



GAUTENG
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INVITATION TO BID

APPOINTMENT OF A SERVICE PROVIDER TO DESIGN, IMPLEMENT RECORDS MANAGEMENT PROCESSES, DIGITIZE PRINT RECORDS AS WELL AS DEVELOP RECORDS MANAGEMENT SYSTEM REQUIREMENTS FOR THE GPL FOR A PERIOD OF 24 MONTHS

BID NO: GPL 005/2023

COMPULSORY VIRTUAL BRIEFING SESSION: 07 JULY 2022 @ 10:00AM

CLOSING DATE: 18 JULY 2022

TIME: 11:00 AM



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Help flatten the curve. Stay at home. Keep washing your hands often.

CORONAVIRUS HOTLINE NUMBER: 0800 02 99 99

www.gpl.gov.za

These are documents required for this bidding. Should the bidder fail to submit the following documents, the bid will be disqualified automatically:

Item	Description	Mandatory	Submitted	
			Yes	No
1	Technical Proposal	Yes		
2	Invitation to bid (SBD1): completed and signed	Yes		
3	Pricing Schedule (Firm Pricing) SBD 3.3	Yes		
4	Declaration of interest (SBD 4) Original completed and signed.	Yes		
5	Did you submit copies of full Company Registration documents?	Yes		
6	Did you submit copies of South African IDs' for shareholders?	Yes		
7	Did you submit your company profile?	Yes		
8	Did you submit a detailed CSD report and SARS Issued PIN?	Yes		
9	Did you submit one (1) hard copy bid proposal	Yes		
9.1	Did you submit one (1) USB.	Non-mandatory Basic compliance		
10	Joint Venture / Consortium agreement / Trust Deed (if applicable): <ul style="list-style-type: none"> • Did you submit all documents for all parties of the Joint Venture/Consortium/Trust Deed? ✓ Certified copies of shareholders certificates ✓ Certified copy of Company Registration documents ✓ Certified copy of ID documents of the Directors or Members 	Yes		

Service Provider's Name:.....

Completed by:.....

Signature:.....



**INVITATION TO BID
(SBD1)**

Section 2

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE GAUTENG PROVINCIAL LEGISLATURE (GPL)

BID NUMBER:	GPL 005/2023	CLOSING DATE:	18 JULY 2022	CLOSING TIME:	11H00 AM
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DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO DESIGN, IMPLEMENT RECORDS MANAGEMENT PROCESSES, DIGITIZE PRINT RECORDS AS WELL AS DEVELOP RECORDS MANAGEMENT SYSTEM REQUIREMENTS FOR THE GPL FOR A PERIOD OF 24 MONTHS
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BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)

NO. 10 FRASER STREET, SAGE BUILDING (CORNER HELEN JOSEPH & FRASER STREET), 1ST FLOOR, SAGE CENTRE, JOHANNESBURG

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO TECHNICAL ENQUIRIES MAY BE DIRECTED TO:

CONTACT PERSON	Ms AMUKELANI MALULEKE	CONTACT PERSON	Ms NOMPUMELELO CELE
TELEPHONE NUMBER	(011) 498-5859	TELEPHONE NUMBER	(011) 498-5543
FACSIMILE NUMBER	N/A	FACSIMILE NUMBER	N/A
E-MAIL ADDRESS	amaluleke@gpl.gov.za	E-MAIL ADDRESS	ncele@gpl.gov.za

PLEASE NOTE THAT ALL ENQUIRIES SHOULD BE IN WRITING. NO TELEPHONIC ENQUIRIES WILL BE ATTENDED TO. E-MAILS SHOULD BE FORWARDED TO BOTH Ms MALULEKE AND Ms CELE FOR WRITTEN RESPONSES

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] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	

[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?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
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QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

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

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

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

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

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

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS 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 VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6	WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7	NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
 (Proof of authority must be submitted e.g. company resolution)

DATE:

Due to the rapid spread of COVID – 19 and following on from President Cyril Ramaphosa’s announcement declaring the pandemic a national disaster, the GPL is introducing the following precautionary measures in relation to submissions of tender documents.

BID SUBMISSIONS

The potential Bidders must submit one (1) Bid proposal and (1) USB.
The Bid proposal must be properly bonded.

TENDER BOX SUBMISSION

Bidders must adhere to social distancing rules of 1,5M.
Bidders must wear facial mask when entering GPL premises.
Physical documentation that is received will be kept in isolation for a period of 4 days post tender closing.
Bid submission register will be made available at Reception however Bidders must use their own black pens to complete the register to avoid physical contact.



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**Compulsory Virtual Briefing Session
(Declaration of Attendance)**

Section 4

BID NUMBER: GPL005/2023

BID DESCRIPTION: APPOINTMENT OF A SERVICE PROVIDER TO DESIGN, IMPLEMENT RECORDS MANAGEMENT PROCESSES, DIGITIZE PRINT RECORDS AS WELL AS DEVELOP RECORDS MANAGEMENT SYSTEM REQUIREMENTS FOR THE GPL FOR A PERIOD OF 24 MONTHS

BID CLOSING DATE: 18 JULY 2022 **CLOSING TIME:** 11H00am

BRIEFING SESSION: YES

Applicable: YES

Compulsory: YES

Venue: Microsoft Teams

Date: 07 JULY 2022 **Time:** 10h00am

I/We hereby declare that I/we attended the compulsory briefing session to understand the requirements of the GPL to supply all or any of the supplies and/or to render all or any of the services described in the attached bid documents, on the terms and conditions and in accordance with the specifications stipulated in the bid documents.

