



PUBLIC INVESTMENT
CORPORATION®

Est. 1911

PIC004/19: REQUEST FOR PROPOSAL APPOINTMENT OF EMPLOYEE WELLNESS SERVICE PROVIDER FOR A PERIOD OF THREE (3) YEARS.

The Public Investment Corporation (PIC) is the investment arm of the government which has various public sector clients, the biggest among the clients being the Government Employees Pension Fund (GEPF). The PIC is empowered by its clients' mandates to invest funds on their behalf in various asset classes with an objective to get good returns, while it simultaneously advances the developmental investment agenda. PIC also has a presence in some countries outside South Africa which are on the African continent and it competes with the best in the world.

The PIC seek to appoint the services of a qualified and suitable service provider to offer the PIC wellness programme with the aim to:

- Establish and maintain an employee work-life balance through wellness programme and its activities,
- Establish and maintain a holistic approach to support employees in managing work, personal and social challenges,
- Provide employees and their immediate family members with a comprehensive resource to help them address life challenges, and
- Provide management with a practical resources to support their employees with personal and work-related challenges when they impact on an employee's performance and general wellbeing.

Compulsory Briefing session: 14 August 2019, 11:00 AM, Menlyn Maine Central Square, Corner Aramist Avenue and Corobay Avenue, Waterkloof Glen Extension 2.

Note: Attendees must be seated at 11:00AM, no late arrival will be allowed into the briefing venue.

Bid documentation will be available on the PIC website, www.pic.gov.za/tenders

Closing date for the bid submission: 5 September 2019, Closing time: 11:00 am

For submission at:

Public Investment Corporation SOC Limited

Menlyn Maine Central Square, Ground Floor, next to ABSA Bank,
Corner Aramist Avenue & Corobay Avenue Waterkloof Glen Extension 2

Enquiries: tenders@pic.gov.za

BID NO PIC004/2019

Bid Number : PIC004/2019

**APPOINTMENT OF EMPLOYEE WELNESS SERVICE PROVIDER FOR A PERIOD OF
THREE (3) YEARS**

Closing Date : 5 September 2019

Place of Submission : Public Investment Corporation

Menlyn Maine Central Square

Corner Aramist Avenue & Corobay Avenue

Waterkloof Glen Extension 2

Pretoria, South Africa

Validity period: 90 days from date of closing

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1 DEFINITIONS AND ABBREVIATIONS

B-BBEE means black broad-based economic empowerment

B-BBEE Status Level of contributor means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of good practice on Black Economic Empowerment, issues in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act.

Bid means a written offer in a prescribed or stipulated form in response to an invitation by PIC for the provision of goods and services, through price quotations, advertised competitive tendering processes or proposals

Broad Based Black Economic Empowerment Act means the Broad Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003).

Consortium or joint venture means an association of persons for the purpose of combining their expertise, property, capital, skill and knowledge in an activity for the execution of a contract

Contract means the agreement that results for the acceptance of a bid by PIC

Functionality means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder.

Management means an activity inclusive of control and performed on a daily basis, by any person who is a principal executive officer of the company, by whatever name that person may be designated, and whether or not that person is a director

Ownership means the percentage ownership and control, exercised by individuals within an enterprise.

Validity Period: Time it will take to finalise the adjudication process from the closing date to the adjudication of the bid.

PPPFA means the Preferential Procurement Policy Framework Act

SANAS means South African National Accreditation System

2 INTRODUCTION

The Public Investment Corporation (PIC) is the investment arm of the government which has various public sector clients, the biggest being the Government Employees Pension Fund (GEPF). The PIC is empowered by its clients' mandates to invest funds on their behalf in various asset classes with an objective to get good returns, while it simultaneously advances the developmental investment agenda. The PIC also has a presence in some countries outside South Africa which are on the African continent and it competes with the best in the world.

3 SCOPE OF WORK

3.2. OBJECTIVES

The PIC seek to appoint a suitably qualified service provider to provide employee wellness programme with the aim to address the following:

- Establish and maintain an employee work-life balance through wellness programme and its activities.
- Establish and maintain a holistic approach to support employees in managing work, personal and social challenges
- Provide employees and their immediate family members with a comprehensive resource to help them address life challenges.
- Provide management with a practical resources to support their employees with personal and work-related challenges when they impact on an employee's performance and general wellbeing.

3.3. DETAILED REQUIREMENTS

The PIC requires a holistic media monitoring service that includes the following:

3.4. EMPLOYEE WELLNESS PROGRAMME

The suitable training provider will be required to offer the employee wellness with specific focus on the psychological wellbeing services based on the below scope of work:

- Dedicated toll-free line for PIC employees and family members
- Other types of access
- Counselling and consultation (face-to-face or telephonic counselling)
- Online wellness service and application
- Trauma management services including on-site management (In-house clinic), should the need arise (group or individual)
- Provision of communication and health promotion information
- Appropriate referral and managerial services
- Management and employee orientation
- Management consultation services

3.5. WORK-LIFE BALANCE

- Annual and mid-year Employee wellness activities based on the PIC engagements and requirements to address the outcomes on the reports
- Fitness activities tracker application linked to other fitness apps (Mobile and wearables)
- Run a quarter fitness and wellness competition
- Employee wellness workshops
- Annual fitness assessments linked to PIC approved medical aid schemes
- Annual health checks linked to the PIC approved medical aid schemes

3.6. EXECUTIVE WELLNESS PROGRAMME

The programmes targeted at PIC EXCO members

- 5.2.1. The Executive wellness programme will have to be specifically designed to support the need for an executive to optimise and sustain their physical, mental or emotional wellbeing as key components of personal competitive advantage.
- 5.2.2. Has to be designed around the busy schedule of an executive i.e. the executive is able to schedule appointments for assessments and consultations at their convenience.
- 5.2.3. Annual assessments to provide continued support to empower the executive to continuously strive towards the achievement of their wellness needs. The programme must cover the following:

Services	Three year cycle		
	Year 1	Year 2	Year 3
Medical assessment by a medical practitioner	X	X	X
Biokineticist consultation (anthropometry and body composition)	X	X	X
Nutritional assessment by a dietician & Eye screening (Optometrist)	X	X	X
Eye screening (Optometrist)	X	X	X
Hearing screening (Audiologists)	X	X	X
Full blood pathology	X	X	X
Lung function assessment	X	X	X

Cardiac assessment	X	X	X
Poster assessment	X	X	X
Female health checks (Hemoglobin test and mammogram)	X	X	X
Male health checks (uric acid and postage testing)	X	X	X
Therapeutic and sports massage by a therapist	X	X	X
Stress management boosters	X	X	X
Exec online and telephonic follow up sessions	X	X	X
Fitness assessments linked to the PIC approved medical aids	X	X	X
Health checks (Glucose, high blood pressure, Cholesterol, weight assessment, HIV testing etc)	X	X	X
3.7. WELLNESS PROGRAMME MANAGEMENT AND REPORTING <ul style="list-style-type: none"> • Monthly reports on all programmes • Quarterly report on all programmes • Annual report on all programmes All reports to include Statistical analysis, interpretation and recommendation for action			
3.8. The above offering for 400 employees at the PIC Head offices based in Pretoria			

3.9. Customizations and requirements meeting will be set up with the successful bidder and PIC before implementation and launch of the PIC' Employee Wellness Programme.

3.10. Reporting

Report should be sent to PIC as per the following requirements. :

- Monthly report;
- Quarterly report;
- Annual Report; and
- Ad hoc report

In addition, to the, monthly, quarterly ad hoc reports, PIC also requires an annual report, coinciding with the financial year that reflects details of the above analysis over a twelve (12) month period from April to March.

4 EVALUATION CRITERIA

Proposals will be evaluated in the following three Phases:

- **Phase 1:** Compliance with administrative requirements
- **Phase 2:** Evaluation of proposals in terms of requirements and presentations

- **Phase 3:** Price and B-BBEE scoring in terms of PPPFA. 80/20 Preference Procurement points system as stipulated in the Preferential Procurement system. 80 Price and 20 B-BBEE status level of contribution.

4.1 Administrative requirements

- **The bidder must comply with the following requirements to proceed to the next stage of evaluation: -**

Submission of:

- A valid Tax Clearance Certificate/ Tax PIN.
- B-BBEE status level certificate –Accredited by SANAS or IRBA BEE verification agencies,
- EME's with an annual total revenue of R10 million or less are required to obtain a sworn affidavit or certificate issued by companies intellectual Property Commission (CIPC)
- Signed declaration of interest document
- Latest audited financial statements
- Completed and signed Company Information document and submission of all the required documentation as stipulated in the company profile document
- Acceptance of the conditions as stipulated in the bid document
- Submission of one (1) original and four (4) copies of the bid document and a separate envelope for pricing quotation.(Original tax clearance should be in the original pack)
- All documents **should be indexed**, clearly marked with bid number, indicate original or copy (1, 2, 3, 4). Technical and administrative requirements (one document) and should be clearly separated with heading Administrative and Technical.
- The CSD (Central Supplier Database) is a single source of all supplier information for all spheres of government and all suppliers engaging with the PIC should be registered on the CSD.
- **Kindly enclose your CSD registration number and submit CSD registration document.** _____

The bidder to provide:

- A minimum of 2 reference letters where prior clients are attesting on where similar work has been implemented within the last 5 years.
- This information must also include, name of entity, designation of contact, contact person, contact number, contract value and implementation date.
- It is preferred that a listing of the bidder's references is relevant to similar implementation PIC is tendering for.

Item	Evaluation Criteria	Description	Weight	Rating
1.	Understanding scope of work	Provide evidence experiences and in-depth track record of a similar work done previously in the last three (3) years with specific focus on:	15	40
		<ul style="list-style-type: none"> • Employee wellness programme and its psychological aspects 	10	
		<ul style="list-style-type: none"> • Executive wellness programme 	10	
		<ul style="list-style-type: none"> • Work-life balance initiatives 	5	
2.	Project plan	Bidder must provide detailed project plan for	20	30
		<ul style="list-style-type: none"> • Implementation as per the scope of work provided. 	5	
		<ul style="list-style-type: none"> • Launch to employees 	5	

3.	References	<ul style="list-style-type: none"> Bidder must provide a minimum of five (5) contactable references detailing similar work carried out and not older than (3) three years. 	10	20
		<ul style="list-style-type: none"> Success & impact of the previous similar work. 	10	
4	Resources and expertise	CVs of suitably qualified resources that will be deployed for the execution of this service, with clear indication on backup plan in cases where seconded resource is not available	10	10

4.2 PRICING PROPOSAL

- The costs for the bidder's proposed solution should be submitted on a separate document in line with the scope of work identified.
- It is the responsibility of the bidder to ensure the accuracy of the pricing of the response.
- Costs should include all costs for services and hardware (where applicable) on the pricing proposal.
- When completing the pricing please take note of the following:
 - All pricing to be quoted in South Africa Rand.
 - Disbursement will be negotiated during contract in line with PFMA or National Treasury Regulations.

Pricing: Prices must be quoted in South African Rand exclusive of VAT

A detailed price breakdown for per annum must be attached in a separate price schedule.

Annual increases must not exceed CPI related to the specific year.

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

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \text{ Where}$$

P = Points scored for price of bid under consideration

P_t = Rand value of bid under consideration

P_{min} = Rand value of lowest acceptable bid

Broad Based Black Economic Empowerment Status Level Certificates

Bidders with annual total revenue of R 5 million or less qualify as Exempted Micro Enterprises (EMEs) in terms of the Broad-Based Black Economic Empowerment Act, and must submit a certificate issued by a registered auditor, accounting officer (as contemplated in section (60 (4) of the Close Corporation Act, 1984 or an accredited verification agency.

