

## INVITATION TO BID

**BID NO:**

**RAF/2024/000014**

**BID DESCRIPTION:**

**THE ROAD ACCIDENT FUND (RAF) SEEKS TO PROCURE DATA SECURITY PLATFORM COVERING DATA DISCOVERY AND CLASSIFICATION, DATA LEAKAGE PREVENTION, DATABASE ACTIVITY MONITORING, DATA ENCRYPTION, DATA MASKING AND TOKENISATION AND DATA PRIVACY AND DATA ACCESS GOVERNANCE FOR A PERIOD OF FIVE (5) YEARS**

**Publication date: 28 March 2024**

**Non - compulsory briefing Session date and time: 10 April 2024 @ 11:00am**

**A non-compulsory briefing session will be held at:**

**Road Accident Fund Head Office**

**Eco Glades 2 Office Park,**

**420 Witch-hazel Avenue,**

**Centurion,**

**0046**

**Closing date: 26 April 2024 @ 11h00 am**

***Note: Faxed and/or Emailed Proposals/ bids will not be accepted, only hand delivered and couriered Proposals/ bids must be deposited in the tender Box on or before the closing date and time.***

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### **IMPORTANT NOTES:**

1. Bid documents are available on the website ([www.raf.co.za](http://www.raf.co.za)) at no cost.

2. Submission of Proposals

- Bid responses must be placed in the tender box clearly marked with a tender number and description; and
- Bidders are required to submit an original Bid Document/Proposal and a Copy (To be enclosed in the envelope which contains the Original Bid Document/Proposal)
- The proposal must be deposited in the tender box situated at the reception of RAF at the below address:

**Road Accident Fund (RAF), Eco Glades 2 Office Park, 420 Witch-hazel Avenue,  
Centurion, 0046**

3. Validity Period

The proposal submitted by the supplier must be valid for a period of 90 days, from the closing date for the submission of proposals.

4. Enquiries

All enquiries regarding this bid must be directed to the Supply Chain Management Office:

Bid Enquiries: Shadi Matlou

E-mail address: [Shadim@raf.co.za](mailto:Shadim@raf.co.za).

**Note: No telephonic enquiries will be entertained.**

Closing date and time for Bid questions and enquiries: **12 April 2024**

Publication date for Questions & Answers: **16 April 2024**

Questions and Answers will be published on the RAF website.

**Important Notes:**

1. All questions/enquiries must be forwarded in writing to the e-mail address above; and
2. Questions/enquiries received after the above-stated date and time will not be entertained.

**MANDATORY/ LEGISLATIVE REQUIREMENTS**

This stage checks and validates the bidders' compliance to the legal requirements to conduct business in South Africa, as well as to the industry requirement for the supply of goods and services.

***NB: No points will be allocated at this stage; however, bidders' that do not comply with the pre-qualification requirements below will be disqualified and will not advance to the next stage of evaluation.***

<b>Returnable Documents / Information</b>	<b>Check list ✓ Tick each box</b>
SBD 1: Completed, attached and signed	
SBD 3.1 or 3.2 or 3.3 Completed, attached and signed	
SBD 4: Completed, attached and signed	
SBD 5: Completed, attached and signed	
SBD 6.1: Completed, attached and signed	
Proof of Construction Industry Development Board (CIDB) registration, if applicable.	
Specification document: Completed, attached and signed	
General Condition of contract: Initialled and attached	
Provide Tax TCS Pin to verify Tax Status: Attached (In bids where Consortia/Joint Ventures/Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.)	
If the bidder is a joint venture, consortium or other unincorporated grouping of two or more persons/ entities, a copy of the joint venture agreement between the members should be provided.	
Registered on the Central Supplier Database of National Treasury. (For registration information, go to <a href="https://secure.csd.gov.za/">https://secure.csd.gov.za/</a> )	

**Note: Some requirements may not be applicable to international suppliers/ bidders and only those suppliers/ bidders will be exempted from these mandatory/ legislative requirements. All SBDs must be submitted (signed) noting where it is not applicable. If any specific SBD is not submitted, documentary proof, clearly stating the reason must be attached.**

## PART A INVITATION TO BID

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)**

BID NUMBER:	RAF/2024/000014	CLOSING DATE: 26 April 2024		CLOSING TIME: 11:00	11H00
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DESCRIPTION	<b>THE ROAD ACCIDENT FUND (RAF) SEEKS TO PROCURE DATA SECURITY PLATFORM COVERING DATA DISCOVERY AND CLASSIFICATION, DATA LEAKAGE PREVENTION, DATABASE ACTIVITY MONITORING, DATA ENCRYPTION, DATA MASKING AND TOKENISATION AND DATA PRIVACY AND DATA ACCESS GOVERNANCE FOR A PERIOD OF FIVE (5) YEARS.</b>
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**BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)**

Road Accident Fund (RAF)  
Eco Glades 2 Office Park

420 Witch-Hazel Avenue

Centurion

0046

<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>	<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>
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CONTACT PERSON	CONTACT PERSON
TELEPHONE NUMBER	TELEPHONE NUMBER
FACSIMILE NUMBER	N/A
E-MAIL ADDRESS	E-MAIL ADDRESS

**SUPPLIER INFORMATION**

NAME OF BIDDER	
POSTAL ADDRESS	
STREET ADDRESS	
TELEPHONE NUMBER	CODE NUMBER
CELLPHONE NUMBER	
FACSIMILE NUMBER	CODE NUMBER
E-MAIL ADDRESS	
VAT REGISTRATION NUMBER	
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN: OR CENTRAL SUPPLIER DATABASE No: MAAA

<p><b>1</b> 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><b>2</b> 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 THE QUESTIONNAIRE BELOW ]</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

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

NO

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

**PART B  
TERMS AND CONDITIONS FOR BIDDING**

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

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

SIGNATURE OF BIDDER:.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:.....

(Proof of authority must be submitted e.g. company resolution)

**PRICING SCHEDULE – NON-FIRM PRICES**

**(PURCHASES)**

**NOTE: PRICE ADJUSTMENTS WILL BE ALLOWED AT THE PERIODS AND TIMES SPECIFIED IN THE BIDDING DOCUMENTS.**

**IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT**

Name of Bidder.....	Bid number.....
Closing Time 11:00 .....	Closing date.....

OFFER TO BE VALID FOR.....DAYS FROM THE CLOSING DATE OF BID.

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ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
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Required by:  
.....

At: .....

Brand and model .....

Country of origin .....

Does the offer comply with the specification(s)? \*YES/NO

If not to specification, indicate deviation(s) .....

Period required for delivery  
.....

Delivery: \*Firm/not firm

\*\* "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

\*Delete if not applicable

**PRICE ADJUSTMENTS**

**NON-FIRM PRICES SUBJECT TO ESCALATION**

IN CASES OF PERIOD CONTRACTS, NON FIRM PRICES WILL BE ADJUSTED (LOADED) WITH THE ASSESSED CONTRACT PRICE ADJUSTMENTS IMPLICIT IN NON FIRM PRICES WHEN CALCULATING THE COMPARATIVE PRICES

2. IN THIS CATEGORY PRICE ESCALATIONS WILL ONLY BE CONSIDERED IN TERMS OF THE FOLLOWING FORMULA:

$$Pa = (1 - V)Pt \left( D1 \frac{R1t}{R1o} + D2 \frac{R2t}{R2o} + D3 \frac{R3t}{R3o} + D4 \frac{R4t}{R4o} \right) + VPt$$

Where:

- Pa = The new escalated price to be calculated.
- (1-V)Pt = 85% of the original bid price. **Note that Pt must always be the original bid price and not an escalated price.**
- D1, D2.. = Each factor of the bid price eg. labour, transport, clothing, footwear, etc. The total of the various factors D1, D2...etc. must add up to 100%.
- R1t, R2t..... = Index figure obtained from new index (depends on the number of factors used).
- R1o, R2o = Index figure at time of bidding.
- VPt = 15% of the original bid price. This portion of the bid price remains firm i.e. it is not subject to any price escalations.

The following index/indices must be used to calculate your bid price:

Index..... Dated..... Index..... Dated..... Index..... Dated.....

Index..... Dated..... Index..... Dated..... Index..... Dated.....

FURNISH A BREAKDOWN OF YOUR PRICE IN TERMS OF ABOVE-MENTIONED FORMULA. THE TOTAL OF THE VARIOUS FACTORS MUST ADD UP TO 100%.

FACTOR (D1, D2 etc. eg. Labour, transport etc.)	PERCENTAGE OF BID PRICE

**PRICES SUBJECT TO RATE OF EXCHANGE VARIATIONS**

Please furnish full particulars of your financial institution, state the currencies used in the conversion of the prices of the items to South African currency, which portion of the price is subject to rate of exchange variations and the amounts remitted abroad.

<b>PARTICULARS OF FINANCIAL INSTITUTION</b>	<b>ITEM NO</b>	<b>PRICE</b>	<b>CURRENCY</b>	<b>RATE</b>	<b>PORTION OF PRICE SUBJECT TO ROE</b>	<b>AMOUNT IN FOREIGN CURRENCY REMITTED ABROAD</b>
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		

Adjustments for rate of exchange variations during the contract period will be calculated by using the average monthly exchange rates as issued by your commercial bank for the periods indicated hereunder: (Proof from bank required)

<b>AVERAGE MONTHLY EXCHANGE RATES FOR THE PERIOD:</b>	<b>DATE DOCUMENTATION MUST BE SUBMITTED TO THIS OFFICE</b>	<b>DATE FROM WHICH NEW CALCULATED PRICES WILL BECOME EFFECTIVE</b>	<b>DATE UNTIL WHICH NEW CALCULATED PRICE WILL BE EFFECTIVE</b>



## BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

### 2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

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<sup>1</sup> 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.

Full Name	Identity Number	Name of State institution

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

2.2.1 If so, furnish particulars:

.....  
 .....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....  
 .....

**3. DECLARATION**

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

3.1 I have read and I understand the contents of this disclosure;

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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<sup>2</sup> 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.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

## **THE NATIONAL INDUSTRIAL PARTICIPATION PROGRAMME INTRODUCTION**

The National Industrial Participation (NIP) Programme, which is applicable to all government procurement contracts that have an imported content, became effective on 1 September 1996.

The NIP Policy and Guidelines were fully endorsed by Cabinet on 30 April 1997. In terms of the Cabinet decision, all state and parastatal purchases/lease contracts (for goods, works and services) entered into after this date, are subject to the NIP requirements. NIP is obligatory and therefore must be complied with. The Industrial Participation Secretariat (IPS) of the Department of Trade and Industry (dti) is charged with the responsibility of administering:

### **1 PILLARS OF THE PROGRAMME**

1.1 The NIP obligation is benchmarked against the imported content of the contract. Any contract having an imported content equal to or exceeding US\$10 million or other currency equivalent to US\$10 million will have an NIP obligation. This threshold of US\$10 million can be reached as follows:

(a) Any single contract with imported content exceeding US\$10 million.

or

(b) Multiple contracts for the same goods, works or services each with imported content exceeding US\$3 million awarded to one seller over a two-year period which exceeds US\$10 million in total.

or

(c) A contract with a renewable option clause, where should the option be exercised, the total value of the imported content will exceed US\$10 million.

or

(d) Multiple suppliers of the same goods, works or services under the same contract, where the value of the imported content of each allocation is equal to or exceeds US\$3 million worth of goods, works or services to the same government institution, which in total over a two-year period exceeds US\$10 million.

1.2

The NIP obligation applicable to suppliers in respect of subparagraphs 1.1 (a) to 1.1 (c) above will amount to 30% of the imported content, whilst suppliers in respect of sub-paragraph 1.1 (d) shall incur 30% of the total NIP obligation on a pro-rata basis.

1.3 To satisfy the NIP obligation, the dti would negotiate and conclude agreements such as investments, joint ventures, sub-contracting, licensee production, export promotion, sourcing arrangements and research and development (R&D) with partners, or suppliers

1.4 A period of seven years has been identified as the time frame within which to discharge the obligation.

### **2 REQUIREMENTS OF THE DEPARTMENT OF TRADE AND INDUSTRY**

2.1 In order to ensure effective implementation of the programme, successful bidders (contractors) are required to, immediately after the award of a contract

that is in excess of R10 million, submit details of such a contract to the dti for reporting purposes.

- 2.2 The purpose for reporting details of contracts in excess of the amount of R10 million is to cater for multiple contracts for the same goods, works or services; renewable contracts and multiple suppliers for the same goods, works or services under the same contract as provided for in sub-paragraphs 1.1.(b) to 1.1. (d) above.

### **3 BID SUBMISSION AND CONTRACT REPORTING REQUIREMENTS OF BIDDERS AND SUCCESSFUL BIDDERS (CONTRACTORS)**

- 3.1 Bidders are required to sign and submit this Standard Bidding Document (SBD 5) together with the bid on the closing date and time.

- 3.2 In order to accommodate multiple contracts for the same goods, works or services, renewable contracts and multiple suppliers for the same goods, works or services under the same contract as indicated in sub-paragraphs 1.1 (b) to 1.1 (d) above and to enable the dti in determining the NIP obligation, successful bidders (contractors) are required, immediately after being officially notified about any successful bid with a value in excess of R10 million, to contact and furnish the dti with the following information:

- Bid/contract number;
- Description of the goods, works or services;
- Date on which the contract was accepted;
- Name, address and contact details of the government institution;
- Value of the contract; and
- Imported content of the contract, if possible.

- 3.3 The information required in paragraph 3.2 above must be sent to the Department of Trade and Industry, Private Bag X 84, Pretoria, 0001 for the attention of Mr Elias Malapane within five (5) working days after award of the contract. Mr Malapane may be contacted on telephone number (012) 394 1401, facsimile (012) 394 2401 or e-mail at [Elias@thedti.gov.za](mailto:Elias@thedti.gov.za) for further details about the programme.

### **4 PROCESS TO SATISFY THE NIP OBLIGATION**

- 4.1 Once the successful bidder (contractor) has made contact with and furnished the dti with the information required, the following steps will be followed:
- a. The contractor and the dti will determine the NIP obligation;
  - b. The contractor and the dti will sign the NIP obligation agreement;
  - c. The contractor will submit a performance guarantee to the dti;
  - d. The contractor will submit a business concept for consideration and approval by the dti;
  - e. Upon approval of the business concept by the dti, the contractor will submit detailed business plans outlining the business concepts;
  - f. The contractor will implement the business plans; and
  - g. The contractor will submit bi-annual progress reports on approved plans to the

dti.

- 4.2 The NIP obligation agreement is between the dti and the successful bidder (contractor) and, therefore, does not involve the purchasing institution.

<p>Bid number .....</p> <p>Closing date: .....</p> <p>Name of bidder.....</p> <p>Postal address ..... .....</p>
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**SBD 6.1**

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

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**1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**

*(delete whichever is not applicable for this tender).*

a) The applicable preference point system for this tender is the **80/20** preference point system.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	<b>POINTS</b>
<b>PRICE</b>	<b>80</b>
<b>SPECIFIC GOALS</b>	<b>20</b>
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.



- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$Ps = 80 \left( 1 - \frac{Pt - Pmin}{Pmin} \right) \text{ or } Ps = 90 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

#### 3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$P_s = 80 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right) \text{ or } P_s = 90 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

Where

- Ps = Points scored for price of tender under consideration  
Pt = Price of tender under consideration  
Pmax = Price of highest acceptable tender

#### 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

***(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.***

***Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)***

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of	Number of points allocated (80/20 system) (To be completed by the organ	Number of points claimed (90/10 system) (To be completed by the	Number of points claimed (80/20 system) (To be completed by the tenderer)

	state)	of state)	tenderer)	
South African citizen who had no franchise in national elections prior to the introduction of the Constitution of the Republic of South Africa, 1983 (Act 200 of 1983) or the Constitution of the Republic of South Africa, 1996. (minimum 51% ownership or more)		<b>10</b>		
Women (minimum 51% ownership or more)		<b>8</b>		
Persons with disabilities (minimum 51% ownership or more)		<b>2</b>		

**DECLARATION WITH REGARD TO COMPANY/FIRM**

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in

paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary.

..... <b>SIGNATURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	.....
	.....
	.....
	.....

**BID SPECIFICATION – PROCUREMENT OF DATA SECURITY PLATFORM COVERING DATA DISCOVERY AND CLASSIFICATION, DATA LEAKAGE PREVENTION, DATABASE ACTIVITY MONITORING, DATA ENCRYPTION, DATA MASKING AND TOKENISATION AND DATA PRIVACY AND DATA ACCESS GOVERNANCE**

**1. BACKGROUND OF THE ROAD ACCIDENT FUND**

The Road Accident Fund (RAF) is a schedule 3A Public Entity established in terms of the Road Accident Fund Act, 1996 (Act No. 56 of 1996), as amended. Its mandate is the provision of compulsory social insurance cover to all users of South African roads, to rehabilitate and compensate persons injured as a result of the negligent driving of motor vehicles in a timely and caring manner, and to actively promote the safe use of our roads.

The customer base of the RAF comprises not only the South African public, but all foreigners within the borders of the country. The RAF head office is in Centurion, and the RAF has a national footprint. There will however be Customer Experience Centers in each Province in the country, in the near future.

**2. SPECIAL INSTRUCTIONS TO BIDDERS**

- 2.1 The bidder must be an eligible, registered service provider in terms of the applicable laws of the country and included in the National Treasury Central Supplier Database (CSD).
- 2.2 The bidder must have a business continuity management programme, which must be available for inspection by the RAF during the subsistence of rendering services to the RAF.
- 2.3 Bidders are required to provide full and accurate responses to the mandatory requirements as stated in this document, and, where required, explicitly state either “Comply/Not Comply” and where applicable, substantiate the responses with the necessary supporting documents.
- 2.4 Bidders are informed that failure to comply fully with the mandatory requirements will nullify their bids for further evaluation.
- 2.5 Bid Proposals must be clearly indexed and cross-referenced to a Table of Contents.
- 2.6 The evaluation criteria that was published with the Request for Proposal/Bids will be used to assess bidders’ responses and no amendment after the closing of a bid will be allowed.

- 2.7 It is expected of bidders to have their tax matters in order when the proposals are submitted. The RAF reserves the right to confirm bidders' tax matters on the CSD prior to the award. Only tax-compliant bidders will be awarded contracts.
- 2.8 Companies or Director/s that are included on the National Treasury register of Restricted Suppliers and/or Tender Defaulters will be automatically disqualified from the bidding process.
- 2.9 As prescribed, all Standard Bidding Documents (SBD) Forms – *Returnable Documents*) must be fully completed and duly signed. All Returnable Documents must be submitted with the proposal at the closing of a bid.

### **3. BACKGROUND OF THE BID**

- 3.1 The Technology and Digital (T&D) Department utilises point/disparate (not integrated) data security solutions (not integrated) such as Data Leakage Prevention and Database Activity Monitoring tools to fulfil the data security requirements for the RAF.
- 3.2 Data security protection is crucial for RAF, due to the highly sensitive nature of Personally Identifiable Information (PII) and financial data managed in its business operations. A data breach for RAF can erode public trust, lead to significant legal and financial repercussions, and damage the reputation of the government apparatus. Beyond compliance and operational concerns, there's an ethical obligation to safeguard RAF stakeholder data.
- 3.3 RAF continues to build digital platforms as part of its Digital Transformation strategy execution, thus, ensuring robust data security becomes essential to maintain trust and uphold its legal mandates.

### **4. SCOPE OF REQUIREMENTS:**

- 4.1. The RAF is looking for a service provider to offer Data Security Platform covering data discovery and classification, data leakage prevention, database activities monitoring, data encryption, data masking and tokenisation and data privacy and data access governance.
- 4.2. The proposed solution must support deployment in a hybrid cloud environment that would allow RAF to migrate the deployment between on-premises to and from any of RAF cloud service providers without vendor lock in or limitations.
- 4.3. The service provider should offer the services in the form of a cloud-based Data Security Platform (DSP), platform for a five-year period.

- 4.4. The project includes combining technologies to support a full stack data security service to ensure data quality, data privacy, data integrity and ethics across multiple data platforms utilised by the RAF.
- 4.5. This involves integrating with various data sources to enable data discovery, classification, and metadata management, and adapting to emerging trends like generative Artificial Intelligence (AI) techniques to increase performance and cater to data security and privacy laws.
- 4.6. The DSP must integrate with multiple clouds (AWS, Azure, Google etc.) and on-premises environments and be adaptable to next-generation data stores to ensure coverage on the entire RAF data stores. The main deployment for the proposed DSP must be in the RAF Amazon Web Services (AWS) cloud environment, with integration to other cloud service providers such as Google Cloud and Microsoft Azure.
- 4.7. The platform will be utilised by the Data Privacy, Data Governance, Data Security, Internal Audit and Compliance departments and therefore must allow for scalability and growth; and be accessible to RAF internal employees to manage and monitor data security/compliance risks in their various portfolios.
- 4.8. The solution must enable RAF to comply with regulatory requirements such as the Protection of Personal Information Act (POPIA), General Data Protection Regulation (GDPR), and Health Insurance Portability and Accountability Act (HIPAA). The solution must allow for a seamless generation of data subject request reports pertaining to data stored/processed by RAF customers, employees, third parties whenever required.
- 4.9. The proposed DSP must be scoped for two (2) years online data retention and a further five (5) years data archiving at a minimum.
- 4.10. The DSP platform must cover the following functional capabilities:

#### 4.10.1. **Data Discovery and Classification**

The platform must automatically identify and categorise data across RAF's infrastructure, covering databases, data lakes, file systems, and multi-cloud data repository services. Capabilities should include:

- a) Automated discovery and mapping of sensitive data in various locations (including automated data tagging and labeling).
- b) Scanning and identification of sensitive data in structured, semi-structured, and unstructured formats.

- c) Utilisation of automated (machine learning, regular expressions) and manual methods for data discovery.
- d) Classification based on sensitivity levels (e.g., PII, PHI) with customisable data dictionaries.
- e) Maintenance of a central data inventory and associated data maps and flows.
- f) Full visibility of RAF's data usage by maintaining data inventory.
- g) Organisational and departmental view of data classifications and risks.

#### 4.10.2. Data Encryption

The platform must encrypt RAF's data at rest using mathematical algorithms and decryption keys. Data Encryption Requirements:

- a) Encryption for at-rest data stored on-premises or in the cloud.
- b) Encryption for various data types (structured, unstructured) with transparency to end-users.
- c) Compliance with secure, industry-standard cryptographic algorithms (AES, RSA, SHA and RAF approved standards).

#### 4.10.3. Data Masking and Tokenisation

The bidder must provide Data Masking and Tokenisation mechanisms to protect sensitive data. The Data Masking and Tokenization requirements must include the following as minimum functionality:

- a) Enable dynamic and static masking, enabling real-time or permanent modification.
- b) Enable data sub-setting for minimizing unauthorised access.
- c) Flexible rules customizable for different users and applications.
- d) Provide strong key management for token and key distribution.
- e) Ensure transparency for end-users, no impact on system performance.
- f) Masking and/or tokenisation of highly sensitive data fields/records within data repositories.

#### 4.10.4. Database Activity Monitoring

- a) Monitoring and Logging capabilities:
  - i) Continuous monitoring of all database activities with centralised logging.
  - ii) Data collection from various sources in real-time.



- iii) Filtering and normalisation for consistency and ease of analysis.
  - iv) Log storage integrated with a secure, centralised log management solution (SIEM).
  - v) The capability to protect against log tampering.
- b) Inline Database Firewall capabilities
- i) Real time enforcement of data security policies
  - ii) Prevent database attacks and threats such as (injections, malicious insiders, data breaches, etc.).
- c) Real-time Alerts capabilities
- i) Detection and alerting of abnormal or suspicious database activity.
  - ii) Real-time alert generation based on predefined or custom rules.
  - iii) Flexible notification options including but not limited to email, SMS, or push notifications.
  - iv) Severity levels, escalation, integration of alerts with other security tools like SIEM.
  - v) Allow for customization of alerts and reports to meet business needs.
- d) Auditing and Forensics

The platform must provide the following Auditing and Forensics capabilities:

- i) Auditing detailed database activities for incident investigation.
  - ii) Electronic –Discovery (e-Discovery) forensic capabilities supporting granular incident investigation and analysis.
  - iii) Search and query functions, data reconstruction, chain of custody.
  - iv) Compliance with regulatory and legal requirements.
- e) User Activity Tracking

The platform must provide the following User Activity Tracking capabilities:

- i) Tracking of user logins, logouts, queries, data access, and object access.
- ii) User identification, data access tracking, object access tracking, session tracking.
- iii) Historical analysis and reporting of user and administrators' activity.

#### 4.10.5. **Data Leakage Prevention (DLP)**

The proposed DLP solution requirements must include:

- a) Effective identification and classification of sensitive data across endpoints, servers, databases, and cloud services. This should be extendable to Network DLP.

- b) Integration with SIEM.
- c) Real-time monitoring to prevent unauthorized data access, sharing, or transfer.
- d) Utilisation of AI and machine learning for accurate anomaly detection.
- e) Adaptive learning for evolving patterns of data leakage.
- f) Behavioral analytics for detecting insider threats.
- g) Comprehensive incident detection, investigation, reporting, and remediation.
- h) Integration with existing security infrastructure and tools.
- i) User-friendly interface for policy management and reporting.
- j) Adherence to relevant industry regulations and standards (including RAF standard and policies).
- k) Leveraging of data security industry and data security regulation libraries/content, to enable seamless detection of data types.

#### 4.10.6. **Privacy Compliance**

- a) Consent Management
  - i) Provide a clear and accessible interface for individuals to give and withdraw consent for the processing of their personal data.
  - ii) Enable granular consent options, allowing users to choose specific purposes for data processing.
- b) Data Subject Access Requests (DSARs)
  - i) Facilitate the submission of DSARs, allowing individuals to request access to their personal data held by the organization.
  - ii) Provide a mechanism for verifying the identity of individuals making DSARs to prevent unauthorised access.
- c) Privacy Policy and Notices
  - i) Display the organization's privacy policy and notices in a transparent and easily understandable manner.
  - ii) Allow individuals to review and acknowledge updates to the privacy policy.
- d) Data Portability
  - i) Incorporate data subject requests features to facilitate seamless discovery and reporting of personal information belonging individuals.

- i) Enable individuals to download or transfer their personal data in a commonly used and machine-readable format.
  - ii) Provide information on the types of data available for download.
- e) Profile Management:
  - i) Allow users to manage and update their personal information to ensure accuracy.
  - ii) Provide options for users to delete or anonymize their data when applicable.
- f) Communication Preferences
  - i) Allow individuals to manage their communication preferences, such as opting in or out of marketing communications.
  - ii) Provide options for users to choose their preferred communication channels.
- g) Security Measures
  - i) Implement robust security measures to protect the privacy portal and the personal data it processes.
  - ii) Use encryption, access controls, and authentication mechanisms to ensure data confidentiality and integrity.
  - iii) Facilitate data anonymization and pseudonymization techniques to uphold privacy standards.
- h) User Authentication
  - i) Implement strong authentication methods to verify the identity of individuals accessing the privacy portal.
  - ii) Consider multi-factor authentication for added security.
- i) Audit Trails
  - i) Maintain detailed audit logs of user interactions with the privacy portal, including consent changes and data access requests.
  - ii) Facilitate auditing and reporting for compliance purposes.
- j) Compliance Reporting
  - i) Provide reporting tools for the organisation to monitor and demonstrate compliance with data security and privacy regulations.
  - ii) Generate reports on user consent status, DSAR response times, and other relevant metrics.

- iii) Support privacy impact assessments and maintain records to demonstrate compliance with privacy requirements.
- k) Integration with Other Systems
  - i) Integrate with existing systems, such as customer relationship management (CRM) or data processing systems, to ensure accurate data management.
- l) Accessibility and Usability
  - i) Ensure the privacy portal is accessible to individuals with disabilities and is designed with a user-friendly interface.
  - ii) Provide an intuitive and easy to learn/navigate user interface, to aid users navigating the portal.

#### 4.10.7. **Regulatory Compliance**

The platform must support robust data governance and privacy measures with the following capabilities:

- a) Data Governance Compliance
  - i) The platform should enforce data governance principles and comply with relevant data governance frameworks.
  - ii) Provide features for data lineage tracking, metadata management, and data quality monitoring to ensure adherence to data governance standards.
  - iii) Enable Data Ownership and Stewardship by providing tools for assigning responsibilities and accountabilities of data owners and stewards within the organization.
  - iv) Flexible and scalable data retention and deletion policies/capabilities, in line with regulatory requirements and RAF's Records Management Policy.

4.11. The DSP platform must cover the following non-functional capabilities:

##### 4.11.1. **Deployment and Integration Requirements**

- a) The platform must integrate with applications and data sources on-premises, cloud-based, or hybrid configurations.
- b) The platform must integrate with existing security infrastructure such as the SIEM and user authentication mechanisms.
- c) The bidder must provide a full architectural design indicating how the platform will be deployed and integrated.

#### 4.11.2. Reporting and Analytics Requirements

- a) Comprehensive reporting and analytics module with customisable dashboards.
- b) Incident reporting and forensic analysis capabilities.
- c) Trend analysis to identify emerging data leakage patterns.

#### 4.11.3. Security Requirements

- a) Authentication and Authorisation
  - i) All users internal and external must authenticate using multi-factor authentication (MFA).
  - ii) Role-based access control (RBAC) must be implemented to ensure that users have the minimum necessary permissions.
- b) Encryption
  - i) Data at rest must be encrypted using secure, industry-standard algorithms (e.g., AES-256).
  - ii) Communication channels between components must use Transport Layer Security (TLS v1.3) with strong ciphers.
  - iii) Encryption of data In-transit moving over networks or between systems.
- c) Data Masking and Redaction
  - i) Personally identifiable information (PII) must be masked or redacted in non-production environments.
  - ii) Dynamic data masking should be applied to limit exposure of sensitive information.
- d) Audit Trails
  - i) Comprehensive audit logs must be maintained for all data access, changes, and security-related events.
  - ii) Logs should include user activities, system events, and security incidents.

#### 4.11.4. Performance Requirements

- a) Throughput

The platform must support a minimum of 20 concurrent users.
- b) The platform must not adversely impact on the performance of data repositories once onboarded. Where agents are deployed to databases, these must have a small installation and computer footprint.

#### 4.11.5. Reliability Requirements

- a) Availability - the platform should achieve at least 99.9% uptime in any given calendar year, excluding scheduled maintenance.
- b) Fault Tolerance - the platform must be designed to gracefully handle hardware failures, ensuring minimal impact on operations.
- c) High availability – the platform must be designed to include high availability or similar business continuity controls, to ensure continued operations in the event of a systems failure.
- d) Data Integrity – the platform must implement checksums and data validation mechanisms to ensure the integrity of stored and processed data.

#### 4.11.6. Compliance Requirements

- a) Regulatory Compliance
  - i) The platform must comply with relevant insurance industry regulations, including data protection and privacy laws (e.g., HIPAA, POPIA).
  - ii) Regular compliance audits and assessments should be conducted.
- b) Internal Policies:
  - i) The platform must adhere to internal policies related to data security, records management, risk management, and incident response.
  - ii) Internal Policies:
- b) Risk Assessment

The proposed platform must have the following capabilities to support data risk assessment:

- i) Periodic identification of data vulnerabilities on onboarded data repositories and allow for automated remediation of such vulnerabilities.
- ii) Automated assessment and prioritisation of data risks (customisable to an organisation, departmental, business unit and location-based view).
- iii) Continuous enforcement of data security controls.
- iv) Trend monitoring and reporting of data vulnerabilities and risks.

#### 4.11.7. Scalability Requirements

- a) Data Volume Scalability - the platform should efficiently handle a 30% annual increase in data sources and data volume without degradation in performance.

- b) The platform must scale horizontally to accommodate a 20% annual increase in user load.

#### 4.11.8. Usability:

##### a) User Interface

- i) The user interface should follow industry best practices for design and be intuitive for both technical and non-technical users.

##### b) Training and Documentation

- ii) The bidder must provide comprehensive training materials and documentation for users and administrators.
- iii) The bidder must also provide formal training and certification for the proposed solution to an intermediary (administrator) level for at least 5 RAF personnel.
- iv) The bidder must also provide a plan for continuous knowledge transfer throughout the project phase and during the maintenance phase of the project/deployment.

#### 4.11.9. Interoperability:

##### c) Integration with External Systems

- i) Ensure seamless integration with other systems in the RAF ecosystem, such as legal management and claims processing and health management systems.

#### 4.11.10. Data Exchange Formats:

Support standard data exchange formats to facilitate interoperability with industry-standard applications.

#### 4.11.11. Monitoring and Reporting:

- a) Implement real-time monitoring for system health, performance, and security.
- b) Generate regular reports on security incidents, compliance status, and overall system health for management review.

#### 4.11.12. Data Lifecycle Management:

##### a) Data Retention and Purging:

Define and enforce policies for data retention and purging to comply with regulatory requirements, internal policies and optimize storage usage.

#### 4.11.13. Support and Maintenance

4.11.14. The service provider must provide third level support and maintenance hours for supporting system performance and availability. These support hours are to be catered for on a monthly basis and payable on a usage basis. Please note that maintenance and

support is over and above subscription and support that is usually associated with software licensing/subscriptions, and which is normally provided by the original equipment manufacturer (OEM). Design Workshops, Implementation and Integration

The service provider must include in their proposal once-off costing for 120 hours for the following activities:

- a) Business requirements gathering
- b) Solution Design
- c) Integration Workshops
- d) Implementation

#### 4.11.15. Training

The service provider must cater for accredited classroom training for 5 RAF ICT Security personnel. This training must also include accredited certification (including certification exams). Training and certification must wholly cover the proposed solution or all modules of the proposed solution set.

## 5. EVALUATION CRITERIA AND METHODOLOGY

The Evaluation Process shall be conducted under the following phases:

**Phase 1: Initial Screening Process** - At this phase Bidders responses are reviewed to check if Bidders have responded according to RAF RFB document. Bidder(s) who complies with the screening process will be evaluated on Mandatory Requirements.

**Phase 2: Mandatory Evaluation Process** - At this phase Bid Responses are evaluated as per the evaluation criteria specified in the Request for Bid (RFB) document for compliance with Mandatory Requirements. Bidder(s) who met the Mandatory Requirements will be evaluated further on Technical Requirements and all bidders who do not comply with one or all the categories will be disqualified from the evaluation process.

**Phase 3: Technical/ Functional Evaluation Process** – At this phase Bidder(s) who met the minimum threshold of 70 points out 100 points allocated at Technical Evaluation will be further evaluated in the Technical Demonstration (phase 4).

**Phase 4: Technical Demonstration**- At this phase the bidder(s) will required to provide a live, technical demonstration of the proposed DSP. Bidders who meet a minimum of 70 points out of 100 points will be evaluated further on Price and Specific Goal points.



**Phase 5: Price and Preference Points (specific goals) evaluation** – At this phase the bid(s) will be assessed as per the preferential point system specified in the RFB document.

**5.1 MANDATORY REQUIREMENT (PHASE 2)**

All Bidders who do not meet Mandatory Requirements will be disqualified and will not be considered for further evaluation of the technical/functional requirements (phase 3).

**Bidder must indicate by ticking (√) correct box indicating that they Comply OR do Not Comply.**

5.1.1 Mandatory	Comply	Not Comply
<p>The required service provider must be a licensed or accredited Partner or Supplier of the Data Security and Protection Platform.</p> <p>Note: The bidder must supply valid documentary proof from the Original Equipment/Product Manufacture Owner of the proposed solution indicating their partnership status and products they are entitled to sell and provide managed/professional services for.</p> <p><b>NB! The RAF reserves the right to verify the validity of the OEM certificate or letter. OEM certificates/letters that have expired and/or are no longer valid will not be accepted.</b></p>		

**Note: Failure to comply with all the mandatory requirements shall lead to disqualification.**

**5.2 TECHNICAL / FUNCTIONAL CRITERIA (PHASE 3)**

With regards to Technicality / Functionality, the following criteria shall be applicable, and the maximum points of each criterion are indicated in the table below:

Technical / Functional Criteria	Points										
<p><b>5.2.1 Company Track Record</b></p> <p>The bidder must have successfully completed a minimum of three projects in providing Data Security Platform within the last five years.</p> <p>As proof, the bidder must provide reference letters from previous clients where service was rendered. The reference letter must be on the Client's letterhead with the following details:</p> <ul style="list-style-type: none"> <li>• Details and the nature of data security/DSP solution and/or service provided.</li> <li>• The name of the company where services were rendered.</li> <li>• Duration of the contract from start to end date.</li> <li>• The year in which work was performed (including date, month, and year).</li> <li>• Contact person and</li> <li>• Contact details.</li> <li>• Signed by the customer</li> </ul> <p><b>Note:</b> The reference letters to be submitted must meet all the requirements stated above to qualify.</p>	15										
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" data-bbox="124 1025 1396 1077"><b>Company Track Record: Scoring Matrix</b></th> </tr> <tr> <th data-bbox="124 1077 1149 1128"><b>No. of projects</b></th> <th data-bbox="1149 1077 1396 1128"><b>Score</b></th> </tr> </thead> <tbody> <tr> <td data-bbox="124 1128 1149 1180">1 or less projects implemented in the last 5 years</td> <td data-bbox="1149 1128 1396 1180" style="text-align: center;">0</td> </tr> <tr> <td data-bbox="124 1180 1149 1232">2 projects implemented in the last 5 years</td> <td data-bbox="1149 1180 1396 1232" style="text-align: center;">7</td> </tr> <tr> <td data-bbox="124 1232 1149 1288">3 or more projects implemented in the last 5 years</td> <td data-bbox="1149 1232 1396 1288" style="text-align: center;">15</td> </tr> </tbody> </table>		<b>Company Track Record: Scoring Matrix</b>		<b>No. of projects</b>	<b>Score</b>	1 or less projects implemented in the last 5 years	0	2 projects implemented in the last 5 years	7	3 or more projects implemented in the last 5 years	15
<b>Company Track Record: Scoring Matrix</b>											
<b>No. of projects</b>	<b>Score</b>										
1 or less projects implemented in the last 5 years	0										
2 projects implemented in the last 5 years	7										
3 or more projects implemented in the last 5 years	15										

**5.2.2 Team Experience**

The bidder’s key personnel of the proposed team must have relevant skills and experience in implementing and supporting the proposed Data Security Platform. The bidder must provide a **minimum** of two (2) key personnel who are accredited on the Data Security Platforms.

The bidders must submit, as part of its proposal, the following:

- The structure and composition of the proposed team, clearly outlining the main disciplines/ specialties in implementing and configuring a DSP and the key personnel responsible for each specialty.
- Detailed CVs of the key personnel; and the CVs must clearly highlight security certification, areas of competence and years of experience relevant to the tasks and objectives of this service request as outlined in this RFP.
- Copies of relevant data security certificates and accreditation. Provided certificates and accreditation must be valid and relevant to the proposed OEM data security platform.
- CVs and qualifications of the following resources with demonstrable experience must be provided two (2) key data security personnel.
- Key data security personnel/resources must have a minimum of 6 years’ experience implementing and supporting data security solutions.

**Failure to provide resources for the 2 key personnel shall result in a score of zero (0).**

**NB: The RAF reserves the right to verify submitted certificates and qualifications.**

**Each resource will be individually evaluated out of a score of 5 and the total score of the two (2) resources will count towards the total Team Experience score.**

**5.2.2.1 Key Resource 1**

**The proposed data security key resource must meet the following requirements:**

Minimum of 6 years’ demonstrable experience implementing and supporting data security platforms

AND

Cyber Security certification or similar mid-level/intermediary cyber security certifications as well as associated DSP OEM security Certifications. Additional cyber security certificates will be advantageous.

<b>Scoring Matrix</b>	
<b>Years of experience, Qualifications and Certification of the Resource</b>	<b>Score</b>
Resource, experience and qualifications not provided	0
Resource, experience and qualifications provided but do not meet the minimum requirements	1
Resource, experience and qualifications provided and meets the minimum requirements	3
Resource, experience and qualifications provided and exceeds the minimum requirements	5

**5.2.2.2 Key Resource 2**

**The proposed data security key resource must meet the following requirements:**

Minimum of 7 years' demonstrable experience implementing and supporting data security platforms

AND

Cyber Security certification or similar mid-level/intermediary cyber security certifications as well as associated DSP OEM security Certifications. Additional cyber security certificates will be advantageous.

<b>Scoring Matrix</b>	
<b>Years of experience, Qualifications and Certification of the Resource</b>	<b>Score</b>
Resource, experience and qualifications not provided	0
Resource, experience and qualifications provided but do not meet the minimum requirements	1
Resource, experience and qualifications provided and meets the minimum requirements	3
Resource, experience and qualifications provided and exceeds the minimum requirements	5

### 5.2.3 Solution Proposal

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The bidder must provide a detail proposal of the DSP and will be evaluated based on the following criteria:

Category		Scoring Matrix	Points
<b>Deployment Model</b>	The DSP must support a hybrid cloud deployment, with the main deployment being in the RAF's AWS environment	0 Points - 1 or 0 requirements met 5 Points - All requirements met	5
	The DSP must integrate with multiple clouds (AWS, Azure, Google etc.) and on-premises environments and be adaptable to next-generation data stores to ensure coverage on the entire RAF data stores		
<b>Data Retention</b>	The proposed solution must cater for customisable online and offline data retention periods and specifically be scoped for 2 years online retention and 5 years offline retention	0 Points - Requirements not met 3 Points - All requirements met	3
<b>Data Discovery and Classification</b>	Automated discovery and mapping of sensitive data in various locations (including automated data tagging and labeling).	0 points: 3 or less than 3 requirements met 3 points: 4 to 6 requirements met 5 points - All requirements met	5
	Scan and identify sensitive information (Structured, semi-structured and unstructured).		
	Utilisation of automated (machine learning, regular expressions) and manual methods for data discovery.		
	Classification based on sensitivity levels with customisable data dictionaries.		
	Maintenance of a central data inventory and associated data maps and flows.		
	Full visibility of RAF's data usage by maintaining data inventory.		
	Maintenance of a central data inventory and associated data maps and flows		
<b>Data Encryption</b>	Encryption of at-rest data stored on-premises or in the cloud.	0 Points - 1 or 0 requirements met 2 Points - at least 2 requirements met 4 Points - All requirements met	4
	Encryption for various data types (structured, unstructured) with transparency to end-users.		
	Compliance with secure, industry-standard cryptographic algorithms (AES, RSA, SHA and RAF approved standards).		
<b>Data Masking and Tokenisation</b>	Dynamic and static masking, enabling real-time or permanent modification.	0 Points - 2 or less than 2 requirements met 3 Points - at least 3	5
	Data sub-setting to minimising unauthorised access		

	Flexible rules customisable for different users and applications.	requirements met 5 Points - All requirements met		
	Strong key management for token and key distribution.			
	Transparency for end-users, no impact on system performance			
	Masking And/or tokenisation of highly sensitive data fields/records within data repositories.			
<b>Database Activity Monitoring</b>	Database monitoring and logging capabilities	0 Points - 2 or less than 2 requirements met 3 Points - at least 3 requirements met 5 Points - All requirements met	5	
	Inline database firewall capabilities			
	Real time alerts			
	Auditing and Forensics			
	User tracking capabilities			
	Protect against log tampering			
<b>Data Leakage Prevention</b>	Classification of sensitive data across endpoints, servers, databases, and cloud services. Extendable to Network DLP	0 Points - 5 or less than 5 requirements met 3 Points - at least 6 requirements met 5 Points - All requirements met	5	
	Integration with SIEM			
	Real-time monitoring to prevent unauthorised data access, sharing, or transfer.			
	Utilisation of AI and machine learning for accurate anomaly detection.			
	Adaptive learning for evolving patterns of data leakage.			
	Behavioral analytics for detecting insider threats.			
	Comprehensive incident detection, investigation, reporting, and remediation.			
	Integration with existing security infrastructure and tools.			
	User-friendly interface for policy management and reporting.			
	Adherence to relevant industry regulations and standards (including RAF standard and policies)			
	Leverages data security industry and data security regulation libraries/content.			
<b>Data Privacy Compliance</b>	Consent Management - clear and accessible interface for individuals to give and withdraw consent for the processing of their personal data	0 Points - 7 or less than 7 requirements met 3 Points - at least 8 requirements met 5 Points - All requirements met	5	
	Facilitate seamless Data Subject Access Requests			
	Support for Privacy policy displays and notices			
	Data Portability – support commonly used and machine-readable formats for data downloads/exports.			
	Profile Management – Support for self-service management/updating of personal information			

	<p>Communication Preferences – Allow communication opt-outs</p> <p>Security Measures – Support for encryption, access control policies, and authentication mechanisms.</p> <p>Security Measures - Supports data anonymisation and pseudonymisation techniques</p> <p>User Authentication – Support for strong authentication (MFA) for internal and external Users.</p> <p>Audit Trails - Detailed audit logs of user interactions with the privacy portal, including consent changes and data access requests.</p> <p>Audit Trails – Auditing and for compliance reporting.</p> <p>Compliance Reporting - Compliance and privacy regulation reporting and monitoring.</p> <p>Compliance Reporting – Reporting on user consent status, DSAR response times, and other relevant metrics.</p> <p>Integration with Other Systems (CRM or data processing systems).</p> <p>Accessibility and Usability - Accessible to individuals with disabilities.</p> <p>Accessibility and Usability – Intuitive and easy-to-use interface</p>				
<b>Data Risk Assessments</b>	<p>Periodic identification of data vulnerabilities on onboarded data repositories and allow for automated remediation of such vulnerabilities.</p> <p>Automated assessment and prioritisation of data risks (customisable to an organisation, departmental, business unit and location-based view).</p> <p>Continuous enforcement of data security controls.</p> <p>Trend monitoring and reporting of data vulnerabilities and risks.</p>	<p>0 Points - less than 2 requirements met</p> <p>3 Points - at least 2 requirements met</p> <p>5 Points - All requirements met</p>	5		
<b>Audit and Reporting</b>	<p>Track and monitor</p> <p>Comprehensive Reporting</p> <p>Compliance to regulatory requirements</p>	<p>0 Points - less than 2 requirements met</p> <p>2 Points - at least 2 requirements met</p> <p>4 Points - All requirements met</p>	4		
<b>Regulatory Compliance</b>	<p>Data governance principles and comply with relevant data governance frameworks</p> <p>Support for Data Ownership and Stewardship management.</p> <p>Data lineage tracking, metadata management, and data quality monitoring</p> <p>Flexible and scalable data retention and deletion policies/capabilities</p>	<p>0 Points - less than 2 requirements met</p> <p>2 Points - at least 2 requirements met</p> <p>4 Points - All requirements met</p>	4		
<b>Total Points</b>			<b>50</b>		

#### 5.2.4 Implementation Plan

20

The bidder must provide the approach that will be followed to set up and implement the Data Security Platform.

- The bidders must submit, as part of its proposal, a detailed project plan with activities, milestones, timelines, and resources necessary to complete the project on time, supported by an implementation methodology. This project plan and implementation methodology must cover the implementation of the main proposed DSP components in line with the requirements of this RFP.

<b>Scoring Matrix</b>	
<b>Implementation Methodology</b>	<b>Score</b>
No clear or well-defined implementation methodology and project plan provided.	0
A partial implementation methodology and project plan is provided but lacks clarity or comprehensiveness.	5
A well-defined and comprehensive implementation methodology is provided, demonstrating a clear understanding of the project requirements.	20

#### 5.2.5 Training and Knowledge/Skills Transfer Plan

5

The bidder must include a detailed plan on how skills and knowledge will be transferred to RAF personnel during and after the project as well as a plan on how formal training will be provided to 5 RAF personnel. Proposed training must include accredited certification and associated costs for 5 RAF personnel.

<b>Scoring Matrix</b>	
<b>Training and Knowledge/Skills Transfer Plan</b>	<b>Score</b>
No plan provided for training and knowledge/skills transfer or provided plan is not relevant to the proposed solution.	0
Clear training and knowledge/skill transfer plan provided that is relevant to the proposed solution. This must have clear course and certification roadmaps.	5



<b>Minimum Threshold</b>	<b>70</b>
<b>Total</b>	<b>100</b>

Bidders who score a minimum threshold of 70 out of 100 points on Technical/Functional Evaluation will be considered for further evaluation on Demonstration requirements (phase 4).

**5.1 Demonstrations (Phase 4)**

Bidder/s who score the minimum stipulated threshold of 70 points for Technical Requirements (phase 3) will further be evaluated in this phase. **Bidders must achieve a minimum score of 70 points in the Demonstrations phase to proceed to the next evaluation phase (price and specific preferential point goals requirements).**

In this demonstrations phase, bidders will be required to present/conduct live demonstration of the proposed solution. Bidders will be given a maximum notice of 8 business days to prepare for this demonstration.

Category	Requirement	Scoring Matrix	Points	Comments
<b>Deployment Model</b>	The DSP must support a hybrid cloud deployment, with the main deployment being in the RAF's AWS environment	0 Points - 1 or 0 requirements met 4 Points - All requirements met	4	
	The DSP must integrate with multiple clouds (AWS, Azure, Google etc.) and on-premises environments and be adaptable to next-generation data stores to ensure coverage on the entire RAF data stores			
<b>Data Retention</b>	The proposed solution must cater for customisable online and offline data retention periods and specifically be scoped for 2 years online retention and 5 years offline retention	0 Points - Requirements not met 3 Points - All requirements met	3	
<b>Data Discovery and Classification</b>	Automated discovery and mapping of sensitive data in various locations (including automated data tagging and labeling).	0 points: 6 or less than 6 requirements met	14	

	<p>Scan and identify sensitive information (Structured, semi-structured and unstructured).</p> <p>Utilisation of automated (machine learning, regular expressions) and manual methods for data discovery.</p> <p>Classification based on sensitivity levels with customisable data dictionaries.</p> <p>Maintenance of a central data inventory and associated data maps and flows.</p> <p>Full visibility of RAF's data usage by maintaining data inventory.</p> <p>Maintenance of a central data inventory and associated data maps and flows</p>	<p>7 points: 7 or more requirements met</p> <p>14 points - All requirements met</p>		
<b>Data Encryption</b>	<p>Encryption of at-rest data stored on-premises or in the cloud.</p> <p>Encryption for various data types (structured, unstructured) with transparency to end-users.</p> <p>Compliance with secure, industry-standard cryptographic algorithms (AES, RSA, SHA and RAF approved standards).</p>	<p>0 Points - 1 or 0 requirements met</p> <p>7 Points - 2 requirements met</p> <p>14 Points - All requirements met</p>	14	
<b>Data Masking and Tokenisation</b>	<p>Dynamic and static masking, enabling real-time or permanent modification.</p> <p>Data sub-setting to minimising unauthorised access</p> <p>Flexible rules customisable for different users and applications.</p> <p>Strong key management for token and key distribution.</p> <p>Transparency for end-users, no impact on system performance</p> <p>Masking And/or tokenisation of highly sensitive data fields/records within data repositories.</p>	<p>0 Points - 2 or less than 2 requirements met</p> <p>7 Points - at least 3 requirements met</p> <p>14 Points - All requirements met</p>	14	

<b>Database Activity Monitoring</b>	Database monitoring and logging capabilities	0 Points - 2 or less than 2 requirements met 7 Points - at least 3 requirements met 14 Points - All requirements met	14	
	Inline database firewall capabilities			
	Real time alerts			
	Auditing and Forensics			
	User tracking capabilities			
	Protect against log tampering			
<b>Data Leakage Prevention</b>	Classification of sensitive data across endpoints, servers, databases, and cloud services. Extendable to Network DLP	0 Points - 5 or less than 5 requirements met 7 Points - at least 6 requirements met 14 Points - All requirements met	14	
	Integration with SIEM			
	Real-time monitoring to prevent unauthorised data access, sharing, or transfer.			
	Utilisation of AI and machine learning for accurate anomaly detection.			
	Adaptive learning for evolving patterns of data leakage.			
	Behavioral analytics for detecting insider threats.			
	Comprehensive incident detection, investigation, reporting, and remediation.			
	Integration with existing security infrastructure and tools.			
	User-friendly interface for policy management and reporting.			
	Adherence to relevant industry regulations and standards (including RAF standard and policies)			
Leverages data security industry and data security regulation libraries/content.				
<b>Data Privacy Compliance</b>	Consent Management - clear and accessible interface for individuals to give and withdraw consent for the	0 Points - 7 or less than 7 requirements met	14	

processing of their personal data	7 Points - at least 8 requirements met 14 Points - All requirements met	
Facilitate seamless Data Subject Access Requests		
Support for Privacy policy displays and notices		
Data Portability – support commonly used and machine-readable formats for data downloads/exports.		
Profile Management – Support for self-service management/updating of personal information		
Communication Preferences – Allow communication opt-outs		
Security Measures – Support for encryption, access control policies, and authentication mechanisms.		
Security Measures - Supports data anonymisation and pseudonymisation techniques		
User Authentication – Support for strong authentication (MFA) for internal and external Users.		
Audit Trails - Detailed audit logs of user interactions with the privacy portal, including consent changes and data access requests.		
Audit Trails – Auditing and for compliance reporting.		
Compliance Reporting - Compliance and privacy regulation reporting and monitoring.		
Compliance Reporting – Reporting on user consent status, DSAR response times, and other relevant metrics.		
Integration with Other Systems (CRM or data processing systems).		

	Accessibility and Usability - Accessible to individuals with disabilities.			
	Accessibility and Usability – Intuitive and easy-to-use interface			
<b>Data Risk Assessments</b>	Periodic identification of data vulnerabilities on onboarded data repositories and allow for automated remediation of such vulnerabilities.	0 Points - less than 2 requirements met 3 Points - at least 2 requirements met 5 Points - All requirements met	3	
	Automated assessment and prioritisation of data risks (customisable to an organisation, departmental, business unit and location-based view).			
	Continuous enforcement of data security controls.			
	Trend monitoring and reporting of data vulnerabilities and risks.			
<b>Audit and Reporting</b>	Track and monitor	0 Points - less than 2 requirements met 2 Points - at least 2 requirements met 3 Points - All requirements met	3	
	Comprehensive Reporting			
	Compliance to regulatory requirements			
<b>Regulatory Compliance</b>	Data governance principles and comply with relevant data governance frameworks	0 Points - less than 2 requirements met 2 Points - at least 2 requirements met 3 Points - All requirements met	3	
	Support for Data Ownership and Stewardship management.			
	Data lineage tracking, metadata management, and data quality monitoring			
	Flexible and scalable data retention and deletion policies/capabilities			
<b>Total Points</b>			<b>100</b>	

**Platform Demonstration Total Score:**

#	Capability	Total Points	Comments
1	Deployment Model (4 Points)		
2	Data Retention (3 Points)		
3	Data Discovery and Classification (14 points)		
4	Data Encryption (14 points)		
5	Data Masking and Tokenisation (14 points)		
6	Database Activity Monitoring (14 points)		
7	Data Leakage Prevention (14 points)		
8	Data Privacy Compliance (14 points)		
9	Data Risk Assessments 3 points)		
10	Auditing and Reporting 3 points)		
11	Regulatory Compliance (3 points)		
<b>Total</b>			

**5.4 PRICE AND SPECIFIC PREFERENTIAL POINT GOALS (PHASE 5)**

The evaluation for Price and Specific Preference Point Goals shall be based on the 80/20 preference point system and points will be allocated as follows:

<b>Evaluation criteria</b>				<b>Points</b>
<b>1.</b>	<b>Price</b>			<b>80</b>
<b>2.</b>	<b>Specific Preference Goals</b>			<b>20</b>
	<b>#</b>	<b>Specific Preference Point Goal</b>	<b>Proof</b>	<b>Points Allocation</b>
	1	South African citizen who had no franchise in national elections prior to the introduction of the Constitution of the Republic of South Africa, 1983 (Act 200 of 1983) or the Constitution of the Republic of South Africa, 1996. (minimum 51% ownership or more)	CSD Report	10
	2	Women Ownership (minimum 51% ownership or more)	ID copy / CSD report	8
	3	Persons with disabilities (minimum 51% ownership or more)	Valid medical certificate issued by an accredited medical practitioner.	2



## 6 PRICING SCHEDULE

This annexure should be completed and signed by the Bidder's authorized personnel.

**NB: PLEASE PROVIDE COST BREAK-DOWN FOR EACH DELIVERABLE IN A SEPARATE PAGE WITH NO TERMS AND CONDITIONS.**

All prices must be VAT inclusive and must be quoted in South African Rand (ZAR). The pricing will be added to determine the total cost of the services for comparison purposes to award the bid.

Please indicate your total bid price here .....

**(Compulsory)**

**Important:** It is mandatory to indicate your total bid price as requested above. This price must be the same as the total bid price you submit in your pricing schedule. Should the total bid prices differ, the one indicated above shall be considered the correct price.

Deliverables	Price Year 1 (Supply, Installation & Configuration)	Price Year 2 (Support)	Price Year 3 (Support)	Price Year 4 (Support)	Price Year 5 (Support)
Software Licenses	R				
Design Workshops and Facilitation	R				
Implementation	R	N/A	N/A	N/A	N/A
Support and Maintenance	R				
Training and					

Skills Transfer	R	N/A	N/A	N/A	N/A
<b>Total VAT inclusive</b>	<b>R</b>	<b>R</b>	<b>R</b>	<b>R</b>	<b>R</b>
<b>TOTAL BID PRICE</b>					

Are the rates quoted for the full period of the contract?

YES	NO
-----	----

<b>Mandatory:</b> If the prices are not fixed for the full period, provide details of the basis on which adjustments shall be applied e.g., CPI (Stats SA), Rate of exchange and also details of the cost breakdown.	<b>Comply</b>	<b>Not Comply</b>

Bidder's Name:

.....

Signature:

.....

Date:

.....

# **THE NATIONAL TREASURY**

**Republic of South Africa**



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**GOVERNMENT PROCUREMENT:**

**GENERAL CONDITIONS OF**

**CONTRACT**

**July 2010**

## **NOTES**

The purpose of this document is to:

- (i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
- (ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

- The General Conditions of Contract will form part of all bid documents and may not be amended.
- Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid (if applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

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## General Conditions of Contract

### 1. Definitions

1. The following terms shall be interpreted as indicated:
  - 1.1 “Closing time” means the date and hour specified in the bidding documents for the receipt of bids.
  - 1.2 “Contract” means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
  - 1.3 “Contract price” means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
  - 1.4 “Corrupt practice” means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
  - 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
  - 1.6 “Country of origin” means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
  - 1.7 “Day” means calendar day.
  - 1.8 “Delivery” means delivery in compliance of the conditions of the contract or order.
  - 1.9 “Delivery ex stock” means immediate delivery directly from stock actually on hand.
  - 1.10 “Delivery into consignees store or to his site” means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
  - 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the

RSA.

- 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14 "GCC" means the General Conditions of Contract.
- 1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17 "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 "Project site," where applicable, means the place indicated in bidding documents.
- 1.21 "Purchaser" means the organization purchasing the goods.
- 1.22 "Republic" means the Republic of South Africa.
- 1.23 "SCC" means the Special Conditions of Contract.
- 1.24 "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such

obligations of the supplier covered under the contract.

1.25 “Written” or “in writing” means handwritten in ink or any form of electronic or mechanical writing.

## **2. Application**

2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.

2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.

2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

## **3. General**

3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.

3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from [www.treasury.gov.za](http://www.treasury.gov.za)

## **4. Standards**

4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

## **5. Use of contract documents and information; inspection.**

5.1 The supplier shall not, without the purchaser’s prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

5.2 The supplier shall not, without the purchaser’s prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.

5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier’s performance under the contract if so required by the purchaser.

5.4 The supplier shall permit the purchaser to inspect the supplier’s records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

## **6. Patent rights**

6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.



**7. Performance security**

- 7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
- 7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
  - (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
  - (b) a cashier's or certified cheque
- 7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

**8. Inspections, tests and analyses**

- 8.1 All pre-bidding testing will be for the account of the bidder.
- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.
- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract supplies may on or after delivery be inspected, tested or

analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

**9. Packing**

9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.

9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

**10. Delivery and documents**

10.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.

10.2 Documents to be submitted by the supplier are specified in SCC.

**11. Insurance**

11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.

**12. Transportation**

12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.

**13. Incidental services**

13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:

- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
- (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
- (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;

- (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
- (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

#### **14. Spare parts**

14.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
- (b) in the event of termination of production of the spare parts:
  - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
  - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

#### **15. Warranty**

15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.

15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take

such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

- 16. Payment**
- 16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
- 16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.
- 16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
- 16.4 Payment will be made in Rand unless otherwise stipulated in SCC.
- 17. Prices**
- 17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.
- 18. Contract amendments**
- 18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.
- 19. Assignment**
- 19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.
- 20. Subcontracts**
- 20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.
- 21. Delays in the supplier's performance**
- 21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the

supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.

21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

## **22. Penalties**

22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

## **23. Termination for default**

23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:

- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
- (b) if the Supplier fails to perform any other obligation(s) under the contract; or
- (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

23.4 If a purchaser intends imposing a restriction on a supplier or any

person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.

23.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.

23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:

- (i) the name and address of the supplier and / or person restricted by the purchaser;
- (ii) the date of commencement of the restriction
- (iii) the period of restriction; and
- (iv) the reasons for the restriction.

These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.

23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

**24. Anti-dumping  
and countervailing  
duties and rights**

24.1 When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which

may be due to him

**25. Force Majeure**

- 25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
- 25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

**26. Termination for insolvency**

- 26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

**27. Settlement of Disputes**

- 27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
- 27.5 Notwithstanding any reference to mediation and/or court proceedings herein,
  - (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
  - (b) the purchaser shall pay the supplier any monies due the supplier.

**28. Limitation of liability**

- 28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;
  - (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and



- (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

- 29. Governing language**
  - 29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.
- 30. Applicable law**
  - 30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
- 31. Notices**
  - 31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice
  - 31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.
- 32. Taxes and duties**
  - 32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
  - 32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
  - 32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.
- 33. National Industrial Participation (NIP) Programme**
  - 33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.
- 34 Prohibition of Restrictive practices**
  - 34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).
  - 34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.



- 34.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.