

**FOR MORE INFORMATION ON TCTA, PLEASE VISIT OUR WEB SITE WWW.TCTA.CO.ZA
APPOINTMENT OF A SERVICE PROVIDER FOR THE SUPPLY, IMPLEMENTATION, AND SUPPORT
OF THE ENTERPRISE ARCHITECTURE TOOL FOR A PERIOD OF 60 MONTHS.**

Bid Number	022/2026/EWSS/SUPPORT/RFB
Title of this RFB	Appointment of a service provider for the supply, implementation and support of the Enterprise Architecture Tool for a period of 60 months.
RFB Issue Date	28 July 2026
Clarification and enquiries	NB: Kindly send all clarification questions or enquiries to the receiving officers at tenders02@tcta.co.za . Deadlines for clarifications will be on 20 August 2026 @16h00.
Non-Compulsory Briefing session	Online: Microsoft Teams Meeting ID: 378 336 401 966 326 Passcode: Pg3eE6va
Non-Compulsory Briefing Session Date and Time	07 August 2026 @ 11h00
RFB Closing Time & Date	28 August 2026 @ 10h00 <i>Bidders must complete Annexure J Bid Receiving Form to be submitted with their bid. Bidders must submit their bids during office hours between 08:00 – 16:30</i>
Request for Gate Access Code Deadline:	Completed Request Form - Annexure I to be sent to tenders02@tcta.co.za , 3 days before the closing of the bid.
Bid Validity Period	120 calendar days commencing from the RFB closing date
Delivery Address	Bids must be hand delivered at TCTA's offices located at the address indicated below and addressed to The Receiving Officer, and marked RFB No: 022/2026/EWSS/SUPPORT/RFB : on or before the closing date and time: Trans Caledon Tunnel Authority (TCTA), Building 9, Byls Bridge Office Park, Olievenhoutbosch Rd, Centurion, 0157
Enquiries:	All communication relating to the RFB must be addressed to the following e-mail address: tenders02@tcta.co.za . TCTA shall not be held responsible for any eventuality

	resulting from the sending of RFB related communication to a different e-mail address.
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TABLE OF CONTENTS

1.	DEFINITIONS, ACRONYMS AND ABBREVIATIONS	1
2.	PREPARATION OF BID SUBMISSIONS.....	2
3.	BACKGROUND	2
3.1.	SCOPE OF WORK.....	3
3.2.	COMPANY EXPERIENCE REQUIRED	7
3.3.	KEY PERSONNEL EXPERIENCE.....	7
3.4.	CONTRACT DURATION	7
3.5.	DELIVERABLES	7
4.	STAGE 1: RETURNABLE DOCUMENTS (SUBMISSION REQUIREMENTS)	7
5.	STAGE 2: FUNCTIONAL EVALUATION.....	9
6.	STAGE 3: ENTERPRISE ARCHITECTURE TOOL LIVE DEMOSTRATION	10
7.	STAGE 4: PRICE AND B-BEEE	11
7.1.	B-BBEE	11
7.2.	PRICE	12
7.3.	PREFERENTIAL POINTS CALCULATION.....	12
8.	STAGE: 5 SUPPLIER VETTING.....	12
9.	CONDITIONS OF BID	13
9.1.	COSTS OF BIDDING	13
9.2.	CLARIFICATIONS	13
9.3.	AMENDMENTS	13
9.4.	MODIFICATION, ALTERATION OR SUBSTITUTION AND/OR WITHDRAWAL OF A BID SUBMISSION	14
9.5.	VALIDITY PERIOD.....	14
9.6.	CONFIDENTIALITY	15
9.7.	RIGHT NOT TO AWARD	15
9.8.	TERMS AND CONDITIONS OF CONTRACT	15
9.9.	SUBCONTRACTING AFTER AWARD.....	16
9.10.	CESSION OF RIGHTS	17
9.11.	NOTIFICATION OF UNSUCCESSFUL BIDDERS	17
9.12.	PROHIBITION OF BRIBERY, FRAUDULENT AND CORRUPT PRACTICES	17
9.13.	FRONTING	18
9.14.	JOINT VENTURE OR CONSORTIUM	18
9.15.	PAYMENT PROCESS.....	19
	ANNEXURE A: COMPANY EXPERIENCE	21
	ANNEXURE B: ENTERPRISE ARCHITECTURE TOOL REQUIREMENT MATRIC	22
	ANNEXURE C: TEMPLATE FOR KEY PERSONNEL'S CV	26
	ANNEXURE D – PROPOSED PRICING SCHEDULE	27
	ANNEXURE E: SBD 1 – INVITATION TO BID	28
	ANNEXURE F: SBD 4 – BIDDER'S DISCLOSURE	30
	ANNEXURE G: SBD 6.1: PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022	32
	ANNEXURE H – VALID SWORN AFFIDAVIT REQUIREMENTS	37
	ANNEXURE I: REQUEST FOR ACCESS TO TCTA PREMISES	38
	ANNEXURE J: BID RECEIVING FORM.....	39

1. DEFINITIONS, ACRONYMS AND ABBREVIATIONS

B-BBEE	Broad Based Black Economic Empowerment in terms of the Broad Based Black Economic Empowerment Act 53 of 2003 (B-BBEE Act).
B-BBEE STATUS LEVEL OF CONTRIBUTOR	Means the B-BBEE status received by a measured entity issued in terms of section 9(1) of the B-BBEE Act.
BID SUBMISSION	A bidder's written proposal in response to an Invitation for Bids (Request for Proposals/Request for Quotations/Request for Information etc)
BLACK PEOPLE	African, Coloureds and Indians as defined in the Broad Based Black Economic Empowerment Act 53 of 2003
CONSORTIUM or JOINT VENTURE OR CONSORTIUM	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;
CONSULTANT	A consultant means a professional person appointed to provide Technical and specialist advice or to assist with the design and implementation of projects. The legal status of this person can be an individual, a partnership, a corporation or a company.
CONTRACT	A legal agreement or National Treasury issued Standard Bid Document signed by TCTA and a successful bidder. This term does not refer to the actual bid process.
CONTRACT MANAGER	A representative from the Requesting Department that will be responsible for monitoring the day to day activities related to the contract.
DESIGNATED SECTORS	Sectors, sub-sectors or industries that have been designated by the Department of Trade and Industry in line with national development and industrial policies for local production, where only locally produced services, works or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content.
EME	means exempt micro enterprises with an annual total revenue of R5 million or less in terms of the B-BBEE Codes of Good Practice of 2007 and an entity with a turnover of less than R 10 million in terms of the amended B-BBEE Codes;
QSE	means qualifying small enterprises with an annual total revenue of R10 million or less in terms of the B-BBEE Codes of Good Practice of 2007 in terms of the amended B-BBEE Codes;
PROCUREMENT SPECIALIST	Duly appointed person in the Procurement unit responsible for Procurement related transactions and processes including RFQs
PO	A Purchase Order generated by the Procurement Unit after the conclusion of a successful bid process authorizing the expenditure against an awarded contract.
RD	A requesting department withing TCTA or its representative

ROE	Rate of Exchange
SUPPLIER	A juristic person or legal entity that provides goods or services to TCTA.
OEM	Original Equipment Manufacturer

2. PREPARATION OF BID SUBMISSIONS

- 2.1. Bidders are required to comply fully with this Request for Bid including annexures and the relevant appendix during submission to TCTA;
- 2.2. For a Bid Submission to be acceptable, it must:
 - 2.2.1. Not be late and delivered to the address stated on the front page. TCTA shall not accept nor be obliged to accept Bid Submissions submitted after the stipulated closing date and time, notwithstanding that such late submission is as a result of circumstances beyond the Bidder's control;
 - 2.2.2. Clearly reflect the Bid description and bid number on the outer packaging;
 - 2.2.3. Bidders must submit 1 physical original copy in English and 1 electronic copy on an unencrypted USB in pdf format. The information in the USB must be identical to the original submission. TCTA will rely on the original physical submission for evaluation.
 - 2.2.4. Contain a firm price;
- 2.3. TCTA reserves the right to reject bids that are not acceptable and to not evaluate them. This section is subject to the provisions of the Conditions of Bid.
- 2.4. This Bid has 5 stages of evaluation summarised in the document below. Each stage reflects the process of evaluation. Bid submissions must be neat and legible and prepared in the same order as the stages of evaluation. Each stage must be clearly marked.

3. BACKGROUND

TCTA intends to appoint a reputable, well-resourced, experienced accredited ICT partner, to provide TCTA with an enterprise architecture tool, including implementation, training and support for a period of 60 months. The aim of an Enterprise Architecture (EA) tool is to provide a single, integrated, and trusted view of the organization's business capabilities, processes, applications, data, and technology landscape to support informed decision-making, strengthen architecture governance, and ensure alignment between IT investments and strategic objectives. The Enterprise Architecture tool must provide a comprehensive, integrated platform to manage business, application, data, and technology architectures, enabling governance, transparency, optimization, and strategic transformation planning.

3.1. SCOPE OF WORK

The appointed service provider shall be required to provide TCTA with an enterprise architecture tool, including implementation training, support and operationalize the enterprise architecture solution within TCTA.

The scope of work includes, but is not limited to:

Table 1: Functional Requirements

NO	FUNCTIONAL REQUIREMENTS
2.1.1 ENTERPRISE ARCHITECTURE TOOL FUNCTIONAL REQUIREMENTS	
FR01	<i>Repository and Metamodel</i>
FR01.1	Centralized repository for business, application, data, and technology artefacts
FR01.2	Configurable meta-model (capabilities, processes, applications, interfaces, infrastructure)
FR01.3	Version control and history tracking – track versions of all artefacts with timestamps and editor information.
FR01.4	Relationship mapping between artefacts (e.g., business capability → application → technology)
FR01.5	The tool must support role-based access control (RBAC) to restrict access to repository content based on user roles and responsibilities. It must allow administrators to define the roles and assign permissions accordingly.
FR01.6	The tool must provide a repository search and reuse function for existing architectural components
FR02	<i>Modelling and Portfolios</i>
FR02.1	Business Architecture Modelling - Capability mapping and heat mapping, value streams and business process modelling, and strategic objective alignment to capabilities and initiatives
FR02.2	Application Portfolio Management - application inventory and classification, lifecycle management, and application ownership tracking
FR02.3	Technology Portfolio Management - Technology standards catalogue, Technology lifecycle tracking, infrastructure mapping, and risk exposure analysis due to outdated technologies
FR02.4	Data Architecture & Integration Mapping - Data entity modelling, application to application integration mapping, interface catalogue, and data flow visualization
FR02.5	The tool must enable users to store, tag, and reuse custom patterns across teams and repositories. And the reusable patterns must be searchable and classified
FR02.6	The tool must support object-level reuse, allowing a single definition (e.g., an application, data entity, or capability) to appear in multiple diagrams without duplication.
FR03	<i>Notifications</i>
FR03.1	The tool must provide configurable notification and alert functionality to support governance workflows, lifecycle management, compliance monitoring, and stakeholder engagement.

NO	FUNCTIONAL REQUIREMENTS
FR03.2	The tool must be able to send alerts to users and administrators.
FR04	Road Mapping
FR04.1	The tool must have an ability to define AS-IS and TO-BE architecture states
FR04.2	The tool must be able to provide gap analysis functionality
FR04.3	The tool must provide configurable lifecycle states for applications and technologies (e.g., Plan, Implement, Operate, Retire).
FR04.4	The tool must have an ability to visual timeline view of initiatives and transitions
FR05	Governance and Workflow
FR05.1	The tool must provide a configurable model approval workflow to manage the submission, review, and approval of architectural models and artifacts.
FR05.2	The tool must automatically maintain a comprehensive audit trail capturing all user actions (create, modify, delete, approve).
FR05.3	The workflow must support multiple approval stages (e.g., draft → review → approved → published) with clearly defined roles and responsibilities
FR05.4	The tool must support RACI (Responsible, Accountable, Consulted, Informed)-based role management within the repository.
FR06	Analysis and Reporting
FR06.1	The tool must provide standard dashboards and reporting templates
FR06.2	The tool must provide a flexible reporting engine that allows users to create and customize reports and dashboards without coding.
FR06.3	The tool must provide risk visualization dashboards indicating technology currency, vendor support status, and obsolescence timelines.
FR06.4	The tool must support alerts or indicators for technologies / application approaching end-of-life or non-compliance with standards.
FR07	Audit Trail
FR07.1	The tool must maintain detailed audit trails of all actions within the solution
FR07.2	The tool must maintain a technology standards catalogue defining approved, tolerated, and obsolete technologies across categories (infrastructure, applications, data, security, etc.)
FR08	Security Management
FR08.1	The tool must support data classification frameworks to categorize data assets (e.g., Public, Internal, Confidential, Restricted).
FR08.2	The tool must support the capture and management of personal data attributes in line with POPIA (Protection of Personal Information Act)
FR08.3	The tool data must be encrypted in transit and at rest. The tool must come with secure authentication and role-based access control and protect TCTA's data from being viewed or accessed by unauthorized personnel

NO	FUNCTIONAL REQUIREMENTS
FR08.4	The tool must provide audit logging and tracking. It must maintain detailed audit trails of all the activities. The tool must keep an audit trail of all activities performed in the solution (includes but not limited to the following: who created, updated, and deleted (must be authorized by super users) the record, with time and date stamp.
FR08.5	The tool must support Multi-Factor Authentication (MFA) for all user logins, whether SaaS or on premises.
FR08.6	The tool must uniquely identify users and authenticate them. Administrator accounts must be segregated from normal user accounts. The tool must enable users and/or role-based permissions to be configured to control what solution features and data users can access.
FR08.7	Availability – the tool must be secured to prevent denial of service to TCTA's users.
FR09	Integration
FR09.1	The tool should be able to integrate with other systems like Microsoft Active Directory, and be able to use Open REST/GraphQL Application Programming Interface (API), Excel/CSV for importing and exporting data; Single Sign-On (SSO) (SAML/OpenID Connect (OIDC)); Configuration Management Databases (CMDB) as a central store for all IT Infrastructure sync
FR10	AI and Automation
FR10.1	The tool should have AI-assisted modelling or recommendations
FR10.2	The tool must automatically detect and flag duplicate objects within the repository based on configurable criteria
FR10.3	The tool must leverage AI-driven impact analysis to suggest potential downstream or upstream effects when modifying or retiring architecture components.
FR10.4	The tool should have the ability for automated diagram generation

3.1.1. Non-Functional Requirements

- The tool must be available 24/7 with a minimum availability of 99% and must cater for the future growth of 10% of new users.
- The tool must maintain data integrity and quality to ensure a single source of truth in terms of data integrity.
- The bidder must provide assurance that backups are done and that recovery point objectives will be no longer than a day.
- Usability and Adoption
 - The tool must provide a web-based, business-friendly portal that allows non-technical stakeholders to easily browse and consume architecture information.
- The portal must support responsive design for access via desktop, tablet, and mobile devices.

- The tool must include a powerful global search capability across all repository elements, diagrams, and documentation.
- The tool must maintain a central glossary or dictionary of enterprise terms, definitions, and abbreviation.
- The tool should include embedded onboarding materials, such as tutorials, guided tours, or help documentation.
- The tool must allow users to comment on or annotate models, diagrams, or architecture elements.

3.1.2. Implementation

- Implementation approach – the bidders must provide a detailed description of their approach to implementing the project, covering at a minimum the following:
 - Implementation methodology – outlining approach, governance, roles and responsibilities.
 - The detailed implementation plan outlining the project scope, objectives, timelines, milestones, resource allocations, communication plan and risk management approach.
- The successful bidder must provide:
 - Tool solution design and present it to the enterprise architecture committee for approval
 - Provide comprehensive technical and operational documentation
 - To capture, model and validate the As-Is architecture in the tool, not to develop the As-Is architecture.

3.1.3. Training and Knowledge Transfer

The successful bidder must be able to provide:

- Provide comprehensive training to TCTA staff on the use of the software solution. The approach should combine hands-on workshops, guided user sessions, and role-based training.
- Training manuals and documentation to recipients of the training.
- Initial and ongoing training to the staff as and when needed.

3.1.4. Support and Maintenance

The successful bidder must be able to provide:

- TCTA a user manual to support TCTA in the use of the software solution.

- Technical and functional support for the use of the software solution during standard business hours (08:00 – 16:30 South African time) through multiple channels, including telephonic, email, remote, on-site, etc.
- A monthly report on support submitted to TCTA detailing issues logged and resolutions.
- Regular software updates, patches and maintenance of the solution and/or release of a new version of the software during the contract period.

3.2. COMPANY EXPERIENCE REQUIRED

The bidder must demonstrate proven experience in the design, implementation, and support of the enterprise architecture tool. The bidder must provide a minimum of three (3) contactable client references, on official client letterhead for the enterprise architecture tool implementations successfully completed.

References must include the client organisation name, contact person, designation, contact details, nature and scope of work performed, technologies implemented, and the period of engagement

3.3. KEY PERSONNEL EXPERIENCE

The bidder must provide resources that have technical experience in implementing the solution. A minimum of seven (7) years of technical lead experience and five (5) years for project manager experience.

3.4. CONTRACT DURATION

The contract duration is for a period of 60 months

3.5. DELIVERABLES

- Successful tool implementation
- Implementation approach documentation
- Five (5) core user licenses – these licenses should be scalable for business use
- Support and maintenance services for 60 months

4. STAGE 1: RETURNABLE DOCUMENTS (SUBMISSION REQUIREMENTS)

ALL RETURNABLES ARE REQUIRED FOR PURPOSES OF EVALUATION IRRESPECTIVE OF WHETHER THEY ARE DESIGNATED MANDATORY OR NOT.

Table 2: Returnable Documents

SECTION	DESCRIPTION	SUBMISSION REQUIREMENT
Section 1	OEM letter for manufacturers or A valid Partner letter from the OEM which is within the required annual renewal for the resellers of the tool.	Mandatory
Section 2	SBD 1: Invitation to bid terms and conditions for bidding	Non-Mandatory
	SBD 4: Declaration of Interest	Non-Mandatory
	SBD 6.1: Preference points claim form in terms of the Preferential Procurement Regulations 2022	Non-Mandatory
Section 2	National Treasury Central Supplier Database report	Non-Mandatory
Section 4	A valid BBBEE Certificate issued by SANAS accredited agency. In the instance of an EME or QSE in which case they must submit a commissioned affidavit which meets the minimum requirements set out on Annexure H. Sworn Affidavits which do not meet the minimum requirements set out in Annexure H will not be awarded points. Bidders must complete the Sworn Affidavit which is applicable to their company. QSEs that do not meet level 1 or 51% black ownership thresholds are obliged to show compliance with all five of the categories on the BEE scorecard therefore, a B-BBEE certificates must be obtained from verification agencies accredited by SANAS. Or in case of Joint Ventures: Consolidated BBBEE certificate issued by verification Agency approved by SANAS.	Non-Mandatory
Section 5	Company Track Record: Reference letters or alternatively Annexure A – company experience	Non-Mandatory
Section 6	Annexure B - Enterprise Architecture Tool Requirement Matrix	Non-Mandatory
Section 7	Key Personnel – CV or alternatively Annexure C	Non-Mandatory
Section 8	Financial Proposal Comprehensive financial proposal in line with the Pricing Template provided by TCTA as Pricing Schedule. Annexure D	Mandatory

Any bidder who fails to submit a mandatory document will be disqualified at this stage and not evaluated further.

Any bidder who fails to submit/Complete a non-mandatory document where that document is linked to specific evaluation criteria will not be awarded points.

5. STAGE 2: FUNCTIONAL EVALUATION

The evaluation criteria set out below in table 3 will be used to evaluate the bidder's functional requirements.

Table 3: Evaluation Criteria

FUNCTIONALITY EVALUATION		
SECTION	EVALUATION CRITERIA	POINTS
COMPANY EXPERIENCE	The bidder must demonstrate proven experience in the design, implementation, training and support of the enterprise architecture tool. The bidder must provide a minimum of three (3) contactable client references, on official client letterhead for the enterprise architecture tool implementations successfully completed. Alternatively, complete Annexure A in respect of their experience in the provision of an enterprise architecture tool, including implementation, training and support. Reference letters must be in the Company's letterhead with contactable details (name of the client, contact person, contact number or email address); the description of the services offered and period the services were rendered (start date and end date with month and year). NB: Reference letters that do not meet the above-specified requirements will not be considered. Points will be allocated as follows: • Less than 3 references = 0 points • 3 references = 10 points • 4 or more references = 20 points TCTA reserves the right to contact the companies that are listed in Annexure A to confirm the authenticity of the information provided.	20
TOOL REQUIREMENT MATRIX	The bidder must complete Annexure B and indicate which of the requirements their tool addresses by marking "Yes" or "No" in the column. Each Yes equals one (1) point and No equals zero (0) Bidders are required to identify any functional requirements not currently met "out of the box" and must indicate whether these gaps can be addressed through customisation or configuration. For each shortfall, the bidder must clearly state "Customisation Required" or similar in the Annexure B matrix next to the relevant item. • The bidder's solution covers less than 75% of the requirements = 0 points • The Bidder's solution meets 75% - 99% of the requirements with a maximum of 25% of customisation = 25 points • The Bidder's solution meets all requirements as detailed in Annexure B without customisation = 30 points	30

FUNCTIONALITY EVALUATION		
KEY PERSONAL	The bidder must provide resources that have technical experience in implementing the solution. A minimum of seven (7) years of technical lead experience and five (5) years for project manager experience in the previous implementations of the related project. The team need to consist of one technical lead and one project manager to manage the project execution. Bidders to submit Key Personnel – CV or alternatively Annexure C. <u>Points will be allocated as follows:</u> Technical Lead: • Zero (0) – Six (6) years' experience = 0 points • Seven (7) – Ten (10) Years experience = 15 points • Eleven (11) or more experience = 20 points Project Manager: • Less than five (5) years' experience = 0 points • Five (5) – Eight (8) Years experience = 5 points • Nine (9) or more experience = 10 points	30
	TOTAL	80
A total of 80 points is allocated to this section. Bidders will have to achieve a minimum score of 55 points out of 80 points to proceed to the next stage of the live demonstration presentation. Bidders scoring less than the 55 points thresholds will be disqualified at this stage.		

6. STAGE 3: ENTERPRISE ARCHITECTURE TOOL LIVE DEMOSTRATION

Bidders will be required to select one of their clients from their references where they have implemented the tool for the live demonstration.

	Enterprise Architecture Tool Live Demonstration Bidders who met the minimum points of 55 out of 80 points will be required to select one of their clients from their references where they have implemented the tool for the live demonstration. The aim of the demonstrations is for the bidder to showcase that the out of the box functionality works according to Annexure B. As part of the evaluation process, Bidders must demonstrate compliance across ten core functionality features outlined in detail in Annexure B. Each functionality area will be assessed independently. A score of 1 point will be awarded for each core functionality feature where full compliance is demonstrated on each core functionality features as listed below: • FR01.1 Repository and Metamodel	10
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	• FR01.2 Modelling and Portfolios • FR01.3 Notifications • FR01.4 Road Mapping • FR01.5 Governance and workflow • FR01.6 Analysis and reporting • FR01.7 Audit Trail • FR01.8 Security Management • FR01.9 Integration • FR10 AI & Automation Any Bidder not meeting the requirements of 10 points in this section of the evaluation will be disqualified.	
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7. STAGE 4: PRICE AND B-BEEE

TCTA will evaluate all Bid Submissions in terms of the Preferential Procurement Policy Framework Act, No.5 of 2000 (PPPFA).

Annexure D will be used for the evaluation of price. Bidders are required to provide a total fixed price over the contract period as per the table in Annexure D.

Self-created templates not in line with Annexure D, will lead to bidders being disqualified.

7.1. B-BBEE

7.1.1. A bidder who fails to submit proof of B-BBEE status level of contributor or a non-compliant bidder will not be disqualified at this stage but:

7.1.1.1. May only score points out of 80 for price.

7.1.1.2. Scores 0 out of 20 for specific goals as per **ANNEXURE G: SBD 6.1**.

7.1.2. A joint venture or consortium must submit a consolidated B-BBEE certificate in order to earn B-BBEE points.

7.1.3. All B-BBEE certificates must be obtained from verification agencies accredited by SANAS unless the bidder is an EME or QSE in which case they must submit a validly commissioned affidavit QSEs that do not meet level 1 or 51% black ownership thresholds are obliged to show compliance with all five of the categories on the BEE scorecard therefore, a B-BBEE certificates must be obtained from verification agencies accredited by SANAS.

7.1.4. An EME or QSE with 100% black ownership qualifies at a Level One.

7.1.5. An EME or QSE with more than 51% black ownership qualifies at a Level Two.

- 7.1.6. If black ownership of an EME is below 51%, it qualifies at a Level Four.
- 7.1.7. If black ownership of a QSE is below 51%, it is required to be measured in terms of the QSE

7.2. PRICE

- 7.2.1. If the price offered by the highest scoring bidder is not market related, TCTA reserves the right not to award to that bidder in terms of the PPPFA.
- 7.2.2. Price must be reflected Excluding and Including VAT.
- 7.2.3. All prices must include disbursements.

Prices must be firm. Bidders are not allowed to submit multiple quotations

- 7.2.4. Price adjustments based on ROE fluctuations, would be allowed only on the imported contents of the commodity and to meet only the suppliers' additional costs of the imported content. Bidders are required to submit proof of such fluctuations (receipts for goods purchased at higher ROE as compared to the ROE at the time of submitting a tender) with their application for ROE adjustment. TCTA will only consider such applications after 120 days validity of the bid

7.3. PREFERENTIAL POINTS CALCULATION

The weighting of the evaluation criteria is as follows:

Price = 80 Points

B-BBEE = 20 Points

Total = 100 Points

8. STAGE: 5 SUPPLIER VETTING

- 8.1. TCTA reserves the right to disqualify a successful bidder who/whose:
 - 8.1.1. Submits fraudulent information or information that they do not have to authority to submit;
 - 8.1.2. Is listed on National Treasury's list of Blacklisted Suppliers or Defaulters or similar;
- 8.2. Poses a risk in terms of any vetting process conducted either by TCTA internally or the National Intelligence Agency;
- 8.3. Has a director and/or shareholder who is employed by any organ of state. This does not apply to any organ of state acting as a bidder. If a bidder has a director and/or shareholder who is employed by an organ of state, they must submit a letter from the relevant organ of state stating that they are allowed to do remunerative work outside of their employment contract and that they are not prohibited from doing business with other organs of state; and

- 8.4. Tax affairs are not in order at the time of award after being requested to resolve the non-compliance status with SARS within the prescribed period.

9. CONDITIONS OF BID

Any bid submission that does not meet the conditions of bid may be rejected and not evaluated at all. Such a bid submission will not be acceptable.

9.1. COSTS OF BIDDING

- 9.1.1. Bidders shall bear their own costs, disbursements and expenses associated with the preparation and submission of the Bid Submissions, including submission of any additional information requested by TCTA or attending the compulsory briefing session.
- 9.1.2. TCTA shall not under any circumstances be liable nor assume liability to any Bidder for costs, disbursements and/or expenses incurred by Bidders regardless of the outcome of the Bid process or by virtue of cancellation and/or postponement of the Bid process. Where applicable a non-refundable fee for documents may be charged.

9.2. CLARIFICATIONS

- 9.2.1. All questions or queries regarding the Request for Bid must be directed to the person stated on the front page of this document, stating the relevant Bid number in the subject field, at least five business days before the stipulated closing date and time of the Request for Bid. No e-mails, faxes and/or telephone calls should be directed to any other employees of TCTA.
- 9.2.2. TCTA shall not be liable nor assume liability for any failure to respond to any questions and/or queries raised by potential Bidders.
- 9.2.3. Should a Bidder fail to submit and/or complete non-mandatory annexures, TCTA will call upon the Bidder to complete and submit such annexures. TCTA reserves the right to request clarity to remove any ambiguities in the documents that have already been submitted. If a Bidder fails to submit any of the requested non-mandatory documents or schedules within 5 (five) working days of being called upon to do so, then the TCTA may disqualify the Bidder and no mandatory annexures, mandatory documents and/or mandatory schedules shall be requested after the tender closing date and time.

9.3. AMENDMENTS

- 9.3.1. TCTA reserves the right, in its sole and absolute discretion, to amend any terms and conditions of the Request for Bid and/or to stipulate additional requirements, provided that such amended terms and conditions and/or additional requirements are placed on TCTA's website at least ten (10) working days prior to the stipulated closing date and time.

- 9.3.2. Any amended terms and conditions and/or stipulation of additional requirements by TCTA shall be deemed to form part of this Request for Bid.
- 9.3.3. TCTA shall not be liable, nor assume liability of any nature whatsoever, for the failure of a Bidder to receive information if sent to the e-mail, fax or postal address supplied.
- 9.3.4. TCTA reserves the right to stipulate additional Bid requirements as it deems appropriate in its sole and absolute discretion.
- 9.3.5. TCTA shall not be liable nor assume liability to any potential Bidder/s for any failure by such Bidder/s to receive any request for additional information.
- 9.3.6. In the event that TCTA amends its Bid requirements or requests additional information, any Bidder shall be entitled to withdraw its Bid Submission submitted by it prior to the stipulated closing date and time and re-submit a replacement Bid Submission by not later than the stipulated closing date and time.

9.4. MODIFICATION, ALTERATION OR SUBSTITUTION AND/OR WITHDRAWAL OF A BID SUBMISSION

- 9.4.1. Any Bidder shall be entitled to withdraw or modify its Bid Submission at any time prior to the stipulated closing date and time.
- 9.4.2. Any amendment or alteration to the Bid documents must be received before the closing date and time of the Bid as stipulated in the Special conditions of Bid. The words “Amendment to Bid” and the description of the Bid must be clearly reflected on the envelope containing the documents or courier packaging as referred to in Condition 2.2.2.
- 9.4.3. No modification, alteration or substitution of Bid Submissions will be permitted after the stipulated closing date and time.
- 9.4.4. TCTA reserves the right to request Bids for clarification needed to evaluate their Bids, however, such request for clarification shall not allow or entitle Bidders to change the substance or price of their Bids after Bid opening. Any request for clarification and the Bidder’s responses will be made in writing.

9.5. VALIDITY PERIOD

- 9.5.1. All Bid Submissions must remain valid for **120 days** from the stipulated closing date and time of the Request for Bid. Each Bid Submission will constitute an irrevocable offer which remains open for acceptance by TCTA during the validity period.
- 9.5.2. If TCTA issues a request to extend the validity period, failure to respond to such a request shall be deemed to be an approval to extend the bid validity period on the same terms and conditions as per your original bid submission.
- 9.5.3. If a bidder rejects the extension of validity period with no further comments. The bidder’s rejection shall be accepted as a withdrawal from the bid process.

- 9.5.4. If a bidder rejects the extension of the validity period and requests an adjustment to their bid price. Such adjustment must be in line with the Consumer Price Index applicable at the time of request for extension and/or a recognised industry pricing guide. Adjustments outside of these parameters or for any other reason will not be acceptable and the bidders original bid price shall be deemed to be applicable for the extended validity period.

9.6. CONFIDENTIALITY

All Bid Submissions received by TCTA will remain in TCTA's possession. Save as may be required by law or by any court of competent jurisdiction or similar body having appropriate jurisdiction, no information contained in or relating to any Bid Submissions will be disclosed to any other parties.

9.7. RIGHT NOT TO AWARD

TCTA reserves the right, at its sole discretion, not to award to any of the Bidders or to cancel a Bid.

- 9.7.1. Due to changed circumstances; there is no longer a need for the goods or the services specified in the invitation;
- 9.7.2. Funds are no longer available to cover the total envisaged expenditure;
- 9.7.3. No acceptable Bid is received; or
- 9.7.4. There is material irregularities in the Bid process

9.8. TERMS AND CONDITIONS OF CONTRACT

- 9.8.1. Once the successful bidder is issued with a Letter of Award, a pre-liminary contract will be deemed to have been concluded between TCTA and the successful Bidder, which contract will include the following documents:
- 9.8.1.1. The contents of this Request for Bid, including all annexures hereto and any additional requirements as may have been stipulated by TCTA;
- 9.8.1.2. The relevant Bid Submissions;
- 9.8.1.3. The letter of acceptance to the successful Bidder/s; and
- 9.8.1.4. Any correspondence between TCTA and the relevant Bidder/s including all additional documents submitted by the relevant Bidder/s and accepted by TCTA for clarification purposes; and
- 9.8.1.5. The terms and conditions of any agreement/s proposed to be entered into by TCTA with the successful Bidder/s.

9.8.2. The Bidder will be deemed to have accepted the terms and conditions of an agreement and/or terms of reference attached to and issued with this Request for Bid. The terms and conditions of the attached agreement are non-negotiable.

9.8.3. In the event that TCTA and the relevant Bidder are unable to reach consensus on the terms and/or conditions of the final written agreement, then TCTA reserves the right to cancel the award of the Bid, without liability of any nature, and to conclude an agreement with any other Bidder as may be necessary to meet TCTA's requirements.

9.8.4. Variations

No variations to the contract price will be accepted within 6 months from the date of award, unless otherwise stipulated in the Letter of Award.

9.8.5. Performance Management

9.8.5.1. This contract shall be subject to performance management in line with TCTA's Contract Management Policy and Procedure as amended from time to time. Failure to provide satisfactory goods or services may result in the bidder's blacklisting within TCTA or other organs of state.

9.8.5.2. If the final signed contract between the parties does not stipulate the number of times performance management meetings shall be held, they must be held as outlined below.

More than 3 years	once every month;
1 year to 3 years	once every 3 (three) months
6 months to 1 year	at least twice in the contract's duration
Less than 6 months	at least once in the contract's duration

9.8.6. Communication

The successful bidder must forward all communication in respect to this contract to the Contract Manager stipulated in the Letter to Award.

9.9. SUBCONTRACTING AFTER AWARD

The successful bidder:

9.9.1. May only subcontract with the prior written approval from the Contract Manager appointed by TCTA

9.9.2. Who intends to subcontract a part of the scope of work, must provide a list of their subcontractor(s) to TCTA prior to the commencement of the contract.

9.9.3. Shall take full responsibility of their subcontractors

9.10. CESSION OF RIGHTS

9.10.1. The successful bidder may cede their rights to a third-party provided that:

9.10.1.1. The cession does not take place less than 6 (six) months from the date of award;

9.10.1.2. The third-party is registered on the CSD;

9.10.1.3. The third-party has a BBBEE status level of contributor equal to or higher than that of the successful bidder;

9.10.1.4. The parties prepare a draft a cession agreement that meets all the legal requirements on a template of their own choosing and at their own legal costs; and

9.10.1.5. The cession agreement is submitted for vetting by TCTA prior to signature.

9.10.2. TCTA may reject the cession should it not meet the requirements set out above and provide reasons to the supplier.

9.11. NOTIFICATION OF UNSUCCESSFUL BIDDERS

9.11.1. If no correspondence or communication is received from TCTA within the validity period, the relevant Bid Submissions submitted will be deemed to be unsuccessful.

9.12. PROHIBITION OF BRIBERY, FRAUDULENT AND CORRUPT PRACTICES

9.12.1. No Bidders shall directly or indirectly commit, or attempt to commit, for the benefit of the Bidder or any other person, any of the following:

9.12.2. Influencing, or attempting to influence, any TCTA's employees or agents in respect of the award of a Bid or the outcome of the Bid process in relation to any contract for the provision of goods or services; and/or

9.12.3. Offering, or giving gratification to, and/or inducing, or attempting to induce, as defined in the Prevention and Combating of Corrupt Activities Act No. 12 of 2004, as amended from time to time, any of TCTA's employees or agents, in favour of or for the benefit of the Bidder and/or any other party; and/or

9.12.4. Bribing, or attempting to bribe, any TCTA's employees or agents to influence the outcome of a Bid process in favour of or for the benefit of the Bidder and/or any other party.

9.12.5. TCTA shall be entitled to disqualify any Bidder/s if it has reason to believe that any conduct relating to that set out in Condition 16.1 above has occurred.

9.13. FRONTING

- 9.13.1. The TCTA supports the spirit of Broad Based Economic Empowerment and recognizes that real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent and legally compliant manner. Against this background TCTA condemns any form of fronting.
- 9.13.2. TCTA, in ensuring that Bidders conduct themselves in an honest manner will, as part of the bid evaluation process, conduct or initiate the necessary probity investigation to determine the accuracy of the representation made in the bid document. Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade and Industry be established during such enquiry / investigation, the onus will be on the Bidder to prove that fronting does not exist.
- 9.13.3. Failure to do so within a period of 14 days from the date of notification may invalidate the Bid/contract and may also result in the restriction of the Bidder, by National Treasury, to conduct business with the public sector for a period not exceeding ten years, in addition to any other remedies the National Treasury may have against the bidder concerned.

9.14. JOINT VENTURE OR CONSORTIUM

- 9.14.1. TCTA encourages the formation of a joint venture or consortium as a condition for the award of a contract, in order to promote the participation of Black Owned Enterprises. In this case, the TCTA has both a moral obligation and a vested interest in ensuring that both the Black Owned Enterprises and its established joint venture or consortium partner are treated reasonably and equitably in terms of a sound, written agreement.
- 9.14.2. The members of a joint venture or consortium formed in response to transformation policies should share in at least the following aspects of the joint venture or consortium's activities in a meaningful and equitable manner:
 - 9.14.2.1. Control
 - 9.14.2.2. Management
 - 9.14.2.3. Operations
- 9.14.3. The joint venture or consortium agreement:
 - 9.14.3.1. Must clearly and comprehensively set out the contributions to be made by each member towards the activities of the joint venture or consortium in securing and executing the contract and should allocate monetary values to such contributions.
 - 9.14.3.2. Must record the percentage participation by each member.
 - 9.14.3.3. Must provide for meaningful input by all members to the policy making and management activities of the joint venture or consortium;

- 9.14.3.4. Must provide for the establishment of a management body for the joint venture or consortium;
- 9.14.3.5. Must provide measures to limit, as far as possible, losses to the joint venture or consortium by the default of a member;
- 9.14.3.6. Must promote consensus between the members whilst ensuring that the activities of the joint venture or consortium will not be unduly hindered by failure to achieve it;
- 9.14.3.7. Must provide for rapid, affordable and easy interim dispute resolution and for effective final dispute resolution, if required; and
- 9.14.3.8. Must be sufficiently flexible to allow for joint venture or consortiums which differ in nature, objectives, inputs by members, management systems, etc;

9.14.4. Right to review the joint venture or consortium agreement

TCTA reserves the right to review the joint venture or consortium agreement between the parties to ensure that the minimum conditions set out in 11.14 above are adhered to and that the Black Owned Enterprise partner is not disadvantaged by conditions of the resultant agreement.

9.14.5. Amendment of the joint venture or consortium agreement

The composition or the constitution of the joint venture or consortium shall not be altered without the prior consent of the Employer.

9.15. PAYMENT PROCESS

- 9.15.1. Monthly invoicing and payment of fees and disbursements will take place based on the actual services rendered, and payment of invoices shall be affected within 30 days from date of receipt.
- 9.15.2. Invoices must be submitted with supporting documents, where requested. No invoice shall be accepted for goods/services that are not received unless otherwise stipulated in the contract between the parties.
- 9.15.3. No payment shall be made unless the following information has been presented to TCTA to its satisfaction:
 - 9.15.3.1. VAT registration certificate, if the successful Bidder is a VAT vendor;
 - 9.15.3.2. Without deduction of PAYE and/or SITE, if the successful Bidder is not registered for VAT; or
 - 9.15.3.3. Statement setting out details of services rendered, accompanying invoice.
 - 9.15.3.4. Statement of account detailing cumulative costs claimed from contract inception against the contract amount.

- 9.15.4. All invoices shall contain a Purchase Order number, TCTA and successful Bidder's VAT number, if registered for VAT, successful Bidder's name, date of invoice, amount due, services rendered, due date, and any other relevant details. TCTA's VAT number is 4360104923.
- 9.15.5. Payment will only be made against original invoices which complies with the requirements of the VAT Act. Failure to remit fully compliant invoice will result in late payment, without forfeiture of any settlement discounts that may be due to TCTA.

ANNEXURE A: COMPANY EXPERIENCE

Bidders who choose to complete this form must ensure that the information is correct and complete. Points will only be allocated if all information per client is completed.

NAME OF CLIENT	SERVICE OFFERED (PLEASE INDICATE)	PERIOD THE SERVICE WERE RENDERED (START DATE (MONTH AND YEAR	PERIOD THE SERVICE WERE RENDERED (END DATE (MONTH AND YEAR	CONTACT PERSON	CONTACT NUMBER	EMAIL ADDRESS

ANNEXURE B: ENTERPRISE ARCHITECTURE TOOL REQUIREMENT MATRIC

NO	FUNCTIONAL EQUIREMENTS	“YES” if Out-of-the-Box	“NO” if Not Available	Customization Required? (Yes/No)	Short Explanation for Customization (If required)
FR01	<i>Repository and Metamodel</i>				
FR01.1	Centralized repository for business, application, data, and technology artefacts. Configurable meta-model (capabilities, processes, applications, interfaces, infrastructure)				
FR01.2	Version control and history tracking – track versions of all artefacts with timestamps and editor information.				
FR01.3	Relationship mapping between artefacts (e.g., business capability → application → technology)				
FR01.4	The tool must provide a repository search and reuse function for existing architectural components				
FR02	<i>Modelling and Portfolios</i>				
FR02.1	Business Architecture Modelling - Capability mapping and heat mapping, value streams and business process modelling, and strategic objective alignment to capabilities and initiatives				
FR02.2	Application Portfolio Management - application inventory and classification, lifecycle management, and application ownership tracking				
FR02.3	Technology Portfolio Management - technology standards catalogue, Technology lifecycle tracking, infrastructure mapping, and risk exposure analysis due to outdated technologies				
FR02.4	Data Architecture & Integration Mapping - Data entity modelling, application to application integration mapping, interface catalogue, and data flow visualization				
FR02.5	The system must enable users to store, tag, and reuse custom patterns across teams and repositories. And the reusable patterns must be searchable and classified				

NO	FUNCTIONAL REQUIREMENTS	“YES” if Out-of-the-Box	“NO” if Not Available	Customization Required? (Yes/No)	Short Explanation for Customization (If required)
FR02.6	The tool must support object-level reuse, allowing a single definition (e.g., an application, data entity, or capability) to appear in multiple diagrams without duplication.				
FR03	Notifications				
FR03.1	The solution must provide configurable notification and alert functionality to support governance workflows, lifecycle management, compliance monitoring, and stakeholder engagement.				
FR03.2	The solution must be able to send alerts to users and administrators.				
FR04	Road Mapping				
FR04.1	The solution must have an ability to define AS-IS and TO-BE architecture states. The solution must be able to provide gap analysis functionality				
FR04.2	The solution must provide configurable lifecycle states for applications and technologies (e.g., Plan, Implement, Operate, Retire).				
FR05	Governance and Workflow				
FR05.1	The system must provide a configurable model approval workflow to manage the submission, review, and approval of architectural models and artifacts.				
FR05.2	The system must automatically maintain a comprehensive audit trail capturing all user actions (create, modify, delete, approve).				
FR05.3	The workflow must support multiple approval stages (e.g., draft → review → approved → published) with clearly defined roles and responsibilities				
FR05.4	The tool must support RACI (Responsible, Accountable, Consulted, Informed)-based role management within the repository.				
FR06	Analysis and Reporting				
FR06.1	The solution must provide standard dashboards and reporting templates. The solution must provide a flexible reporting engine that allows users to create and customize reports and dashboards without coding.				

NO	FUNCTIONAL REQUIREMENTS	“YES” if Out-of-the-Box	“NO” if Not Available	Customization Required? (Yes/No)	Short Explanation for Customization (If required)
FR06.2	The system must provide risk visualization dashboards indicating technology currency, vendor support status, and obsolescence timelines.				
FR06.3	The solution must support alerts or indicators for technologies / application approaching end-of-life or non-compliance with standards.				
FR07	Audit Trail and Security Management				
FR07.1	The tool must maintain detailed audit trails of all actions within the solution				
FR07.2	The tool must provide audit logging and tracking. It must maintain detailed audit trails of all the activities. The tool must keep an audit trail of all activities performed in the solution (includes but not limited to the following: who created, updated, and deleted (must be authorized by super users) the record, with time and date stamp.				
FR07.3	The solution must maintain a technology standards catalogue defining approved, tolerated, and obsolete technologies across categories (infrastructure, applications, data, security, etc.)				
FR08	Security Management				
FR08.1	The system must support data classification frameworks to categorize data assets (e.g., Public, Internal, Confidential, Restricted).				
FR08.2	The solution must come with secure authentication and support role-based access control (RBAC) to restrict access to repository content based on user roles and responsibilities. It must allow administrators to define the roles and assign permissions accordingly.				
FR08.3	The tool must uniquely identify users and authenticate them. Administrator accounts must be segregated from normal user accounts. The tool must enable users and/or role-based permissions to be configured to control what solution features and data users can access. The system must support Multi-Factor Authentication (MFA) for all user logins, whether SaaS or on premises.				

NO	FUNCTIONAL REQUIREMENTS	“YES” if Out-of-the-Box	“NO” if Not Available	Customization Required? (Yes/No)	Short Explanation for Customization (If required)
FR09	Integration				
FR09.1	The solution should be able to integrate with other systems like Microsoft Active Directory, and be able to use Open REST/GraphQL Application Programming Interface (API), Excel/CSV for importing and exporting data; Single Sign-On (SSO) (SAML/OpenID Connect (OIDC)); Configuration Management Databases (CMDB) as a central store for all IT Infrastructure sync				
FR10	AI and Automation				
FR10.1	The tool should have AI-assisted modelling or recommendations. The tool must automatically detect and flag duplicate objects within the repository based on configurable criteria				
FR10.2	The platform must leverage AI-driven impact analysis to suggest potential downstream or upstream effects when modifying or retiring architecture components.				

NB:

- Bidders will be disqualified if this table is not completed in full and if any of the specified requirements are not available or not customisable in the solution.**
- No points will be allocated for self-created templates not in line with existing template.**
- Where customisation is selected, the pricing must be included in the pricing proposal.**

SIGNATURE: NAME OF BIDDER.....(of person authorised to sign on behalf of the Bidder)

ANNEXURE C: TEMPLATE FOR KEY PERSONNEL'S CV

Instructions To bidders

Bidders who choose to complete this form must ensure that the information is correct and complete. Points will only be allocated if all information per client is completed.

Name and Surname	
Total number of years of Experience	

#	Client Name	Description of Services provided	Start date (i.e. month and year).	End date (i.e. month and year).
1				
2				
3				
4				
5				
6				

ANNEXURE D – PROPOSED PRICING SCHEDULE

PROPOSED PRICING SCHEDULE

1. Bidders should provide TCTA with a pricing schedule structured as follows:

Item	Description	Year 1	Year 2	Year 3	Year 4	Year 5
1.	Project Implementation Cost, e.g., analysis, project management, testing (This is a once-off cost and thus it will only be incurred in Year 1)					
2.	Architecture Tool (5 licenses) for 60 months					
3.	Training and Documentation					
4.	Support & Maintenance					
5.	Any Customization Costs					
Subtotal						
15% VAT						
ANNUAL TOTAL						
TOTAL PRICE OVER 60 Months						

Price must be reflected Excluding and Including VAT

All prices must include disbursements

Prices must be firm and unconditional.

All prices must be in Rands

ANNEXURE E: SBD 1 – INVITATION TO BID

PART A: INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	022/2026/EWSS/SUPPORT/RFB	CLOSING DATE:	28 August 2026	CLOSING TIME:	10H00
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER FOR THE SUPPLY, IMPLEMENTATION, AND SUPPORT OF THE ENTERPRISE ARCHITECTURE TOOL FOR A PERIOD OF 60 MONTHS.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
BIDDING PROCEDURE ENQUIRES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON		CONTACT PERSON			
TELEPHONE NUMBER		TELEPHONE NUMBER			
FACSIMILE NUMBER		FACSIMILE NUMBER			
E-MAIL ADDRESS		E-MAIL ADDRESS			
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] ☐ Yes ☐ No		
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			☐ YES ☐ NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			☐ YES ☐ NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			☐ YES ☐ NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			☐ YES ☐ NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			☐ YES ☐ NO		
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

PART B: TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURE OR CONSORTIUMS / 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)

DATE:

ANNEXURE F: SBD 4 – 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 interest¹ 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.

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 the following 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?	
2.3.1	If so, furnish the following particulars:	

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

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 consortium² 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.

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

² 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.

ANNEXURE G: 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

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- 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 bid 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 bid are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

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:

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) & \text{or} & P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)
 \end{array}$$

Where:

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

$P_{\min}$ = Price of lowest acceptable bid

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:

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) & \text{or} & P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)
 \end{array}$$

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

$P_{\max}$ = 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 (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
B-BBEE Status Level of Contributor	Number of Points	
1	20	
2	18	
3	14	
4	12	
5	8	
6	6	
7	4	
8	2	
Non-compliant contributor	0	

5. DECLARATION WITH REGARD TO COMPANY/FIRM

- 5.1. Name of company/firm.....
- 5.2. Company registration number:

5.3. TYPE OF COMPANY/ FIRM

[TICK APPLICABLE BOX]

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

5.4. 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.

SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:
.....
.....
.....

ANNEXURE H – VALID SWORN AFFIDAVIT REQUIREMENTS

The following information is required:-

- a) Name/s of deponent as they appear in the identity document and the identity number;
- b) Designation of the deponent as either the director, owner or member must be indicated in order to know that person is duly authorised to depose of an affidavit;
- c) Name of enterprise as per enterprise registration documents issued by the CIPC, where applicable, and enterprise business address.;
- d) Percentage of black ownership, black female ownership and designated group. In the case of specialised enterprises as per Statement 004, the percentage of black beneficiaries must be reflected;
- e) Indicate total revenue for the latest financial year and whether it is based on audited financial statements or management accounts;
- f) Full financial year end as per the enterprise's registration documents, which was used to determine the total revenue. Example 28 February 2022;
- g) B-BBEE Status level. An enterprise can only have one status level;
- h) Nature of business;
- i) VAT Number;
- j) Date deponent signed and date of Commissioner of Oath must be the same;
- k) Commissioner of Oath cannot be an employee or ex officio of the enterprise because, a person cannot by law, commission a sworn affidavit in which they have an interest;
- l) Correct Sector Codes Affidavit to be used.

ANNEXURE I: REQUEST FOR ACCESS TO TCTA PREMISES



BID NUMBER: 022/2026/EWSS/SUPPORT/RFB

BID DESCRIPTION: APPOINTMENT OF A SERVICE PROVIDER FOR THE SUPPLY, IMPLEMENTATION, AND SUPPORT OF THE ENTERPRISE ARCHITECTURE TOOL FOR A PERIOD OF 60 MONTHS.

CLOSING DATE: _____

TIME:

I hereby request for a pin code to access TCTA premises for the delivery of the bid of the abovementioned tender.

NAME OF BIDDER :

FULL NAME & SURNAME OF BIDDER'S REPRESENTATIVE:

ID NUMBER OF BIDDER'S REPRESENTATIVE:

SIGNATURE OF BIDDER'S AUTHORISED PERSON

DATE: _____

ANNEXURE J: BID RECEIVING FORM



THIS FORM MUST BE COMPLETED AND ATTACHED TO THE BIDDER'S SUBMISSION ENVELOPE

BID DESCRIPTION: APPOINTMENT OF A SERVICE PROVIDER FOR THE SUPPLY, IMPLEMENTATION, AND SUPPORT OF THE ENTERPRISE ARCHITECTURE TOOL FOR A PERIOD OF 60 MONTHS.

TENDER No: RFB NO: 022/2026/EWSS/SUPPORT/RFB

Company Name: _____

Telephone Number: _____

Fax Number: _____

Authorised Representative: _____

Name of Person Delivering Tender: _____

Signature of Person Delivering Tender: _____

Describe Package: _____

(Additional remarks)

☐ Package broken? ☐ Seal tempered with? ☐ Number of packages

Date of Receipt: _____ Time _____

Name of TCTA representative: _____

Signature of TCTA representative: _____

Duplicate to Consignee

☐ Yes ☐ No

Original retained by TCTA

☐ Yes ☐ No

Compliance officer _____ Signature _____

Date of opening _____