Bidders other than the Exempted Micro-Enterprises (EMEs) must submit their original and valid BBBEE status level verification certificate or a certified copy thereof issued by a SANAS accredited agency, substantiating their BBBEE rating.

Points will also be awarded based to a bidder for attaining their B-BBEE status level of contributor in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points 20
1	20
2	18
3	14
4	12
5	8

6	6
7	4
8	2

Ownership:

Indicate percentage of Black ownership

_____ %

Indicate a percentage of black executive management

_____ %

List of Shareholders

Name	ID No	SA Citizen	Race	Gender	Share holding %

Name	ID No	SA Citizen	Race	Gender	Share holding %

Points scored in terms of the 90/10 preference system will be added to the points scored for % black ownership and % of black Executive Management.

Points scored will be rounded off to the nearest two decimal places.

- The bidder who scored the highest point will be awarded the bid
- In the event where two or more bidders scored equal points, the successful bidder must be the one scoring the highest preference points for BBBEE.
- However when functionality is part of the evaluation process and two or more bidders have scored equal points including equal preference points for BBBEE, the successful bidder must be the one scoring the highest for functionality.
- Should two or more bidders be equal in all respects, the award shall be decided by the drawing of lots.

5 CONDITIONS

The PIC reserve the right to conduct presentations with bidders who pass the 70 functionality points.

5.1 *JOINT VENTURES/ CONSORTIUMS

Preference will be given to bidders who form or already have existing Joint Venture/Consortium agreements in place.

The following information and documentation must be submitted:

- All information stipulated in paragraph 3 under minimum and administrative requirements must be submitted by all parties involved in the Joint – Joint BEE Certificate. Ventures/Consortiums, including ownership and executive management information.
- A percentage breakdown of the work allocation between the parties must be clearly indicated.
- A formal signed agreement indicating the leading company as well as the other company roles and responsibilities must be submitted.
- A skills transfer plan between the parties must be submitted.

5.2 NON- COMMITMENT

Public Investment Corporation (PIC) reserves the right to withdraw or amend these terms of reference by notice in writing to all parties who have received the terms of reference prior to the closing date.

The cost of preparing of bids will not be reimbursed.

5.3 REASONS FOR REJECTION

- PIC reserves the right to reject bids that are not according to specification/Terms of Reference. Bidders must clearly indicate compliance or non-compliance with specification/Terms of Reference.
- Bidders shall not contact PIC on any matter pertaining to their bid from the time the bids are closed to the time the bid has been adjudicated. Any effort by a bidder to

influence the bid evaluation, bid comparisons or bid award decisions in any matter, may result in rejection of the bid concerned.

- PIC shall reject a submission if the bidder has committed a proven corrupt or fraudulent act in competing for a particular contract.

PIC may disregard any submission if that bidder, or any of its directors:

- Have abused the Supply Chain Management (SCM) system of any Government Department/ institution.
- Have committed proven fraud or any other improper conduct in relation to such system.
- Have failed to perform on any previous contract and the proof thereof exists.
- Is restricted from doing business with the public sector if such a supplier obtained preferences fraudulently or if such supplier failed to perform on a contract based on the specific goals.

5.4 CANCELLATION OF A BID

PIC may prior to the award of a bid, cancel a bid if:

- Due to changed circumstances, there is no longer a need for the goods or services requested;
- Funds are no longer available to cover the total envisaged expenditure
- No acceptable bids are received.

5.5 CLARIFICATIONS

Any clarification required by a bidder regarding the meaning or interpretation of the document, or any other aspect concerning the submission, is to be requested in writing e-mail to tenders@pic.gov.za

5.6 RECEIPT OF BIDS

Each bid shall be in writing using non-erasable ink and shall be submitted on the official document of Bid issued with the bid documents. The bid shall be submitted in a separate sealed envelope with the name and address of the bidder, the bid number and title, the bid box number (where applicable), and the closing date indicated on the envelope. The envelope shall not contain documents relating to any bid other than that shown on the envelope.

The onus shall be on the bidder to place the sealed envelope in the official marked locked bid box provided for this purpose, at the designated venue, not later than the closing date and time specified in the bid notice.

Postal bids will be accepted for consideration only if they are received in sufficient time to be lodged in the appropriate bid box by the closing time for such bids, it being understood that PIC disclaims any responsibility for ensuring that such bids are in fact lodged in the bid box. Proof of posting of a bid will not be accepted as proof of delivery to the appropriate place for the receipt of bids.

Documents submitted on time by bidders shall not be returned and shall remain the property of the Public Investment Corporation (PIC).

5.7 LATE BIDS

Bids received late shall not be considered. A bid will be considered late if arrived only one second after 11:00 or any time thereafter. The tender box shall be locked at exactly 11:00.

Bids received late shall be returned unopened. Bidders are therefore strongly advised to ensure that bids be despatched allowing enough time for any unforeseen events that may delay the delivery of the bid.

5.8 PRESENTATIONS

PIC may require presentations from short-listed bidders as part of the bid.

5.9 SERVICE LEVEL AGREEMENT

The service level agreement will set out the administration processes, service levels and timelines.

6. INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE PUBLIC INVESTMENT CORPORATION					
BID NUMBER:	PIC004/2019	CLOSING DATE:	5 September 2019	CLOSING TIME:	11:00 AM
DESCRIPTION	APPOINTMENT OF EMPLOYEE WELLNESS SERVICE PROVIDER FOR A PERIOD OF THREE (3) YEARS				

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)			
Menlyn Maine Central Square			
Corner Aramist Avenue & Corobay Avenue			
Waterkloof Glen Extension 2			
Tender Box is located on ground floor: Between ABSA and Woolworths			
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		TECHNICAL ENQUIRIES MAY BE DIRECTED TO:	
CONTACT PERSON		CONTACT PERSON	
TELEPHONE NUMBER		TELEPHONE NUMBER	
FACSIMILE NUMBER		FACSIMILE NUMBER	
E-MAIL ADDRESS		E-MAIL ADDRESS	
SUPPLIER INFORMATION			
NAME OF BIDDER			
POSTAL ADDRESS			
STREET ADDRESS			
TELEPHONE NUMBER	CODE		NUMBER
CELLPHONE NUMBER			
FACSIMILE NUMBER	CODE		NUMBER
E-MAIL ADDRESS			

VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX]		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX]
	<input type="checkbox"/> Yes <input type="checkbox"/> No				<input type="checkbox"/> Yes <input type="checkbox"/> No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
5.9.1.1 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		5.9.1.2 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO					
DOES THE ENTITY HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO					
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO					

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?

☐ 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 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 SIGN A SERVICE LEVEL AGREEMENT.
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 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:

7. DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

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

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

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

2.2 Identity Number:

2.3 Position occupied in the Company (director, trustee, shareholder²):
.....

Name of person / director / trustee / shareholder/ member:

.....

Name of state institution at which you or the person

connected to the bidder is employed:

.....

Position occupied in the state institution:

.....

Any other particulars:

.....

.....

.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector?

YES / NO

2.7.2.1 If yes, did you attached proof of such authority to the bid document?

YES / NO

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

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

2.8 Did you or your spouse, or any of the company's directors / **YES / NO**
trustees / shareholders / members or their spouses conduct
business with the state in the previous twelve months?

2.8.1 If so, furnish particulars:

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

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

2.9.1 If so, furnish particulars.

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

2.10 Are you, or any person connected with the bidder, **YES/NO**

aware of any relationship (family, friend, other) between

any other bidder and any person employed by the state/PIC

who may be involved with the evaluation and or adjudication

of this bid?

2.10.1 If so, furnish particulars.

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

2.11 Do you or any of the directors / trustees / shareholders / members **YES/NO**

of the company have any interest in any other related companies

whether or not they are bidding for this contract?

2.11.1 If so, furnish particulars:

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

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

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

DECLARATION

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

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE PIC MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS
DECLARATION PROVE TO BE FALSE.

.....

Signature

.....

Date

.....

Position

.....

Name of bidder

8. COMPANY INFORMATION

Please complete the following questionnaire:

1. Company Name:

2. Other Trading Names:

3. Type of Organization: (Public Company ('Limited'), Private Company ('(Pty) Ltd'), Close Corporations ('cc'))

4. Physical and Postal Address of the Company:

Postal Code:	Postal Code:

5. Contact Details

Contact Name	
Contact Number	
Cell Number	
Email Address	
Alternative Contact	
Email Address	
Contact Number	

6. Company Information

Average no. of employees:	
Average annual turnover:	
Type of Enterprise: (e.g. Generic, Qualifying small enterprise, Exempted Micro Enterprise)	
Industry in which the entity operates:	

7. Banking Details

Banker:	
Auditor:	
Year of Establishment:	
Registration number of entity:	
Sector:	

***A letter from your bank with a bank stamp or cancelled cheque must be submitted.**

8. Tax Registration Details:

Income Tax Reference Number:	
VAT Registration Number:	
PAYE Registration Number:	

9. List of Shareholders:

***ID Documents of the Board of directors/members, owners, shareholders or executive committee must be submitted.**

*** CIPC Documents must be attached.**

B-BBEE (Broad-based Black Economic Empowerment) Status Details:

Please tick the relevant box(es):

STATUS	INDICATION
<p>The company has been independently verified (assessed / rated / certified)</p> <p><i>Please submit the B-BBEE verification certificate.</i></p>	<input type="checkbox"/>
<p>The company is in the process of being verified. Please submit a letter from verification agency.</p> <p><i>(i.e. verification to be completed within a maximum of 2 months)</i></p>	<input type="checkbox"/>

9. DECLARATION

Bidder Name: _____

Signature: _____

Designation: _____

I declare that:

- All information provided is true and correct
- The signatory of the bid document is duly authorised

- Documentary proof regarding any bid issue, will, when required be submitted to the satisfaction of the PIC

PIC will upon detecting that:

- The B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis;
- Any of the conditions have not been fulfilled act against the bidder.

I understand that:

PIC may:

- Disqualify the bidder from the bidding process; and
- Recover all costs, losses and/or damages it has incurred or suffered as a result of the bidder's conduct.
- Cancel the contract and claim any damages which has been suffered as a result of having less favorable arrangements due to cancellation
- Restrict the bidder, its shareholders and directors or only shareholders and directors who acted on fraudulent basis, from obtaining business from any organ of state for a period not exceeding 10 years after audi alteram partem (hear the other side) rule has been applied; and
- Forward the matter for criminal prosecution

Thus signed and accepted on this _____^{st / nd / rd / th} day of _____, 20____ at _____:

Who warrants his / her authority hereto

For and on behalf of:

Annexure A

Cloud security checklist

Cloud service providers should provide the following information:

Title	Detail
Data	<ul style="list-style-type: none"> • Indicate data protection mechanisms provided in the proposed solution • Indicate how data that is hosted by the Cloud Service Provider (CSP) will be encrypted, both of data at rest and in transit • Indicate security key management processes that service provider has in place. • CSP to provide details of technical specifications and controls to ensure that the data is properly wiped in the event of contract termination • CSP to provide details of exit strategy, including the format in which the data will be returned to PIC and the time to return data. Responsibilities must be clarified for this process. • Indicate cloud deployment model (Public or Private) • CSP to provide an indication of where the accountability lies in the event of a data breach.
Recoverability	<ul style="list-style-type: none"> • Provide Business Continuity plan and Backup and Disaster Recovery Plans and indicate any key third parties that they are dependent on.
Technical	<ul style="list-style-type: none"> • High-level technical design and security controls including Visibility surrounding technical security measures in place (infrastructure, Intrusion Detection Systems (IDS)/Intrusion Prevention Systems ((IPS) and security incident and event management (SIEM)). • Indicate whether there is visibility of authorized personnel in the data center.
Information Security Governance (Physical security on all premises where	<ul style="list-style-type: none"> • Physical security policy to be provided by the CSP • Data center certifications and indicate Tier level if any or provide data centre standard. • Right to audit clause

