

VULNERABILITY MANAGEMENT AND PENETRATION TESTING SERVICES FOR A PERIOD OF THREE (3) YEARS

Bid Number : PIC004/2017
Closing Date : 3 JULY 2017
Closing Time : 11:00 am
Place of Submission : Public Investment Corporation SOC Ltd

Block C, Riverwalk Office Park,

41 Matroosberg Road (corner Garsfontein and
Matroosberg Road),

Ashlea Gardens Extension 6, Menlo Park,

PRETORIA

Compulsory Briefing Session on 19 June 2017

Briefing Time: 11:00

Block A, Riverwalk Office Park, 41 Matroosberg Road, Ashlea Gardens, Extension 6, Menlo Park

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1 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 **BBEE 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 **IRBA** means the Independent Regulatory Board for Auditors.

For the purpose of this specification the following definitions apply:

IT	Information Technology
IT Systems	Citrix, UNIX, Network infrastructure, Databases and all other Microsoft systems and applications.
Cisco	Networking Infrastructure, PIC internet Security Gateway
Pentest	“Pentest” (Penetration test) - is a method of evaluating computer and network security by simulating an attack on a computer system or network from external and internal threats.
Microsoft SCCM	Microsoft Systems Centre Configuration Manager
ASA	Adaptive Security Appliance - Cisco
DMZ	Demilitarized Zone (sometimes referred to as a perimeter network)
CISSP	Certified Information Systems Security Professional
CEH	Certified Ethical Hacker
OSCP	Offensive Security Certified Professional
GPEN	GIAC Penetration Tester (SANS Institute)
LPT	Licence Penetration Testing

The PIC is an asset management and state owned company, which manages funds on behalf of various public sectors, the largest client being the GEPF. The Public Investment Corporation (SOC) Limited is a registered Financial Service Provider (FSP) and is a public entity solely owned by the South Africa Government. The PIC invests in Africa and globally and it competes with the best in the world.

The PIC manages assets exceeding 1.8 trillion Rand and as the leader in the Asset Management industry thrives to meet and exceed its client's expectations. In order to meet its vision and mission, create a new stakeholder experience through modernised platforms, PIC recognises the need for strategic partnerships with technology leaders in the industry.

PIC VISION

To be the leader in developmental investing for sustainable financial prosperity of our stakeholders

PIC MISSION

To be a key player, not only in the region, but also on the African continent, who consistently delivers on client mandates through direct investing for economic transformation, robust risk management, strategic partnerships and resource mobilisation.

PIC CULTURE AND VALUES

The PIC prides itself in the high-performance synergy of its over 350 strong team. We tackle our challenges as one, while respecting one another's individuality. We celebrate our cultural and experiential diversity, which positively contributes to our ability to invest wisely on behalf of South Africa's future.

WE CARE (Committed, Accountable, Respect, Empathy) and **WE DELIVER** (Diligence, Excellence, Leadership, Innovate/Integrity, Value, Efficient, Responsible/Reliable)

Public Investment Corporation seeks responses from suitably qualified business partners with a proven track record of managing IT security and conducting vulnerability management and penetration testing services on behalf of institutions seeking such services. 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 three (3) years. The bidders must provide vulnerability management and Penetration testing services to the PIC.

4 BACKGROUND

The PIC Information Security and IT Risk is mandated to ensure that known weaknesses in the IT environment are identified and mitigated. The PIC IT environment consists of both hardware and software and has approximately 500 IP devices. The network includes wired and wireless LAN.

The PIC requires a Vulnerability Management Penetration testing service to provide a holistic vulnerability management across all system platforms to manage vulnerabilities caused by software flaws, errors in application coding, security architecture deficiencies and process flaws.

The duties of which will include the understanding of the overall security posture, identify, reduce the risk, streamline and manage IT Vulnerability Management across the PIC IT environment.

5 SCOPE OF WORK

The purpose of the bid is to request proposals from competent and highly qualified bidders, who have sufficient experience in supplying, installing and supporting an IT Vulnerability Management and Penetration testing Services. The proposal should encompass and comply to the following:

No.	Scope Description	Comply	Do Not Comply	Commentary
1.	The bidder should be proficient in information security with an excellent knowledge and practice of IT Vulnerability Management and Penetration testing.			
2.	The bidder should plan and incorporate knowledge and skills transfer to the PIC IT Security personnel.			
3.	The bidder is expected to automate the process, provide network discovery and mapping, assessment reporting, advisory and document compliance with internal security policies as well as external regulations.			
4.	The remediation of vulnerabilities include installation of patches, changes in network security policies, reconfiguration of software, architecture flaw identification, coding etc.			
5.	Service provider to conduct scheduled vulnerability and penetration testing on the existing infrastructure including externally facing IP's			
6.	Service provider to conduct ad hoc vulnerability and penetration testing			

	on the new application as and when required.			
7.	The bidder is required to provide support and maintenance for the tool that will be utilized in the provision of the required services.			
8.	<p>The service provider to provide the following reports (but not limited to) at fixed intervals :</p> <ul style="list-style-type: none"> • An automated and comprehensive devices discovery Report. • Comprehensive vulnerability assessment reports. 			

6 INTERGRATION WITH IT INFRASTRUCTURE

The solution should be able to integrate with SIEM solution.

7 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 for 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.

The bidder shall clearly specify the proposed approach, methodology and plan for the implementation of the IT Vulnerability Management and Penetration testing Services.

These includes but are not limited to the following:

- The IT Vulnerability Management and Penetration testing Services delivered, installed, configured, deployed and operational.
- Provide an implementation plan covering service, deliverables and skills.
- Comprehensive host and network profiling.
- Comprehensive method and procedure for device asset identification.
- Comprehensive method and procedure for prioritising vulnerabilities for remediation.
- A centralised operational reporting and administration web interface for administration, configuration, reporting and workflow.
- Technical Tools and operators to provide service required e.g. on demand scan.
- Automated steps for vulnerability management lifecycle from discovery to prioritization and issue resolution.
- Identification of vulnerabilities of systems in scope.
- Comply with internal policies and audit controls.
- Skills transfer to PIC personnel.

8 SERVICE MANAGEMENT

The Bidder to provide the Service Level Agreement for Support and Maintenance for a period of 3 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

9 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 resources should be certified in at least one of the following; EC Council Certification such as CEH, LPT, SANS certifications such as GPEN, Offensive Security Certifications such as OSCP and ISC2 CISSP. A valid copy of the resources certification must be included for verification.

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.

10 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, name of entity, size of the entity (minimum 500 IP's supported) designation of contact, contact person, contact number, 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.

11 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 exclusive of VAT.
- Disbursement will be negotiated during contract in line with PFMA or National Treasury Regulations.
 - ***Price and BEE (BEE Level contributor, ownership, executive management)***

12 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 SIEM	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

13 EVALUATION CRITERIA

Proposals will be evaluated in the following three Phases:

- **Phase 1:** Compliance with administrative requirements
- **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.

13.1 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)
 - Signed declaration of interest document
 - 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 (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.**
-

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:

<i>Criteria</i>	<i>Requirements from service providers</i>	<i>Weighting</i>
1. Scope of Work & Integration to SIEM	As per section 5 and 6	40
2. Project Management	As per section 7	20
3. Company Experience	As per section 9	20
4. Client References	As per section 10	10
5. Service Management	As per section 8	10
Total		100
Minimum Threshold		70

NOTE: The bidders who score more than 50 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 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 excluding 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	

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:

$$P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \text{ Where}$$

P = Points scored for price of bid under consideration

Pt. = Rand value of bid under consideration

Pmin = Rand value of lowest acceptable bid

13.2 Broad Based Black Economic Empowerment Status Level Certificates

- 13.2.1 Bidders with annual total revenue of R5 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.

13.2.2 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.

13.2.3 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

13.2.4 A point out of 100 (50/ownership and 50/executive management) will be allocated for ownership and executive management: based on the following:

Percentage	Points allocated
0-49	0
50-60	10
61-70	20
71-80	30
81-90	40

90-100	50
--------	----

13.3 Ownership

13.3.1 Indicate percentage of Black ownership

_____ %

13.3.2 Indicate a percentage of black executive management

_____ %

13.3.3 List of Shareholders

Name	ID No	SA Citizen	Race	Gender	Shareholding %

Name	ID No	SA Citizen	Race	Gender	Shareholding %

- 14.5 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.
- 14.6 Points scored will be rounded off to the nearest two decimal places.
- 14.7 The Bidder who scored the highest point will be awarded the bid.
- 14.8 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.
- 14.9 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.
- 14.10 Should two or more bidders be equal in all respects, the award shall be decided by the drawing of lots.

3 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:

15.1.1.1 All information stipulated in paragraph 3 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

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 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.

4 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 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

5 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>	<div style="text-align: center;"> <input data-bbox="756 753 850 850" type="checkbox"/> </div>
<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>	<div style="text-align: center;"> <input data-bbox="756 1052 850 1148" type="checkbox"/> </div>

6 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 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:

12.2 Phase 3: Pricing Requirements

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

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

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

14.4.1.2 Support and maintenance Service

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

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

- (a) Annual increases must not exceed CPI related to the specific year;
- (c) A maximum of 90 points is allocated for price on the following basis:

$$P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \text{ Where}$$

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

14.5 Broad Based Black Economic Empowerment Status Level Certificates

- 14.5.1 Bidders with annual total revenue of R5 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.
- 14.5.2 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.
- 14.5.3 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

14.5.4 A point out of 100 (50/ownership and 50/executive management) will be allocated for ownership and executive management: based on the following:

Percentage	Points allocated
0-49	0
50-60	10
61-70	20
71-80	30
81-90	40

90-100	50
--------	----

14.5 Ownership

14.5.1 Indicate percentage of Black ownership

_____ %

14.5.2 Indicate a percentage of black executive management

_____ %

14.5.3 List of Shareholders

Name	ID No	SA Citizen	Race	Gender	Shareholding %

Name	ID No	SA Citizen	Race	Gender	Shareholding %

- 14.5 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.
- 14.6 Points scored will be rounded off to the nearest two decimal places.
- 14.7 The Bidder who scored the highest point will be awarded the bid.
- 14.8 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.
- 14.9 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.
- 14.10 Should two or more bidders be equal in all respects, the award shall be decided by the drawing of lots.

7 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:

15.1.1.1 All information stipulated in paragraph 3 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;

15.4.1.4. 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

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 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.

8 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:
.....

2.7 Identity Number:
.....

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

2.9 Company Registration Number:
.....

2.10 Tax Reference Number:
.....

2.11 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**

2.9.1 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:

.....

.....

.....

2.9.2 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

2.9.2.1 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.



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

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

2.10 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?

2.10.1 If so, furnish particulars:

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

2.11 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

9 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>	<div style="text-align: center;"> <input data-bbox="756 1024 850 1121" type="checkbox"/> </div>
<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>	<div style="text-align: center;"> <input data-bbox="756 1325 850 1421" type="checkbox"/> </div>

10 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 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:
