



PUBLIC INVESTMENT
CORPORATION®

Est. 1911



PIC002/2023: REQUEST FOR PROPOSAL

APPOINTMENT OF SUITABLY QUALIFIED SERVICE PROVIDER(S) WITH A PROVEN TRACK RECORD OF SUCCESSFULLY DESIGNING, IMPLEMENTING AND PROVIDING COMPREHENSIVE SUPPORT FOR A LISTED INVESTMENT MANAGEMENT SOLUTION (SOFTWARE AS A SERVICE) THE SUCCESSFUL SERVICE PROVIDER(S) IS/ARE REQUIRED TO PROVIDE MAINTENANCE AND SUPPORT OF THE PROPOSED SOLUTION FOR A PERIOD OF TEN (10) YEARS.

The Public Investment Corporation (PIC) is a registered Financial Service Provider (FSP) and a public entity, wholly owned by the South African Government. PIC invests funds on behalf of public sector entities. Among the PIC's clients are the Government Employees Fund ("GEFP"), Unemployment Insurance Fund ("UIF") and Compensation Fund ("CP").

The PIC seeks to solicit proposals and appoint a suitably qualified Service Provider(s) with a proven track record of successfully designing, implementing and providing comprehensive support for a Listed Investment Management solution.

The prospective Service Provider(s) is/are required to provide maintenance and support of the proposed solution for a period of ten (10) years.

The key benefits expected by the PIC from the proposed Listed Investment Management Solution offering include but are not limited to the following:

- Introduction of seamless investment management processes and methodologies;
- Reduction of errors due to human intervention in investment processes;
- Provision of a listed investment solution with capabilities that cover global impact investing;
- Introduction of robust built-in audit trail functionality;
- Exposure to functionality that will enable the PIC to become a player in global impact investing;
- Provision of secure and interoperable systems that are easy to integrate with other PIC and third party solutions;
- Provision of a comprehensive, feature rich, user friendly and up-to-date Listed Investment Management solution;
- Introduction of a single comprehensive listed investment management solution cutting across various asset classes; and
- Automation of listed investment management processes.

Bid documentation will be available on the PIC website: www.pic.gov.za. The documents will be published on: [tenders/corporate /advertised/PIC002/2023](https://tenders/corporate/advertised/PIC002/2023) from 31 July 2023. A virtual briefing session will be held on 15 August 2023 at 11:00 AM. Bidders need to submit a request to attend the briefing session not later than 17:00 on 14 August 2023 to tenders@pic.gov.za.

The closing date and time for submission of this bid is 31 October 2023 at 11:00AM. All communication needs to be addressed to tenders@pic.gov.za. Reference number, PIC002/2023 needs to be quoted in all communication.

Enquiries: tenders@pic.gov.za



REQUEST FOR PROPOSAL

BID REFERENCE NUMBER:	PIC002/2023
BID DESCRIPTION:	<p>Appointment of suitably qualified Service provider(s) with a proven track record of successfully designing, implementing and provide comprehensive support for a Listed Investment Management solution (Software as a Service)</p> <p>The successful Service provider(s) is required to provide maintenance and support of the proposed solution for a period of ten (10) years.</p>
PIC WEBSITE:	www.pic.gov.za
CLOSING DATE:	30 October 2023
CLOSING TIME:	11:00 AM
VALIDITY PERIOD:	12 months
SUBMISSION DETAILS:	<ul style="list-style-type: none">➤ Bidders to submit proposals electronically to tenders@pic.gov.za (size up to 10mb, or We Transfer (up to 2GB). RFP number to be quoted (PIC002/2023) in all correspondence.
SUBMISSION REQUIREMENTS	<ul style="list-style-type: none">➤ Bidders are required to submit their proposal on time.➤ All documents should be uploaded electronically.➤ The onus is on the bidders to submit accessible Proposals on or before the closing date and time.
NON-COMPULSORY BRIEFING SESSION:	<ul style="list-style-type: none">➤ A Non-Compulsory virtual briefing session will be held on 15 August 2023 at 11:00am.➤ Interested Bidders need to send a request to tenders@pic.gov.za on or before 14 August 2023, at 17:00 to receive a link to join the briefing session.

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1. DEFINITIONS AND ABBREVIATIONS

- 1.1. **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.
- 1.2. **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.
- 1.3. **BBEE Act** means the Broad Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003).
- 1.4. **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.
- 1.5. **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 party's delegated authorities.
- 1.6. **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, considering among other factors, the quality, reliability, viability, and durability of a service and the technical capacity and ability of a service provider.

- 1.7. **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.
- 1.8. **Ownership** means the percentage of ownership and control, exercised by individuals within an enterprise.
- 1.9. **Validity Period** means the period for which price quotation for the provision of goods and services shall remain valid.
- 1.10. **PPPFA** means the Preferential Procurement Policy Framework Act, 2000 (Act No 5 of 2000).
- 1.11. **SANAS** means the South African National Accreditation System.
- 1.12. **POPIA** means the Protection of Personal Information Act, 2013 (Act No 4 of 2013).
- 1.13. **TOR** means Terms of Reference which is the detailed information published in this Request for Proposal (RFP).
- 1.14. **GDPR** means the General Data Protection Regulation.
- 1.15. **IFRS 9** means International Financial Reporting Standard.
- 1.16. **CIS** means Collective Investment Scheme.
- 1.17. **API** means Application Programming Interface.
- 1.18. **NAV** means Net Asset Value.
- 1.19. **RTO** means Net Asset Value.
- 1.20. **RPO** means Recovery Point Objective.

2. INTRODUCTION

- 2.1. The Public Investment Corporation (PIC) is an asset management company wholly owned by the government of the Republic of South Africa duly represented by the Minister of Finance.
- 2.2. The PIC manages investments on behalf of public sector funds which include the Government Employees Pension Fund (GEPF), Unemployment Insurance Fund (UIF) and Compensation Fund.

3. INSTRUCTIONS ON SUBMISSION OF PROPOSAL

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	Phase 1: Administrative Requirements and Completed RFP Document	Submission of administrative requirements-Par 5.1
Section 3	Phase 2: Minimum Requirements (Annexure A)	Response to minimum requirements and evidence to proof compliance to requirement-Par 5.2.
Section 4	Phase 3: Listed Investment Solution Requirements- Annexure B)	Response to Listed Investment Requirements Annexure B

<p>Section 5</p>	<p>Phase 4: Functional Requirements – Par 5.4</p> <p>Project Management Services: (Annexure C-Par 1.1.1-1.1.3)</p> <p>Change Management (Annexure C-Par 2.1-4.1.4)</p> <p>Project Team Experience (Annexure C-Par 5.1.1-5.1.5)</p>	<p>This section must focus on the requirements as indicated in Annexure C:</p> <ul style="list-style-type: none"> • Project Plan • Agile Project management methodology – • Migration process of the listed investment data <p>As part of this project, the bidder is expected to conduct change management activities. This is intended to drive and support end-user transitioning from the old Listed Investment Management Solutions and processes to the new ones.</p> <p>Experience of the core team: Provide at least 2 technical lead resources - Cv's of Technical Lead: Must include a table with the Client, Project Implemented, Project Budget, Project start and End date, relevance to PIC Service offering, client contact details. Experience of the core project team. Cv's to be included.</p>
<p>Section 6</p>	<p>Pricing Proposal-Par 5.5</p>	<p>Cover all costs in detail as per pricing proposal details</p>

4. BACKGROUND AND SCOPE OF SERVICES

- 4.1. The PIC is in a process of modernizing its processes to achieve its strategic objectives such as, but not limited to the following:
 - 4.1.1. Fulfilling and exceeding its client expectations by investing in sustainable growth, inclusivity, and transformation.
 - 4.1.2. Becoming a catalyst for continental integration and a global investor.
 - 4.1.3. Growing our client base and investment products offering through innovative thinking.
- 4.2. To successfully achieve this, the PIC requires the use of Information Technology solutions necessary to enable seamless Investment Management processes and related digital business changes.
- 4.3. Currently, the organisation has fragmented systems used to fulfill investment management processes which have presented several challenges including but not limited to:
 - 4.3.1. The requirement for manual and often error-prone human intervention in investment processes.
 - 4.3.2. Prolonged turnaround times in responding to stakeholder needs.
 - 4.3.3. Missing aged and fragmented application architecture which is inflexible and difficult to maintain i.e. it cannot be extended for use on mobile devices nor enhanced with emerging technologies (e.g. artificial intelligence) which are critical for investment management.

- 4.4. As a result, the PIC seeks to solicit proposals and appoint a suitably qualified Service provider(s) with a proven track record of successfully designing, implementing and provide comprehensive support for a Listed Investment Management solution.
- 4.5. The prospective Service provider(s) is required to provide maintenance and support of the proposed solution for a period of ten (10) years.
- 4.6. The key benefits expected by the PIC from the proposed Listed Investment Management Solution (LIMS) offering include but are not limited to the following:
 - 4.6.1. Introduction of seamless investment management processes and methodologies.
 - 4.6.2. Reduction of errors due to human intervention in investment processes.
 - 4.6.3. Provision of a listed investment solution with capabilities that cover global impact investing.
 - 4.6.4. Introduction of robust built-in audit trail functionality.
 - 4.6.5. Exposure to functionality that enables the PIC to become a player in global impact investing.
 - 4.6.6. Provision of a secure and interoperable solution that easily integrates with other PIC and third-party solutions as per diagram (included in a separate document).
 - 4.6.7. Provision of a comprehensive, feature-rich, user-friendly, and up-to-date Listed Investment Management solution.
 - 4.6.8. Introduce a single comprehensive Listed investment management solution cutting across various asset classes.
 - 4.6.9. Automation of listed investment management processes.

- 4.7. The scope of work for the implementation of the Listed Investment Management System includes implementation of the system using agile methodologies including:
- 4.7.1. Project planning – carried out for stakeholders to get a clear understanding of the end goal and value the listed investment system is to deliver to the organization.
 - 4.7.2. Product roadmap creation – breaking down features that will make up the final listed investment system. A product backlog will be developed to detail all the features and deliverables that make up the completed PIC-listed investment system.
 - 4.7.3. Release planning – used for shorter development cycles(sprints) with listed investment system features released at the end of each implementation cycle.
 - 4.7.4. Sprint planning – detailing what each cycle of the listed investment system must accomplish and how the deliverable is achieved and assessing the task load of the project team.
 - 4.7.5. Daily Standups – will be used by the project team to assess the progress of each sprint, assessing whether changes must be made.
 - 4.7.6. Sprint Review and Retrospective – Post the completion of the listed investment system sprint, the team will present the finished sprints to all stakeholders ensuring that requirements are being adhered to.
- 4.8. The service provider is expected to perform data migration from the current PIC-listed investment management solution to their proposed solution.

4.9 The prospective service provider is expected to provide comprehensive maintenance and support for the deployed Listed Investment Management solution for a period of ten (10) years.

5. EVALUATION CRITERIA

The following evaluation criteria will be applied:

Phase 1: Compliance with Administrative requirements (100% Pass threshold)

Phase 2: Compliance with Minimum requirements (100% Pass threshold)

Phase 3: Compliance with Listed Investment Solution requirements (minimum of 75% per category and average of 85% Pass threshold)

Phase 4: Functional Evaluation criteria (80%) As part of the Due Diligence exercise, Shortlisted Bidders **may** be requested to:

Conduct presentations on above requirements and demonstration of proposed solution and/or

Arrange site visits with selected reference clients/arrange on-line reference check interviews.

Phase 5: Price 90/BEE 10

5.1 PHASE 1: ADMINISTRATIVE REQUIREMENTS (100% COMPLIANCE)

Requirement	Appendix Number	Tick ✓
Valid Tax Pin Number		
BBBEE status level certificate – Accredited by SANAS (If no BEE certificate is submitted/or BEE certificate submitted is not		

Requirement	Appendix Number	Tick ✓
valid, no points will be allocated for BEE). (Applicable to local bidders)		
EME's and QSE's – Sworn Affidavit. (Applicable to local bidders)		
Signed and completed disclosure of interest document.		
Signed and completed SBD 1 – Invitation to Bid document.		
Signed and completed Company Information document.		
Acceptance of the conditions as stipulated in the bid document.		
CSD Registration Document		
Completion and signing of POPIA Consent Form		
Public Liability Insurance Policy		
Submission of the bid documents and a separate pricing proposal.		
<p>JOINT VENTURES/CONSORTIUMS -If applicable</p> <p>All information stipulated under administrative requirements in this RFP must be submitted by all parties involved in the Joint Ventures/Consortiums</p> <p><u>Incorporated Joint Ventures;</u></p> <p>In cases where an Incorporated Joint Venture will be responding to this RFP, the same administration information requested above must accompany the proposal; and</p> <p>A consolidated BEE certificate must be attached.</p> <p><u>Unincorporated Joint Ventures;</u></p>		

Requirement	Appendix Number	Tick ✓
<p>In cases where an unincorporated Joint Venture will be formed between service providers, the same administration information for the joint providers as requested in 8.1 – 8.6 should accompany the proposal; and</p> <p>The bidder is expected to submit as part of their proposal a signed JV agreement between both parties.</p> <p>A declaration confirming the percentage breakdown of the work allocation between the parties must be provided.</p>		

5.2 _PHASE 2: MINIMUM REQUIREMENTS (100% COMPLIANCE)-ANNEXURE A

Requirement	Bidders to indicate comply/no comply	Indicate page and paragraph numbers where evidence requirements can be found for responses, failure to do so will disqualify your proposal from further evaluation
<p>The service provider(s) must have a minimum of five (5) years 'experience implementing similar solutions in the investment sector.</p> <p>Proof must be included but is not limited to reference letters (on company letterhead), and contactable references. of a letter, where it is not possible to provide references in the form of a letter any other reference document must</p>		

<p>be provided e.g., appointment letter/contract documentation (the reference documentation must be related to a similar assignment, where a similar solution has been successfully implemented and maintenance and support were part of the contract.</p>		
<p>In the case of a joint venture the majority partner must be the lead and must have been in business for a minimum of five (5) years.</p> <p>Proof must be included but is not limited to reference letters (on company letterhead), and contactable references. of a letter, where it is not possible to provide references in the form of a letter any other reference document must be provided e.g., appointment letter/contract documentation (the reference documentation must be related to a similar assignment, where a similar solution has been successfully implemented and maintenance and support were part of the contract.</p> <p>Self-signed affidavits are not acceptable.</p> <p>References details must include the following:</p> <p>The name of the entity, contact person, designation of contact, contact number, contract value, and date.</p> <p>References must confirm Listed Investment Management Solution implementation and maintenance and support</p>		

<p>Maintenance of the solution must not interrupt PIC's business day-to-day activities. Scheduled maintenance must be performed after hours or in pre-approved time slots in line with the agreement, and the solution must have <u>99.5% availability of the SaaS Offering.</u></p>		
<p>Attestation letter from Auditors of bidding companies to confirm that bidder is a Going concern in the companies' latest financial statements (not older than 12 months)</p>		

5.3 PHASE 3: LISTED INVESTMENT SOLUTION REQUIREMENTS (MINIMUM OF 75% FOR EACH CATEGORY AND AVERAGE OF 85%)

5.3.1 The service provider must indicate compliance with requirements stated in **Annexure B** as follows - By ticking ✓ the relevant box "**Comply**" or "**Not Compliant**" in the event that no tick ✓ is made it will be accepted that the service provider is "**Not Compliant**".

5.3.2 The service provider is expected to meet a **minimum of 75%** of the requirements (Business, Non-Functional, Implementation Services, Data Migration, Service Level Agreements and Governance, and Governance requirements) and an **average of 85%**.

NB: THE SERVICE PROVIDER MUST INDICATE THE SECTION PAGE IN THEIR PROPOSAL UNDER "REFERENCE IN PROPOSAL" ON ANNEXURE B.

5.4 PHASE 4: FUNCTIONAL EVALUATION CRITERIA-REFER TO ANNEXURE C FOR THE DETAILS

5.4.1 The minimum threshold for the functional evaluation is 80%. These include:

- **Project Management Services (60%)**

- Project Plan – 10%
- Agile Project management methodology – 40%
- Migration process of the listed investment data – 50%

- **Change Management – 20%**

As part of this project, the bidder is expected to conduct change management activities. This is intended to drive and support end-user transitioning from the old Listed Investment Management Solutions and processes to the new ones.

- **Project team experience 20%**

- Experience of the core team: Provide at least 2 technical lead resources - Cv's of Technical Lead: Must include a table with the Client, Project Implemented, Project Budget, Project start and End.

5.5 PHASE 5: PRICE AND BEE

5.5.1 Points will also be awarded based to 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 /10
------------------------------------	----------------------

1	10
2	9
3	8
4	5
5	4
6	3
7	2
8	1
Non-compliant Contributor	0

- Bidders are required to submit a proposal for all services outlined in the requirements as specified in the Request for Proposal (RFP). The costs for the Bidder's proposal should be submitted in a separate submission in line with the Scope of Work identified. It is the responsibility of the Bidder to ensure the accuracy of the pricing provided as part of the response.
- Costs should include the complete, fixed costs (if not fixed please indicate and provide details) for the services requested, including but not limited to the following:
 - Linked to Rate of Exchange (ROE)- Indicate the exchange rate to ZAR (Rand) on the date of submission.
 - Annual increases to be capped at CPI -ZAR.

- All costs should be completely reflected in the pricing proposal.

Pricing Schedule must include the below and detailed breakdown must be submitted:

- Implementation Cost
- Project Management Cost
- Change Management (including Training)-Individual user and technical user training for **plus/minus 65 employees.**
- Licenses – either enterprise-wide/user-based licenses (if both models are available, please quote for both)
- Support and Maintenance (99.5%, Premium Support)
- Data Migration (roll-forward)
- Other related costs (detailed breakdown)

6. BID CONDITIONS

6.1 The PIC reserves the right not to accept the lowest-priced bid or any bid in part or in a whole.

6.2 The PIC reserves the right to appoint more than one bidder.

6.3 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 (TOR) as per this RFP document prior to the closing date. The cost of preparing bids will not be reimbursed.

6.4 Reasons for rejection

- 6.4.1 The PIC reserves the right to reject bids that are not according to specification/Terms of Reference. Bidder must clearly indicate compliance or non-compliance with specification/Terms of Reference.
- 6.4.2 Bidder 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.
- 6.4.3 The PIC shall reject a submission if the Bidder has committed a proven corrupt or fraudulent act in competing for a particular contract.
- 6.4.4 The PIC may disregard any submission if that Bidder, or any of its directors
- - have abused the Supply Chain Management (SCM) solution of any Government Department/ institution.
 - have committed proven fraud or any other improper conduct in relation to such solution.
 - have failed to perform on any previous contract and the proof thereof exists; and/or
 - 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.

6.5 Cancellation of Bid

6.5.1 The PIC may prior to the award of a bid, cancel a bid for the following reasons:

- 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.
- unsuccessful contract negotiations
- Material irregularity

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

- due to change of circumstances, there is no longer a need for the goods or services requested.
- funds are no longer available to cover the total envisaged expenditure.
- Material irregularity

6.6 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 .

6.7 Receipt of Bids

Bids to be submitted electronically to tenders@pic.gov.za on or before the closing date.

No late bids will be considered for evaluations. The onus is on the bidders to submit accessible Proposals on or before the closing date and time.

6.8 _Service Level Agreement (SLA)

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

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

6.9 _Ownership of companies

Bidding companies MUST inform PIC in writing at any stage of the Procurement process and/or during the contract process/period of any material changes in the ownership of the company.

7. CONTRACT TERMS AND CONDITIONS

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.

Key contractual principles that successful Bidder must note for the final contract are as follows:

Duration

Contracts will be for a fixed period. There will be no auto-renewals renewals.

Limitation of Liability

The limitation of liability is subject to negotiation and will be informed by the contract value and risk associated with the contract.

Ownership of Data

The PIC shall retain ownership of the Data and all Intellectual Property Rights in and to all the Data.

Termination of Convenience

PIC requires a clause addressing termination of convenience.

Governing Law

The PIC preferred Governing Law of the Contract between the parties is the law of the Republic of South Africa. In the event that the parties cannot agree on South African law, the PIC will accept the law of England.

Warranty

The Successful Bidder warrants that it:

- is authorised to enter into an Agreement and able to perform each of its duties in terms of the Agreement.
- is suitably qualified to provide the Services.
- is registered with the relevant industry body and its employees have the required certification and licenses; and
- has public liability insurance cover commensurate with the risks to which it is exposed for the Term of the Agreement. Documentary proof of such insurance cover is to be provided to on or before the Date of Signature.

The Bidder shall provide the Services:

- with due care and skill.
- in accordance with the terms and conditions of this Agreement; and
- in compliance with all applicable laws and regulations.

The Bidder further warrants and guarantees that:

- the Services shall be rendered and executed in a professional manner in accordance with the standards agreed between the Parties and expected in the relevant industry; and
- the personnel tasked with rendering the Services have completed the requisite formal training and have the expertise to execute their functions properly, regarding but not limited to:
- the execution of their Services, having regard for the legal aspects thereof.

Data Storage

The Successful Bidder must disclose where the data is stored. PIC requires data to be stored in the Republic of South Africa or an EU jurisdiction.

Exit Management

If this Agreement is terminated in whole or in part for any reason whatsoever the provisions of the exit management plan agreed (if any) between the Parties shall come into effect and in any event, including where no agreed exit management plan exists, the Supplier shall co-operate fully with the PIC to ensure an orderly migration of the Services to the PIC or, at the PIC's request, a new supplier (an **Orderly Migration**). Without limiting the foregoing, the PIC shall be entitled to require the Supplier to continue to provide the Services for up to **[6 (six)]** months after the effective date of the termination of this Agreement on the same payment terms if, in the opinion of the PIC, such continuation is required in order to allow for an Orderly Migration. Co-

operation by the Supplier shall include (without limitation), at the PIC's election, the provision by the Supplier of such personnel, equipment, resources, software, documentation, training, and consultancy as may reasonably be required to enable an Orderly Migration and the return of the PIC's data in the manner, timeframes and a form and format specified by the PIC.

I (name of bidder accept the conditions as stipulated above

Signature_____

Date_____

8. POPIA CONSENT FORM

General: In order for the Public Investment Corporation SOC Limited ("PIC") to consider the supplier's (referenced below) response to the RFP to become a supplier to the PIC ("RFP"), and to be included in the PIC supplier database, it will be necessary for the PIC to process certain personal information which the supplier may share with the PIC for the purpose of the RFP, including personal information – which may include special personal information (all hereafter

referred to as "Personal Information"). The PIC will process the supplier's Personal Information in accordance with the PIC Privacy Policy available here (www.pic.gov.za).

Access to your Personal Information and purpose specification: Personal Information will be processed by the PIC for purposes of assessing the supplier's submission in relation to the RFP and for registering the supplier on the PIC supplier database and may be shared and stored internally for the purposes of assessing current and future services required by the PIC. We may also share the supplier's Personal Information with third parties, both within the Republic of South Africa and in other jurisdictions, including to carry out verification, background checks and Know Your Customer obligations in terms of the Financial Intelligence Centre Act, No. 38 of 2001 ("FICA"). In this regard, the supplier acknowledges that the PIC's authorised verification agent(s) and service providers will access Personal Information and conduct background screening.

Consent: By ticking "YES" and signing below, you agree and voluntarily consent to the PIC's processing of the supplier's Personal Information for the purposes of evaluating its RFP submission, including to confirm and verify any information provided in the submission and supplier gives PIC permission to do so.

The supplier understands that it is free to withdraw its consent on written notice to PIC and the supplier agrees that the Personal Information may be disclosed by the PIC to third parties, including PIC's affiliates, service providers and associates (some of which may be located outside of the Republic of South Africa). Please note that if you withdraw your consent at any stage we may be unable to process your RFP and/or continue to retain your details on the

supplier database.

YES

NO

Supplier name (company name):	
Company registration number:	
Name of signatory (representative):	
Signature:	
Date:	

9. PART A SBD 1

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE PUBLIC INVESTMENT CORPORATION				
BID NUMBER:	PIC	CLOSING DATE:		CLOSING TIME: 11:00 AM
DESCRIPTION	<p>Appointment of suitably qualified Service provider(s) with a proven track record of successfully designing, implementing and provide comprehensive support for a Listed Investment Management solution.</p> <p>The successful Service provider(s) is required to provide maintenance and support of the proposed solution for a period of ten (10) years.</p>			
tenders@pic.gov.za				
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:	
CONTACT PERSON	tenders@pic.gov.za		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 SOLUTION PIN:		OR CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	
<p>[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]</p>				

<p>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>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

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? YES NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA? YES NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? YES NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? YES NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? YES NO

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

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. 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

- 1.1. BIDDER MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.1. BIDDER 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.
- 2.2. APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.3. BIDDER MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.4. IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.5. WHERE NO TCS 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:

10. BIDDER'S DISCLOSURE

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.

10.1 Bidder's declaration

10.1.1 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

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.

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

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

If so, furnish particulars:

.....

.....

10.3 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

if so, furnish particulars:

.....

.....

BIDDER'S DISCLOSURE

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.

10.4 Bidder's declaration

10.4.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest² in the enterprise, employed by the state?

YES/NO

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 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.

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

If so, furnish particulars:

.....

.....

10.4.3 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

if so, furnish particulars:

.....
.....

10.5 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:

- I. I have read and I understand the contents of this disclosure.
- II. I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect.
- III. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.

10.5.1 However, communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.

10.5.2 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.

10.5.3 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.

10.5.4 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.

10.5.4.1 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

³ 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.

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.

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 SOLUTION SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

Date

.....

Position

Name of bidder

11. 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. Tax Registration Details:

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

9. List of Shareholders:

*** CIPC Documents must be attached.**

10. DECLARATION

Bidder Name: _____

Signature: _____

Designation: _____

I declare that:

12. All information provided is true and correct

13. The signatory of the bid document is duly authorized

14. 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: _____