Title	Detail
data/applications are stored)	<ul style="list-style-type: none"> Independent Assessment Report /Security Reviews on threat and vulnerability management
Location	<ul style="list-style-type: none"> CSP to provide list of data center locations (verify that legislation in those locations is aligned to South African legislation) or ; Include terms in the service contract to restrict the movement of PIC's assets to only those areas known to be compliant with the South African legislation.
Media Management	<ul style="list-style-type: none"> Process and techniques in place for data media disposal
Auditing	<ul style="list-style-type: none"> CSP to provide an indication of what audit policies have been set up within the environment, i.e. devices audited and types of activities audited, e.g. permission changes, unauthorised access attempts, locked accounts, new accounts created , any other suspicious activities on Firewall devices, application level, network devices, etc)). CSP to incorporate in SLA that they will provide the audit information for monitoring purposes to the PIC on a periodic basis as per agreed timelines.
Security Updates	<ul style="list-style-type: none"> On the server infrastructure and devices <p>CSP indicate approach to application of security updates and patches to the environment and agree to provision of regular reporting to PIC on compliance with this metric.</p>
Incident Response mechanism	CSP to provide an indication of their incident response mechanisms (balance between proactive and reactive)
Sub-Contracting	CSP to provide an indication of whether they will be sub – contracting any of the services to be provided to PIC or whether they will be sub-contracting the hosting of some of the required infrastructure of services

Annexure B

Application Security Requirements

No	Description	Requirement Fulfilled Yes/No	Bidder Comment (Compulsory)	Reference Page on Proposal
1.	The solution must be protected against the (Open Web Application Security Project)OWASP Threats			
2.	Ensure privacy requirements are met (e.g., the need to protect the confidentiality of customer records or personally identifiable information (PII) such as investee and deal details			
3.	Solution must provide for sound Identity and Access Management			
4.	Encryption - Solution must be able to provide adequate protection for Sensitive information in transit (e.g., between client and server) must be protected against unauthorized disclosure			
5.	Session management - Application must be capable of issuing session IDs that are unique to users and must be randomly generated, and issued after successful authentication			

No	Description	Requirement Fulfilled Yes/No	Bidder Comment (Compulsory)	Reference Page on Proposal
6.	De-personalizing of Data - The solution must have the capability to scramble investment data as well as the capability to mask sensitive information			
7.	Solution must ensure confidentiality, integrity and availability of information throughout its life cycle			
8.	Archiving and Backup capability – Ability to archive and backup data			
9.	Recoverability – ability to recover within reasonable time of power failure or network failure			
10.	Application must support audit logging of all transactions at database and application level; Audit trail – all system transactions to have date, time, and user identity			
11.	Capability for the audit logs generated by the system/solution to be able to integrate with Security Events and Information Management (SEIM) systems			
12.	Segregation of Duties – Ability to enforce separation of duties			

No	Description	Requirement Fulfilled Yes/No	Bidder Comment (Compulsory)	Reference Page on Proposal
	through defined user roles and rights			
13.	Security-related events generated for each not only for access attempt but the significant system and network events (e.g., service creation, system crash, object deletion and failed login attempt);			
14.	Incorporate relevant event attributes in event entries (e.g., Process description, process owner, IP address, username, time and date, protocol used, port accessed, method of connection and name of device			