation	

5	<p>Financial Implications:</p> <p>Service provider should provide the rates of the following:</p> <ul style="list-style-type: none"> ❖ Hourly rate of onsite labour and show increased percentage to be charged ❖ Hourly rate of travel time. ❖ Kilometres driven (NB* The Department will only pay out to a maximum of the rates published by the Department of Transport). 	15	<i>Detailed Proposal document</i>	
6	<p>Ability to deliver</p> <ul style="list-style-type: none"> • Financial resources to implement this service. 	5	<i>Good standing letter from the Bank</i>	
	TOTAL	100%		

ANNEXURE B

Previous/Current work performed (Documents and/or an extended list may be attached for further details)

	Client Name	Nature of Inputs Supplied	Contract Value	Period of Contract	Contact (Work / Cell Number)
1.					
2.					
3.					
4.					
5.					
6.					
TOTAL VALUE					

Signed on behalf of bidder:	Date:
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APPENDIX B

PART D

REQUEST FOR PROPOSAL FOR ICT GOVERNANCE AND SECURITY

PROPOSER WARRANTIES

- A. Proposer warrants that it is willing and able to comply with a professional body affiliated to.
- B. Proposer warrants that it has errors and omissions insurance policy with coverage of not less than R 1 000,000 for the wilful or negligent acts or omissions of any partners, officers, employees or agents thereof and proof shall be submitted upon award of the contract.
- C. Proposer warrants that all information provided by it in connection with this proposal is true and accurate.

Signature of official: _____

Name: _____

Title: _____

Firm: _____

Date: _____

Cost Structure:

Level	Hourly rate	Estimated Hours	Amount
Senior Consultant			
Junior Consultant			
Senior Consultant			
Consultant			
Disbursements			
Other			

**PART B
TERMS AND CONDITIONS FOR BIDDING**

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER:

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

DATE:

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

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:

.....
.....

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.

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.

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

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.

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;
 - Declaration of bidder's past SCM practices;
 - Certificate of Independent Bid Determination;
 - 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	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

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

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1

2

DATE: