



PUBLIC INVESTMENT
CORPORATION

PIC007/2018 APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY, IMPLEMENT AND MAINTAIN AN ENTERPRISE DATA SECURITY AND GOVERNANCE SOLUTION FOR A PERIOD OF FIVE (5) YEARS

The Public Investment Corporation (PIC) is an asset management firm wholly owned by the government of the Republic of South Africa, represented by the Minister of Finance. PIC's clients are mostly public sector entities, which focus on provision of social security. Amongst others, these include the Government Employees Pension Fund, Unemployment Insurance Fund and Compensation Commissioner Fund.

As part of its Information Security Strategy, the PIC is inviting bids from suitable service providers to supply, implement and maintain an Enterprise Data Security and Governance solution in order to manage and protect data within the organisation. The data security solution should:

- Identify and provide a global view of PIC's sensitive data, and classify it.
- Defining controls on each data class, monitoring, alerting and reporting on adherence
- Enable PIC to reduce corporate risk of unintentional or intentional disclosure of sensitive information and protect against internal and external threats.
- Be capable of continuously monitoring and alerting on the PIC core data and systems to identify threats before they become breaches.
- Provide actionable intelligence and security analytics on data.
- Protect the PIC data from internal and external threats and cyberattacks.

Compulsory Briefing session: 11 September 2018, 11:00 AM, Menlyn Maine Central Square, Corner Aramist Avenue & Corobay Avenue, Waterkloof Glen Extension 2

Bid documentation will be available on the PIC website, www.pic.gov.za/ tenders from 27 August 2018.

Closing date for the bid submission: 28 September 2018

Closing time: 11:00 am

For submission at:

Public Investment Corporation SOC Limited
Menlyn Maine Central Square, Ground Floor, next to ABSA Bank
2nd Floor
Corner Aramist Avenue & Corobay Avenue
Waterkloof Glen Extension 2

Enquiries: tenders@pic.gov.za

ENTERPRISE DATA SECURITY AND GOVERNANCE SOLUTION

Bid Number : PIC007/2018

Closing Date : 28 September 2018

Closing Time : 11:00 AM

Place of Submission : Public Investment Corporation SOC Ltd

Menlyn Maine Central Square

Corner Aramist Avenue & Corobay Avenue

Waterkloof Glen Extension 2

PRETORIA

Compulsory Briefing Session on: 11 September 2018

Venue: Public Investment Corporation SOC Ltd

Menlyn Maine Central Square

Corner Aramist Avenue & Corobay Avenue

Waterkloof Glen Extension 2

PRETORIA

Briefing Time: 11:00 AM

Validity Period: 120 days

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DEFINITIONS AND ABBREVIATIONS

- 1.1 **B-BBEE** means black broad-based economic empowerment;
- 1.2 **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;
- 1.3 **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;
- 1.4 **BBBEE Act** means the Broad Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 1.5 **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;
- 1.6 **Contract** means the agreement that results from the written acceptance of a bid by the PIC and successful negotiation and signature of same by both parties delegated authorities;
- 1.7 **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;
- 1.8 **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;

- 1.9 **Ownership** means the percentage ownership and control, exercised by individuals within an enterprise;
- 1.12 **Validity Period** means the time period for which price quotation for the provision of goods and services shall remain valid, in this case, being a period of 120 (one hundred and twenty) days;
- 1.13 **PPPFA** means the Preferential Procurement Policy Framework Act, 2000 (Act No 5 of 2000);
- 1.14 **SANAS** means the South African National Accreditation System; and
- 1.15 **POPIA** means the Protection of Personal Information Act, 2013 (Act No 4 of 2013)
- 1.16 **GDPR** means the General Data Protection Regulation (EU) 2016/679
- 1.17 **SIEM** means the Security Information and Events Management

1 INTRODUCTION

The Public Investment Corporation (PIC) is an asset management firm wholly owned by the government of the Republic of South Africa, represented by the Minister of Finance. PIC's clients are mostly public sector entities, which focus on provision of social security. Amongst others, these include the Government Employees Pension Fund, Unemployment Insurance Fund and Compensation Commissioner Fund.

Established in 1911, the PIC ranks amongst the best and successful asset management firms in the world and is by far the biggest in Africa. The PIC runs one of the most diversified portfolios, which is made-up of multiple asset classes. These assets include listed equities, real estate, capital market, private equity and impact investing. Through listed investments, the PIC controls over 10% of the Johannesburg Stock Exchange and has direct and indirect exposure to almost all sectors of the South African economy. The corporation has a mandate to invest in the rest of the African continent and beyond. Over and above generating financial returns for clients, through its impact-investing programme, the PIC seeks to generate social returns by investing in projects that ensure inclusive growth. The PIC supports the United Nations' Sustainable Development Goals and considers environment, social and governance issues in all its investments.

2 PURPOSE

Public Investment Corporation seeks responses from suitably qualified business partners with a proven track record of implementing and managing an Enterprise Data Security and Governance Solution to manage unstructured and unstructured data within the organisation. The service providers are required to provide professional services and to demonstrate the right level of skills and experience for the services required for a period of five (5) years. The bidders must provide Enterprise Data Security and Governance Solution and related services to the PIC.

3 BACKGROUND

As part of its Information Security Strategy, the PIC is inviting bids from suitable service providers to supply, implement and maintain an Enterprise Data Security and Governance solution in order to manage and protect data within the organisation. The data security solution should:

- Enable PIC to reduce corporate risk of unintentional or intentional disclosure of sensitive information and protect against internal and external threats.
- Be capable of continuous monitoring and alerting on the PIC core data and systems to identify threats before they become breaches.
- Provide actionable intelligence and security analytics on data.
- Protect the PIC data from internal and external threats and cyberattacks.

PIC is seeking a suitable service provider to review and implement Information Security Governance practice in line with the PIC Policies, supply and implement relevant tools and ensure compliance with legislative requirements.

4 OVERVIEW OF CURRENT TECHNOLOGY LANDSCAPE

The PIC currently hosts 95% of its data on premise, with plans to actively migrate some of the business applications to cloud platforms. The PIC structured data is hosted in various business applications and unstructured data is collected and stored on various platforms in the environment. The PIC has a data centre in Pretoria and a secondary data centre for its disaster recovery. The PIC is in the process of classifying its information according to the approved classification policy. The successful bidder shall work with the PIC to classify information and apply relevant rules on the technologies for the different information classes.

The PIC uses the following technologies to create, store and distribute its information. These technologies are hosted on premise.

- i. Microsoft Office tools, especially Word, Excel and Powerpoint, are used to create various sets of information
- ii. Email platforms
- iii. Collaboration platform and storage
- iv. File Server for document storage
- v. Investment and Operations Systems
- vi. Printing solution and
- vii. Backup and recovery solution

While most of the information is hosted on premise, the PIC has a number of business systems that are hosted in the cloud. The successful bidder must demonstrate their ability to apply data governance both on-premise and in the cloud.

- i. Human Resource Management System
- ii. Meeting Management System
- iii. Email and archiving system
- iv. Other investment solutions

Work is in progress to migrate a number of other systems to either service provider proprietary cloud platforms or the PIC's cloud platform.

5 SCOPE OF WORK

The purpose of this bid is to request proposals from competent and highly qualified bidders, who have sufficient experience in supplying, installing and supporting an Enterprise Data Security and Governance Solution for the PIC. The solution should be implemented to protect data stored on premise and in the cloud. The scope of the request for the proposal requires a suitable service provider to provide the PIC with an Enterprise Data Security and Governance solution that encompasses the below capabilities:

- Data Security Governance and Compliance
- Data Discovery and Data Classification Automation
- Data Security Infrastructure
- Data Security Access
- Data Security Monitoring
- Data Security Analytics and Reporting

No.	Data Security Governance and Compliance	Comply	Do Not Comply	Commentary
1	Advice Data Owner on data security Governance.			
2	Provide reports and searchable audit trail of data access to satisfy statutory and regulatory compliance requirements such as POPIA, GDPR and applicable legislation.			

No.	Data Discovery and Data Classification Automation	Comply	Do Not Comply	Commentary
3	Assist the PIC to automate data discovery.			

4	Assist the PIC with implementation of the Information Classification Policy and data management principles defined in the organisation.			
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No.	Data Security Infrastructure and Tools	Comply	Do Not Comply	Commentary
5	Automatically find and fix vulnerabilities such as global access to sensitive files, inconsistent and excessive permissions.			
6	The solution should be able to integrate with a (SIEM) Solution for log management and alerts.			
7	Provide a single data management interface that is easy to use for administrators and business data owners			

No.	Data Security Access	Comply	Do Not Comply	Commentary
8	User access rights management to data.			
9	Automate access control to data, assigning permissions from individuals to user groups.			
10	Empower data owners to give or revoke access, thus alleviate pressure on IT administrators.			
11	Automate least privilege access for file systems.			
12	Assist with tracking users that have moved from one department to another, and easy tools to revoke old permissions, assign new permissions			

No.	Data Security Monitoring	Comply	Do Not Comply	Commentary
13	Monitor user activity (such as: Who created, accessed, updated, shared or deleted the data).			
14	Send automated alerts and reports to data owners and administrators on data activities, including access, changes, sharing and deletions.			
15	Assist with maintenance, providing a dashboard view of permissions up to inherited permissions per user and groups, terminated users, stale data detailed.			
16	Monitors user behaviour, detects and alerts on suspicious activity, including monitoring hours of administrator activity, reading, copying, sharing or deleting classified information.			
17	Alerts and report on data that has not been accessed for a defined period of time.			

No.	Data Security Analytics and Reporting	Comply	Do Not Comply	Commentary
18	Detect and investigate anomalous user behaviour, privilege escalations, and unauthorized access to systems such as file servers, email systems, and Active Directory.			
19	Provide reports that show compliance with Client Mandates, Third party contracts and PIC Policies with regards to Information Security.			

6 PROJECT MANAGEMENT SERVICES

The PIC recognises the extent of the scope of work that the vendor will be engaging in to implement the technical architectural design and implementation of the desired solution. The PIC further recognises the importance of employing the correct delivery model from the onset. This will ensure that there is proper planning, phase identification and prioritisation, improved coordination; reduced risk and the eventual execution is seamless.

Bidders must provide Project Management Services for the full implementation of the solution. Bidders must also provide detailed description of their Project Management process/ methodology in sufficient detail to convey to the PIC that it is capable to implement its proposed service on time and on budget. The methodology must indicate clear stage gates which require approval and signoff, triggering payment on completion of key milestones. The PIC expects the service provider to provide project documentation, from requirements analysis, system architecture and design documents, test plans, training and technical documentation

The bidder shall clearly specify the proposed approach, methodology and plan for the implementation of the Enterprise Data Security and Governance services.

These include but are not limited to the following:

- Establishing Data Governance Practice
- The Enterprise Data Security and Governance Solution Services delivered, installed, configured, deployed and operational.
- Provide an implementation plan covering service, deliverables and skills
- A centralised operational reporting and administration web interface for administration, configuration, reporting and workflow.
- Comply with internal policies and audit controls.
- Skills transfer to PIC personnel.

7 SERVICE MANAGEMENT

The Bidder to provide the Service Level Agreement for Support and Maintenance for a period of 5 years stipulating the following:

- Relationship Management Activities
- Service Levels: Service Priority Levels and associated Turnaround times
- Services credit methodology in case of a Service Level Breach; and
- Sample service level reporting

8 SERVICE PROVIDER EXPERIENCE

The Bidder to Provide a summary of the company's staff compliment and CV details/experience of the team to be assigned to this project.

- The bidder should at least have been in business doing similar work for at least 3 years.
- The bidder to provide relevant accreditation in line with the proposed solution and must be a Platinum Partner of the proposed solution.
- The bidder must be certified in the proposed solution.

9 CLIENT REFERENCES

The bidder to provide:

- A minimum of three (3) companies where similar work has been implemented within the last five (5) years.
- The bidders are requested to provide PIC with details of clients to complete the reference checks.
- This information must also include, the name of the entity, size of the entity designation of contact, contact person, contact number, a project implemented and implementation date.
- It is preferred that a listing of the bidder's references is relevant to similar implementation that PIC is requesting proposals for.
- A reference letter from the Client.

10 PRICING

Service providers are required to submit a proposal for all services outlined in the Scope of work. The costs for the service provider's proposal should be submitted in a separate document in line with the Scope of Work identified. The costs for the Bidders proposed solution should be submitted in line with the Scope of Work identified. It is the responsibility of the Bidder to ensure the accuracy of the pricing is provided as part 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 (software, license fees, professional fees, annual maintenance fees, training, installation, documentation, support, etc.) to be quoted in South Africa Rand.
- Annual increases must not exceed CPI related to the specific year. All prices should be inclusive of VAT.
- Disbursement will be negotiated during contract in line with PFMA or National Treasury Regulations. Payments must consider the milestones completed in the project
 - **Price and BEE (BEE Level contributor, ownership, executive management)**

11 PROPOSED RESPONSE FORMAT

For the purpose of ease in evaluating the bids, Bidders are required to present their bid documentation under the following headings:

Reference	Title	Guideline
Section 1	Cover letter	Brief company background, services and expertise, contact name and details of delegate authorized to make representations for the organization.
Section 2	Understanding of the PIC Requirements	Outline your understanding of the PIC Request for Proposal
Section 3	Scope of Work and Integration other security components	Respond and cover all items presented in section 5 and 6 of this document.
Section 4	Project Management Services	Respond and cover all items presented in section 7 of this document.

Section 5	Service Provider Experience	Provide summary of the company's staff compliment and CV details/experience of the team to be assigned to this project and respond to section 9
Section 6	Client References	Provide a summary of client references as outlined in section 10
Section 7	Service Management	Should cover the proposed SLA, support and maintenance plan - in section 8.
Section 8	Pricing Proposal	Cover all costs in detail as per pricing proposal details outlined in section 12

12 EVALUATION CRITERIA

Proposals will be evaluated in the following three Phases:

- **Phase 1:** Compliance with administrative requirements- USB with all relevant documents to be included as part of the submission of the proposal. To be labelled clearly.
- **Phase 2:** Technical/Functional evaluation of proposals in terms of requirements. References responses (site visits if taking place)
- **Phase 3:** Price and BBBEE scoring in terms of PPPFA.

12.1 Phase 1: Minimum and Administrative Requirements

- ***The bidder will proceed to the next stage when they comply with the following requirements:***

Submission of:

- A valid and original Tax Clearance Certificate. If appointed a new certificate must be provided once the old one expires otherwise the PIC has a right to withhold payment until provided with a valid certificate.
- BBBEE 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)
 - QSE's with a Black ownership of 51% may also submit a sworn affidavit or certificate issued by companies Intellectual Property Commission (CIPC)
 - Signed and completed declaration of interest document
 - Signed and completed SBD 1 – Invitation to Bid document
 - Signed and completed Company Information 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 the bid document and a pricing quotation.
 - All documents should be indexed, clearly marked with bid number.
 - Technical and administrative requirements 1 original and 4 copies. Financial Proposal one original.
 - 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.**
-

13.2 Phase 2: Technical / Functional Criteria

With regard to technicality/functionality, the following criteria shall be applicable and the maximum weight of each criterion is indicated in the table below:

Criteria	Definition	Weighting
1. Functionality	Adherence to section 6 of the RFP: <ul style="list-style-type: none"> • Data Security Governance and Compliance= 20 • Data Security Monitoring =20 • Data Security Access=20 • Data Security Analytics=20 	55

	<ul style="list-style-type: none"> Data Security Infrastructure and Tools=20 	
2. Experience	Provide list of contactable references for similar services (section 10) 1 to 3 = 5 4 to 6 = 10 ISO 27001/2 Certified = 10	15
3. Project Management	As Per Section 7 of the RFP: <ul style="list-style-type: none"> Project management =15 Project Team = 10 Skills Transfer = 10 	15
4. References and Experience of proposed staff	<ul style="list-style-type: none"> Technical Lead Experience (5) Supporting staff experience in similar solutions implementations (5) Organization experience (Refer to section 9) (10) 	15
Total		100%
Minimum Threshold		70%

NOTE: The bidders who score more than 49 points out of the 70 points before presentations will be shortlisted for presentations and those that score below, will be disqualified.

Presentations will be scheduled with the individual qualified bidders before final evaluation. Presentations will take place on the date scheduled by the Bid Evaluation Committee at the PIC premises. Bidders will be given Three (3) days to prepare a presentation.

All Bidders who **score LESS than 70 points** on overall functionality including presentations shall not be considered for further evaluation on Price and BBBEE.

13.2 **Phase 3: Pricing Requirements**

13.1.1 Price and BEE (BEE Level contributor, ownership, executive management)

Pricing: Prices must be quoted in South African Rand including VAT.

Price	Rand Value
<i>(Kindly submit a detailed price breakdown as per the scope requirements)</i>	

13.1.2 Support and Maintenance Service

Year 1	To be included
Year 2	
Year 3	
Year 4	
Year 5	

13.1.3 All bidders to submit their pricing as per schedule below-

- (a) Annual increases must not exceed CPI related to the specific year;
- (b) A maximum of 90 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

13.2 **Broad-Based Black Economic Empowerment Status Level Certificates**

Points will also be awarded based on a bidder for attaining their B-BBEE status level of contribution 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
Non- compliant Contributor	0

List of shareholders

Name	ID No	SA Citizen	Race	Gender	Shareholding %

- 14.1 Points scored will be rounded off to the nearest two decimal places.
- 14.2 The Bidder who scored the highest point will be awarded the bid.
- 14.3 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.
- 14.4 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.
- 14.5 Should two or more bidders be equal in all respects, the award shall be decided by the drawing of lots.

15 CONDITIONS

15.1 Joint Ventures / Consortiums

(Preference will be given to bidders who forms or already has existing Joint Venture/Consortium agreements in place.)

15.1.1 The following information and documentation must be submitted:

- 15.1.1 All information stipulated in paragraph 12 under minimum and administrative requirements must be submitted by all parties involved in the Joint Ventures/Consortiums, including ownership and executive management information.
- 15.1.2 A percentage breakdown of the work allocation between the parties must be clearly indicated.
- 15.1.3 A formal signed agreement indicating the leading company as well as the other company roles and responsibilities must be submitted.
- 15.1.4 A skills transfer plan between the parties must be submitted.

15.2 Non-Commitment

- 15.2.1 The 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.
- 15.2.2 The cost of preparing of bids will not be reimbursed.

15.3 Reasons for rejection

- 15.3.1 The 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.
- 15.3.2 Bidders shall not contact the 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.
- 15.3.3 The PIC shall reject a submission if the Bidder has committed a proven corrupt or fraudulent act in competing for a particular contract.
- 15.3.3 The PIC may disregard any submission if that Bidder, or any of its directors -
 - 15.3.3.1 have abused the Supply Chain Management (SCM) system of any Government Department/ institution;
 - 15.3.3.2 have committed proven fraud or any other improper conduct in relation to such system;
 - 15.3.3.3 have failed to perform on any previous contract and the proof thereof exists; and/or
 - 15.3.3.4 Is restricted from doing business with the public sector if such a bidder obtained preferences fraudulently or if such bidder failed to perform on a contract based on the specific goals.

15.4 Cancellation of Bid

15.4.1 The PIC may prior to the award of a bid, cancel a bid for the following reasons -

15.4.1.1 due to changed circumstances, there is no longer a need for the goods or services requested;

15.4.1.2 funds are no longer available to cover the total envisaged expenditure;

15.4.1.3. no acceptable bids are received.

15.4.2 The PIC may after award of the tender but before conclusion of a contract, cancel a bid for the following reasons-

15.4.2.1 due to change of circumstances, there is no longer a need for the goods or services requested;

15.4.2.2 funds are no longer available to cover the total envisaged expenditure.

15.4 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 .

15.5 Receipt of Bids

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 PIC.

15.4 Late Bids

Bids received late shall not be considered. A bid will be considered late if arrived only one second after 11h00 or any time thereafter. The tender box shall be locked at exactly 11h00.

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.

15.5 Presentations

The PIC will require presentations at a stipulated date and time from short-listed bidders as part of the bid process.

15.7 Service Level Agreement (SLA)

15.7.1 The SLA will set out the administration processes, service levels and timelines.

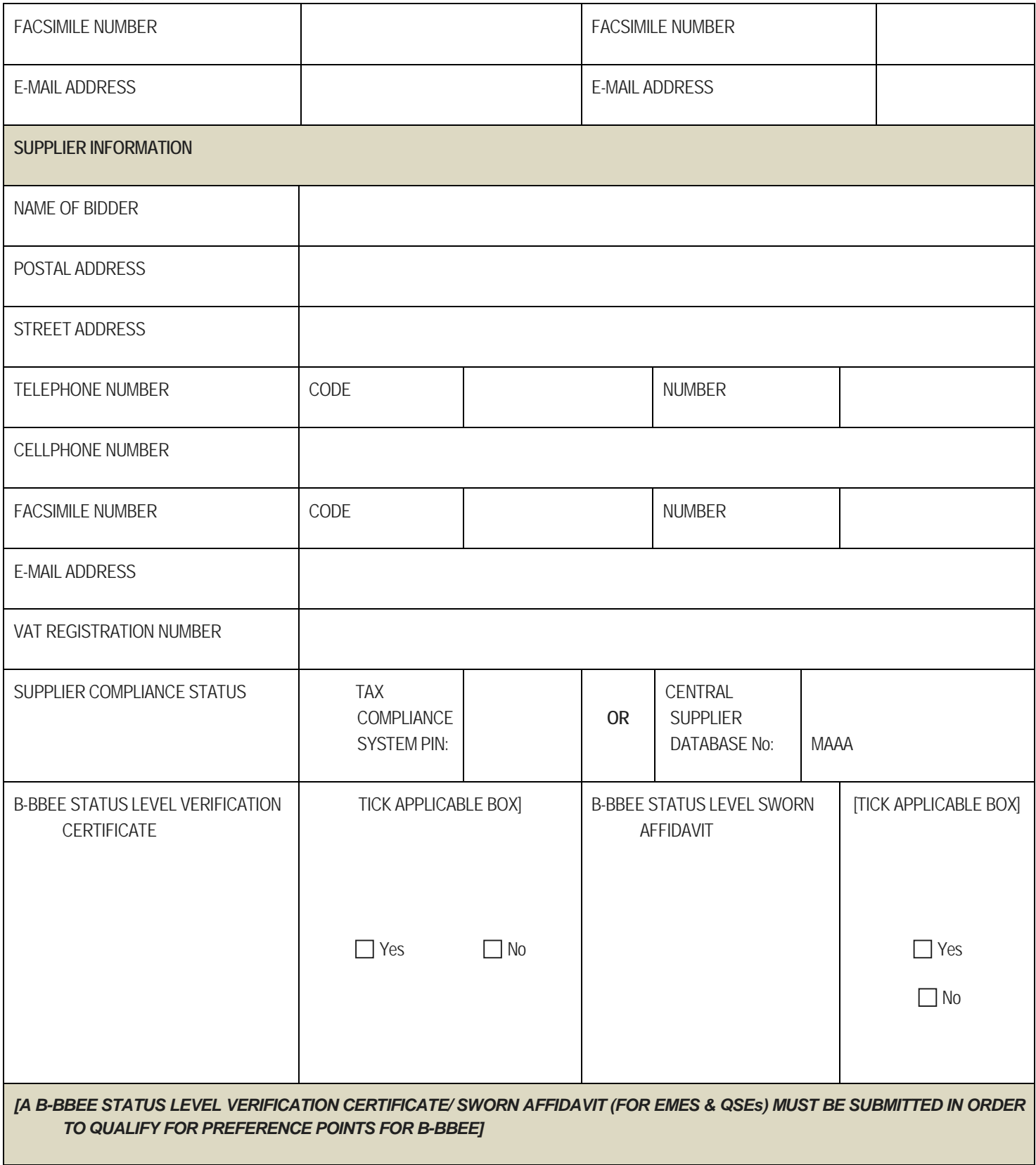
15.7.2 The award of a tender shall always be subject too successful negotiation and conclusion of an SLA / contract. There will be no binding agreement between the parties if a contract has not been concluded.

15.8 Contracting

Bidders are advised that a valid contract will only come into existence between the PIC and the successful bidder after conclusion of successful negotiations and signature of the Contract by both parties' respective delegated authorities.

16. INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE PUBLIC INVESTMENT CORPORATION					
BID NUMBER:	PIC 007/18	CLOSING DATE:	28 September 2018	CLOSING TIME:	11:00 AM
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY, IMPLEMENT AND MAINTAIN AN ENTERPRISE DATA SECURITY AND GOVERNANCE SOLUTION FOR A PERIOD OF FIVE (5) 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			



<p>12.1.1.1 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>[IF YES ENCLOSE PROOF]</p>	<p>12.1.1.2 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>[IF YES, ANSWER PART B:3]</p>
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QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

<p>IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p>DOES THE ENTITY HAVE A BRANCH IN THE RSA?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p>DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p>DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p>IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p>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.</p>	

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:

17. 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):
.....

2.4 Company Registration Number:
.....

2.5 Tax Reference Number:
.....

2.6 VAT Registration Number:
.....

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹"State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

²"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

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

2.7.1 If so, furnish the following particulars:

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 **YES / NO**
the appropriate authority to undertake remunerative
work outside employment in the public sector?

2.7.2.1 If yes, did you attached proof of such authority to the bid **YES / NO**
document?

(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 1

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

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"/>

DECLARATION 2

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 BBBEE 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;
- Recover all costs, losses or damages it has incurred or suffered as a result of the bidder's conduct
- Cancel the contract and claim any damages which has 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 or 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:
