



MICTSETA

Media, Information And
Communication Technologies
Sector Education And Training Authority

SHAPING SKILLS, PIONEERING INDUSTRIES, EMPOWERING FUTURES

MICT SETA Head Office; Supply Chain Management
19 Richards Drive, Gallagher Convention Centre,
Gallagher House, Level 3 West Wing Tel +27 11 207
2600; E-mail: bidqueries@mict.org.za



**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE MEDIA
INFORMATION AND COMMUNICATIONS TECHNOLOGIES SECTOR EDUCATION
AND TRAINING AUTHORITY**

REQUEST FOR BID REF: MICT/SETA/CONV/04/2026

REQUIREMENT DESCRIPTION:

**APPOINTMENT OF A SERVICE PROVIDER FOR THE RENEWAL OF CONVENE LICENSES FOR A
PERIOD OF THIRTY-SIX (36) MONTHS**

BID CLOSING DATE: 19 AUGUST 2026 at 11:00 AM (SOUTH AFRICAN TIME)



BID REFERENCE NUMBER	MICT/SETA/CONV/04/2026
BID DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER FOR THE RENEWAL OF CONVE LICENSES FOR A PERIOD OF THIRTY-SIX (36) MONTHS
SUPPLIER BRIEFING SESSION	<u>Compulsory bidders conference will be held as follows:</u> Date and Time: 11 August 2026 @11:00am Venue: MS Teams Meeting ID: 377 259 359 965 526 Passcode: at3De2UA
BID CLOSING DATE & TIME	19 August 2026 @ 11:00 am South African Time. *Note: A bid will not be considered if it arrives a second after 11:00 am or any time thereafter. Bidders are therefore strongly advised to ensure that bids are dispatched allowing enough time for any unforeseen events that may delay the delivery of the bid.
INSTRUCTION FOR SUBMISSION OF BID	<u>NB:</u> Bid must be received in a sealed envelope (1 hard copy and 1 USB) marked with this RFB reference number and deposited in a tender box at the location indicated hereunder.
LOCATION FOR BID SUBMISSIONS	MICT SETA Head Office: Reception 19 Richards Drive, Gallagher Convention Centre West Wing, level 3 Midrand
BID VALIDITY PERIOD	Bids received shall remain valid for acceptance for a period of 120 days counted from the closing date of the bid.

CLARIFICATION AND COMMUNICATION

- All enquiries relating to this bid must be addressed in writing to bidqueries@mict.org.za five (5) days **before the closing date and time**. Queries received after this period will not be entertained.
- The bid reference number must be mentioned in all correspondences.
- Bids sent to any other platform other than the one specified herein will not be considered for evaluation. It is the bidder's responsibility to ensure that the bid is sent to the correct platform and that this is received by the MICT SETA before the closing date and time in MICT SETA's dedicated platform
- All the documentation submitted in response to this RFP must be in English.

Note: Bidders are advised that a response will be disqualified should any attempt be made by a bidder either directly or indirectly to canvass any officer(s) or employees of **MICT- SETA** in respect of the RFB, between the closing and award date of the business.



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SECTION 1: CHECKLIST INFORMATION

RETURNABLE DOCUMENTS CHECKLIST

Request For Bid invitation document must be completed, signed and submitted as a whole by the authorised Company representative. All forms must be properly completed, list below serve as a checklist of your RFB submission.

(Tick in the relevant block below)

DESCRIPTION	YES	NO
CSD Central Supplier Database (CSD) Registration Report.		
SUPPLIER REGISTRATION ON CSD Prospective suppliers must register on the National Treasury Central Supplier database in terms of National Treasury circular no 4A of 2016/17. The bidder shall register prior submitting a proposal/bid.		
SBD 1 - Fully completed with required proof (Where applicable)		
CIPC registration documents		
Bidder's eligibility: Form A		
Valid Tax Clearance Certificate(s) and/or proof of application endorsed by SARS and/or SARS issued verification pin		
SBD 4 - Declaration of interest		
SBD 6.1: Preferential Procurement Claim Form		
Copy of joint venture/ consortium or sub-contracting agreement duly signed by all parties. (Where applicable)		
Certified Copy of director(s) ID(s) not older than (six) 6 months		
Shareholding Certificate (Where applicable)		
Pricing / Financial Proposal envelope and USB (Must be submitted in a separate sealed envelope)		
Financial Statements for 2025/2026 FY of the bidder		

Note: This BID must be completed and signed by the authorised Company representative



SECTION 2: MICT SETA -BID CONDITIONS

1. BID CONDITIONS

- a. MICT SETA considers this bid and all related information, either written or verbal, which is provided to the respondent, to be proprietary to MICT SETA. The respondent shall not disclose, publish, or advertise this RFB or related information to any third party without the prior written consent of MICT SETA.
- b. Bids for the supply of goods or services described in this document are invited in accordance with the provision of Government Procurement: General Conditions of Contract available for download from <http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/>
- c. MICT SETA does not bind itself to accept the lowest or any RFB, nor shall it be responsible for or pay any expenses or losses which may be incurred by the bidder in the preparation and delivery of the RFB.
- d. No Bid shall be deemed to have been accepted unless and until a formal contract / letter of intent is prepared and executed.
- e. The technical proposal shall not include any price or financial information, technical proposal containing material financial information may be declared non-responsive.

1.1 MICT SETA reserves the right to:

- a. Not evaluate or award RFB that do not comply strictly with the requirements of this RFB.
- b. Make a selection solely on the information received in the RFBs and Enter into negotiations with any one or more of preferred bidder(s) based on the criteria specified in the evaluation of this RFB.
- c. Contact any bidder during the evaluation process, in order to clarify any information, without informing any other bidders and no change in the content of the RFB shall be sought, offered or permitted.
- d. Award a contract to one or more bidder(s).
- e. Withdraw or amend the RFB at any stage.
- f. Accept a separate RFB or any RFB in part or full at its own discretion.
- g. Cancel this RFB or any part thereof at any stage as prescribed in the PPPFA regulation.

2. COST OF BIDDING

The bidder shall bear all costs and expenses associated with preparation and submission of its RFB or RFB, and the MICT SETA shall under no circumstances be responsible or liable for any such costs, regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection process.

3. EXTENSION OF PROPOSAL VALIDITY PERIOD

In exceptional circumstances, prior to the expiration of the proposal validity period, MICT SETA may request Bidders to extend the period of validity of their bid proposals in writing and shall be considered integral to the proposal.

**SECTION 3: FORM A: BIDDER'S ELIGIBILITY FORM****Name of Bidder:****RFB Number:**

We, the undersigned, offer to provide the required services in accordance with the above Request for quotation and hereby declare that our firm, persons, or its directors, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a) is not under procurement prohibition by National Treasury, *from doing business with the public sector,"*
- b) have not declared bankruptcy, are not involved in bankruptcy or engaged in corrupt / fraudulent practices, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- c) undertake not to engage in prescribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the MICT SETA or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the MICT SETA.
- d) *We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this RFQ submission may lead to elimination of our RFQ submission.*

Name: _____

Title: _____

Date: _____

Signature: _____


SBD 1: PART A: INVITATION TO BID

SUPPLIER INFORMATION				
NAME OF BIDDER				
POSTAL ADDRESS				
STREET ADDRESS				
TELEPHONE NUMBER	CODE		NUMBER	
CELLPHONE NUMBER				
FACSIMILE NUMBER	CODE		NUMBER	
E-MAIL ADDRESS				
COMPANY REGISTRATION NUMBER				
DATE OF REGISTRATION				
VAT REGISTRATION NUMBER				
		TCS PIN:		OR CSD No:
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	☐	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)		
	☐	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)		
	☐	A REGISTERED AUDITOR		
		NAME: 		
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 PART B:3 BELOW]
SIGNATURE OF BIDDER			DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.				
TOTAL NUMBER OF ITEMS OFFERED	Refer to pricing schedule/costing		TOTAL BID PRICE (ALL INCLUSIVE)	Refer to pricing schedule/costing



PART B: TERMS AND CONDITIONS FOR BIDDING

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 ONLINE.
- 1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES).
- 1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION.
- 1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.

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 VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- 3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO
- 3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO
- 3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO
- 3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO

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

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



SECTION 4: BIDDING STRUCTURE

Bidding structure

Indicate the type of bidding structure by marking with an 'X':

Individual bidder	
Joint Venture	
Consortium	
Subcontractors	
Other	

If the bid is submitted as a Consortium or Joint Venture or Sub-Contracting Arrangement list the members of such Consortium or Joint Venture and Sub-Contractors below:

Bidder's Information (includes bids submitted Individual or as a Consortium or Joint Venture)

Supplier size type (Large or QSE or EME)	
First time business with MICT SETA (Yes/No)	
Number of existing running contracts and total value	
Total number of Employees	

Entity ownership

Ownership category	% of ownership
Black or historically disadvantage individual owned	
Black women owned	
Black youth owned	
People living with disability	
Military veteran	
Other ownership	
Total (100%)	

**SECTION 5:**
ANNEXURE A: TERMS OF REFERENCE /SPECIFICATION**REQUIREMENT DESCRIPTION: APPOINTMENT OF A SERVICE PROVIDER FOR THE RENEWAL OF
CONVENE LICENSES FOR A PERIOD OF THIRTY-SIX (36) MONTHS****1. INTRODUCTION**

The Media, Information and Communication Technologies Sector Education and Training Authority (MICT SETA) is a public entity established in terms of Section 9(1) of the Skills Development Act (Act No. 97 of 1998). The MICT SETA plays a pivotal role in achieving South Africa's skills development and economic growth within the 5 distinct sub-sectors it operates in, i.e., Advertising, Film and Electronic Media, Electronics, Information Technology, and Telecommunications.

2. BACKGROUND

The MICT SETA has adopted digital transformation initiatives to enhance operational efficiency, ensure regulatory compliance, and support a paperless working environment. One of the critical enablers of this digital transition has been the implementation of Convene Board Management Software, a secure and compliant digital platform for the management of meeting for the Accounting Authority (AA), and its committees.

Convene has improved governance processes within the AA structures through its rich functionality which includes the following features, amongst others:

- Uploading of meeting packs, i.e., agenda and meeting documents,
- Ability to add comments and receive responses thus improving efficiencies during meetings,
- Ability to allow for voting on Board decisions,
- Ability to separate meeting documents for normal meeting and in-committee,
- Ability to allow for review rooms within the system

The current Convene license subscription is due to expire, and its renewal is essential to avoid disruptions in critical business functions.

Given the proven value and usage across multiple governance structures within MICT SETA, the renewal of Convene licenses will ensure continuity of services, maintain information security standards, and uphold the principles of digital governance and efficiency.

The services provider must be a suitable, qualified, and experienced industry partner with high sense of integrity who will play the role of providing required additional training, maintenance and support of the Convene system.



3. PURPOSE

To invite service providers with the necessary expertise and experience to submit proposals for the renewal of the Convene licenses is to ensure the continued use of a secure, efficient, and legally compliant board management solution within the MICT SETA.

Convene is a critical enabler of the organization's digital transformation strategy and supports the seamless execution of governance processes.

The renewal will guarantee uninterrupted access to the platform, thereby maintaining operational continuity, enhancing governance, and supporting a paperless working environment.

4. OBJECTIVES

The following were identified as objectives for the renewal of the Convene Software Licenses:

- 4.1. Ensure Business Continuity.
 - Maintain uninterrupted access to Convene's digital meeting management functionality.
- 4.2. Enhance Operational Efficiency.
 - AI Integration: Introduce Convene AI (AWS Bedrock-powered) for automated minutes, action items, and enhance decision making quality.
 - The below are the AI Capabilities required:
 - Real-time AI notetaking and summary generation.
 - Meeting Summaries: Instant generation of concise summaries highlighting key decisions, timelines, and insights from audio/video.
 - Auto-detects, suggests, and creates actionable tasks from discussions, assignable with owners and deadlines.
 - Intelligent search/query across meeting archives.
 - Decision Support: Analyses files for strategic insights and governance analytics, like decision trends
 - Real-time, secure transcription of discussions, with editable full transcripts available post-meeting.
 - AI Companion/Assistant: In-app chat for querying past meetings, document insights, technical support, or workflow guidance.
- 4.3. Promote Compliance and Security.
 - To ensure compliance with relevant legislation such as the Electronic Communications and Transactions Act (ECTA), the Protection of Personal Information Act (POPIA), Business and ICT governance policies.
- 4.5. Preserve Audit Trails and Document Integrity.



- To ensure secure, time-stamped, and traceable records of all documents, which are critical for audits, reporting, and regulatory compliance.
- 4.6 Support and maintenance of the solution.
 - To provide post renewal support and maintenance of the solution.
- 4.7 User training.
 - Provide user training when required.
- 4.8 Integration with the following systems:
 - MS Team – for embedding calls directly into workflows.
 - OneDrive – enable the importing and exporting of documents without leaving Convene.
 - MS Outlook - for scheduling and notifications.
 - SigniFlow - for resolutions and approvals.

5. SCOPE OF WORK

The winning bidder will be required to do the following:

5.1 Renew the Convene licenses. The MICT SETA requires access for 60 users as stated below:

- 15 * Board Members
 - 04 * Independent Audit and Risk Committee (ARC) members
 - 11 * Senior Managers
 - 17 * Management Committee (MANCO)
 - 04 * Board Secretary's Office (BSO)
 - 04 * Administrators (OCEO + SCM)
 - 05 * Guest/Additional Users.
- 5.2 Provide support and maintenance for the system
- 5.3 Provide user training and skills transfer
- 5.4 Integrate Convene with other business systems

6. DURATION OF THE CONTRACT

6.1. Duration shall be for a period of thirty-six (36) months from date of appointment.



6. PRICING SCHEDULE

Name of bidder: _____

Bid number: _____

Closing date: _____

Bid shall remain valid for acceptance for a period of **120 days** counted from the closing date.

Bidders to provide further cost breakdown where necessary under each line item, and sub-total and the overall RFB price (Total) should be included. The below table is for illustration only:

ITEM #	DESCRIPTION OF SERVICES	Year 1	Year 2	Year 3	TOTAL COST
	APPOINTMENT OF A SERVICE PROVIDER FOR THE RENEWAL OF CONVEVE LICENSES FOR A PERIOD OF THIRTY-SIX (36) MONTHS				
1.	Annual licence subscription renewal of Azeus Convene Board Portal	R	R	R	R
2.	Instant Massaging	R	R	R	R
3.	Create Surveys	R	R	R	R
4.	Provide support and maintenance for the system	R	R	R	R
5.	Provide user training and skills transfer	R	R	R	R
6.	Integrate Convene with other business systems	R	R	R	R
Sub-Total					R
VAT @15%					R
Total					R

NB: Bidders must submit this pricing schedule and related Annexure on a Separate envelope.

I/We, the undersigned, agree that this bidding price shall remain binding on me/us and open for acceptance for the period stipulated above.

Authorised Company Representative:

Capacity under which this quote is signed:

Signature:

Date:



SECTION 7: BID EVALUATION CRITERIA

The MICT SETA complies with the provisions of the Public Finance Management Act, Act No 1 of 1999 as amended; Treasury Regulations of 2005; the Preferential Procurement Policy Framework Act, Act No 5 of 2000; and the Preferential Procurement Regulations of 2022; and the MICT SETA Supply Chain Management (SCM) Policy.

Bids received will be evaluated against the Mandatory criteria, Functionality Criteria, and Price and Specific Goals.

Bids received will be evaluated on the following set criteria:

7.1. MANDATORY CRITERIA

7.1.1. BIDDERS CONFERENCE

Bidder must attend compulsory bidders conference.

Proof of compliance to bidder's conference

Bidder must complete and sign the attendance register of the virtual compulsory briefing session held on Microsoft Office.

NOTE: Non-attendance of the compulsory bidders' conference will automatically disqualify any prospective bidder from further evaluation process.

7.1.2. PROOF OF ACCREDITATION

The bidder must be an OEM/OSM or authorised Distributor or authorised by the OEM/ Distributor to supply, configure and support the proposed solution.

Proof of compliance to 7.1.2:

The bidder must submit documentary proof in the form of a certificate or letter from the product owner, OEM/OSM, that the bidder is an accredited or licensed product supplier of the proposed system.

- a) If the bidder is an OEM/OSM must submit documentary proof of ownership.
- b) If the bidder is authorised directly by the OEM/OSM must submit documentary proof indicating that the bidder is authorised to supply or resell and provide maintenance services of the Convene solution, or
- c) If the bidder is authorised by a distributor such as Mustek, Pinnacle, Tarsus, Axis, or similar then there must be two (2) letters in place:
 - One from the OEM/OSM, which authorises the distributor to distribute the solution to resellers; and
 - Another from the distributor which authorises the reseller to resell and provide maintenance services for the solution.

NOTE: BIDDERS THAT DO NOT MEET THE MANDATORY CRITERIA WILL BE ELIMINATED FROM FURTHER EVALUATION PROCESS.



7.2. FUNCTIONAL EVALUATION CRITERIA

Only bid submissions that have met the requirements of the set mandatory criteria will be considered for functional evaluation. Bids submitted will be evaluated on technical/ functionality criteria out of a maximum of **100 points**. A threshold of **80** out of the **100 points** has been set.

Only bidders that have met or exceeded the qualification threshold on technical/ functionality criteria of 80 points will qualify for further evaluation on Price and Specific Goals.

Note: All bidders achieving less than the set threshold will be declared non-responsive.

Assessment of evaluation of the functional / technical criteria will be based on the table below:

FUNCTIONAL / TECHNICAL CRITERIA WEIGHING		
Category	Description	Score
EXPERIENCE AND REFERENCES	Contactable References: Bidders must submit reference letters from different clients, which indicate that they have provided Software Renewal services in the past and they must include the number of years the services have been provided to determine the experience. The letter must be from bidder's clients within the borders of the RSA. Reference must be on company letterhead signed by a senior official of the bidder's client, i.e. CEO, CFO, CIO, IT Manager, or SCM Manager. The reference letters must include name of company, contact person, position, contact number, e-mail address, project description, project outcome, and dates, i.e. start and end date of the project. Points on submission of experience in software renewal process will be allocated as follows: • Five (05) or more signed reference letters from different clients, with five (05) years' experience = 15 points • Four (04) signed reference letters from different clients, with five (05) years' experience = 12 points • Three (03) signed reference letters from different clients, with five (05) years' experience = 09 points • Two (02) signed reference letters from different clients, with five (05) years' experience = 06 points • One (01) signed reference letters from different clients, with five (05) years' experience = 03 points • No signed reference letters submitted = 0 points	15



	NOTE: Reference lists or award letters will not be considered for point allocation. In the event of sub-contracting, the bidder must furnish the above reference letters of the main bidder. MICT SETA reserves the right to contact references prior to award.	
SUPPORT PLAN	Bidders must provide a detailed support plan for the maintenance and support of the Convene Solution. The support plan must cater for the following, at a minimum: • Support Scope – what is covered; • Service Level Agreement; • Support Channels; • Escalation Procedures; • Maintenance and Upgrades; and • Monitoring and Reporting. Points on submission of the support plan will be allocated as follows: • A detailed support plan for the support plan for the maintenance and support of the Convene Solution which covers all six (06) elements = 20 points • A detailed support plan for the support plan for the maintenance and support of the Convene Solution which covers only five (05) elements = 15 points • A detailed support plan for the support plan for the maintenance and support of the Convene Solution which covers only four (04) elements = 12 points • A detailed support plan for the support plan for the maintenance and support of the Convene Solution which covers only three (03) elements = 10 points • A detailed support plan for the support plan for the maintenance and support of the Convene Solution which covers only two (02) elements = 08 points • A detailed support plan for the support plan for the maintenance and support of the Convene Solution which covers only one (01) element = 05 points • A detailed support plan for the support plan for the maintenance and support of the Convene Solution which covers none of the six (0) elements = 0 points NOTE: Bidder/s must provide a detailed project implementation plan (not a brief/summary) no points will be allocated for a brief/summary project implementation plan	20
TRAINING PLAN	Bidders must provide a detailed training plan for end-users and administrators, including training materials, on-site training, and online resources. The training plan must cater for the following, at a minimum: • User Onboarding and Orientation; • Core Functional Training;	



	• Document and Workflow Management; • Security and Compliance Training; • Administrator Training (For Power Users / IT Support); and • Documentation. Points on submission of training plan will be allocated as follows: • A detailed training plan which covers all six (06) elements = 20 points • A detailed training plan which covers only five (05) elements = 15 points • A detailed training plan which covers only four (04) elements = 12 points • A detailed training plan which covers only three (03) elements = 10 points • A detailed training plan which covers only two (02) elements = 08 points • A detailed training plan which covers only one (01) element = 05 points • A detailed training plan which covers none of the six (0) elements = 0 points NOTE: Bidder/s must provide a detailed project implementation plan (not a brief/summary) no points will be allocated for a brief/summary training plan.	20
INTEGRATION PLAN	Bidder must submit a detailed integration plan for the integration of the Convene System into OneDrive, Teams, Outlook and Signiflow. The plan should cater for the following at a minimum: • Integration Architecture and Design ○ Proposed architecture diagram (system interactions, data flow); ○ Middleware, APIs, and connectors to be used; ○ Data mapping (what data is shared, field mapping between systems); and ○ Authentication and user identity management approach (e.g., SSO, Active Directory) • Data Management ○ Data formats and standards; ○ Frequency of data exchange (real-time, batch, scheduled); ○ Data validation rules; and ○ Error handling and reconciliation processes. • Security and Compliance ○ Data protection measures (encryption in transit & at rest); ○ Access controls and user permissions; ○ Compliance with POPIA, ISO standards, and government IT	30



	security policies; and ○ Audit trail and logging requirements. • Testing and Validation ○ Unit testing (individual components); ○ System integration testing (end-to-end process); ○ User Acceptance Testing (UAT) by MICT SETA stakeholders; and ○ Performance and stress testing. Points on submission of integration plan will be allocated as follows: [30 points] • A detailed integration plan which covers all four (04) elements = 30 points • A detailed integration plan which covers only three (03) elements = 20 points • A detailed integration plan which covers only two (02) elements = 10 points • A detailed integration plan which covers only one (01) elements = 05 points A detailed integration plan which covers none of the six (0) elements = 0 points NOTE: Bidder/s must provide a detailed project implementation plan (not a brief/summary) no points will be allocated for a brief/summary integration plan.	
PROJECT IMPLEMENTATION PLAN	Bidder/s must provide a detailed project implementation plan on how the solution licence renewal will be carried out. The project implementation plan should include, at a minimum, the following requirements (but not limited to) [15 points]: • Clear timeframes; • Resource allocation; • Testing; • Existing Data take-on (ingestion); and • Feedback and close-out report. Points on submission of project implementation plan will be allocated as follows: • Project implementation plan that meets all five (05) requirements = 15 points • Project implementation plan that meets only four (04) requirements = 12 points • Project implementation plan that meets only three (03) requirements = 09 points • Project implementation plan that meets only two (02) requirements = 06 points	15



	- Project implementation plan that meets only one (01) requirement = 03 points - Project implementation plan that meets none of the five (05) requirements = 0 points NOTE: Bidder/s must provide a detailed project implementation plan (not a brief/summary) no points will be allocated for a brief/summary project implementation plan.	
Minimum threshold		80
Technical Evaluation Criteria Total		100

Note: Bidders that do not meet the minimum threshold of 80 points on functional criteria will be declared non-responsive.

7.3. PRICE AND SPECIFIC GOALS

Only bidder/s or bid proposals received that have met the requirements of set technical/ functionality evaluation criteria will qualify for further evaluation on Price and Specific Goals

Evaluation of Price and Specific Goals according to the 80/20 preference point system in terms of the Preferential Procurement Regulations 2022, where 80 points will be for Price and 20 points will be for Specific Goals.

Specific Goal to be evaluated out of **20 Points**:

Specific Goal Criteria	Points
Enterprise which is at least 51% owned by historically disadvantaged persons.	10
Enterprise which is at least 51% owned by historically disadvantaged women.	05
Enterprise which is at least 51% owned by historically disadvantaged youth.	05
Total	20

**** Enterprises that are not owned by historically disadvantaged persons will be allocated 0 points.**

Bidder must submit the following documents:

- CIPC Document and a valid share certificate(s) (Indicating % shareholding by each director).
- Certified ID Copies of the company's directors as per CIPC documents. (certified copies must not be older than six (06) months).

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

**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

1.2 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:

.....

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.



.....

- 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 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.
- 3.4 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.
- 3.5 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.
- 3.6 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.

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.



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

**PREFERENCE PROCUREMENT CLAIM FORM****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 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

- a) The applicable preference point system for this tender is the **80/20** preference point system.
- b) the **80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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:

	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:

80/20	or	90/10
$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$	or	$Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$

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:



80/20

or

90/10

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

or

$$Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

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 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)
Enterprises which are at least 51% owned by historically disadvantaged persons.	10	
Enterprises which are at least 51% owned by historically disadvantaged women.	05	
Enterprises which are at least 51% owned by historically disadvantaged youth.	05	



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.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....