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED AT THE SITE INSPECTION WAS UNDERSTOOD.

<p>SIGNATURE OF BIDDER OR ASSIGNEE(S)</p> <p>.....</p>	<p>DATE:</p>
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Position

Name Bidder

Name of Company.....

SIGNATURE OF GPL OFFICIAL

DATE:

3.1 DOCUMENTS

- 3.1.1. Specify name, position, address and other contact details (e-mail, telephone, and fax) of the person within the service provider organisation responsible for leading the bid process and to whom all correspondence should be directed.
- 3.1.2. The bid shall be signed by a relevant company or close cooperation (CC) representative who has the relevant authority to sign legal and binding contracts on behalf of the company or CC.
- 3.1.3. If any part of this bid is not duly filled in and signed in ink it may invalidate the bid.
- 3.1.4. Where alterations have been made to any part of the bid, the bidder must sign next to (Correction ink/Tippex is not allowed).
- 3.1.5. All bids must be submitted on the official forms (not to be re- typed or altered). The bidder must initial all the pages of this bid to acknowledge acceptance of understanding. The signed bid must be returned with the proposal.
- 3.1.6. The company, its Directorship and personnel assigned will be subject to vetting by GPL's Security Services. A register of will be requested of the successful company.
- 3.1.7. The bidder must certify that the personnel identified in its response to this bid will be the persons assigned to GPL. Any changes in the personnel from those identified in the response to the Bid must be approved by GPL. GPL may, at its discretion, require the removal and replacement of any of the bidder's personnel who do not perform adequately.

3.2 SUBMISSION OF BID PROPOSAL

- 3.2.1 This bid must be submitted in accordance with the format, times and place as prescribed in the bid document.
- 3.2.2 All responses must conform to instructions. Failure to provide relevant information, signatures or any other requirements of this bid will be considered appropriate cause for rejection of the response and will result in instant disqualification.
- 3.2.3 Proposals must be submitted with the sections and/or subsections clearly marked. All pages must be numbered consecutively.
- 3.2.4 No faxed or e-mailed copies will be accepted.

3.3 BID RESPONSES

- 3.3.1 Bidders' responses must be laid out in the format prescribed in this section.
- 3.3.2 Sections must be clearly labelled as follows:

3.3.2.1 Service Provider Contact Details

- Specify name, position, address and other contact details (e-mail, telephone, and fax) of the person within the bidding organisation responsible for leading the bid process and to whom all correspondence should be directed.
- Who, within the service provider's organisation, will be authorised to conduct the contract negotiations and sign the eventual contract?

3.3.2.2 Service Provider Profile

- Bidder's name and address
- Company / organisation structure
- Commencement date of business
- Certificate of Incorporation

3.3.2.3 Pricing Structure

- Prices must be quoted in South African currency and must be inclusive of Value Added Tax (VAT).

- Bidders are further requested to indicate their price in all elements listed on the pricing schedule below.
- Pricing on the pricing schedule is for comparative purposes.
- Prices must remain fixed for the duration of the contract. The pricing schedule must be completed. (SBD 3.3 pricing schedule to be downloaded with the bid documents)
- The total costs must be inclusive of all costs such as delivery, labour rates,
- Transfer of skills etc.

3.3.3 **Quantity of Bids to be Submitted**

3.3.3.1 Every prospective bidder must submit one (1) Bid proposal and (1) USB.

3.3.3.2 This Bid document, proposal and all other relevant documentation requested must be submitted in one sealed envelope or sealed box. (except for Financial proposal and all references where bidders' costs are displayed in this document, please put this in a separate envelope)

Bids must be clearly marked **on the front** as follows: **Bid No: GPL005/2023**

Bids must be clearly marked **on the back** as follows:

- **Bidders Name & Bidders Address**
- **Bidders Contact Numbers**

Bid documents may be couriered by registered mail or deposited in the tender box situated at:

**No 10 FRASER STREET, SAGE BUILDING
(CORNER HELEN JOSEPH & FRASER STREET)
1ST FLOOR, JOHANNESBURG**

3.4 **ACCESSIBILITY OF THE TENDER/BID BOX**

3.4.1 The Bid box can be accessed for twenty-four (24 hours). Monday to Friday (including Week-ends and Public Holidays), at, **No 10 FRASER STREET, SAGE BUILDING (CORNER HELEN JOSEPH & FRASER STREET) 1ST FLOOR, JOHANNESBURG**

3.4.2 Bidders must ensure that bids are delivered in a timely manner and to the correct address. If the bid is late, it will not be accepted for consideration. Bidders must allow sufficient time to access the tender box in the GPL through the visitor's entrance and other security checkpoints.

3.5 **TIME FRAMES**

3.5.1 Bidders are advised that GPL reserves the right to change any of the dates indicated in the bid document.

3.6 **OWNERSHIP OF PROPOSALS**

3.6.1 All proposals in response to this bid, whether successful or unsuccessful, will become the property of GPL.

3.6.2 Any costs incurred by the service providers in preparing and submitting their response will be the sole responsibility of the service provider.

3.7 **BID VALIDITY PERIOD**

3.7.1 This bid and all proposals (costs included) shall remain binding and valid for a period of 120 days calculated from the closing date of the Bid. Gauteng Provincial Legislature (GPL) reserves the right to notify bidders in writing to extend the above validity period for another 30 days if deemed necessary and in the interest of Gauteng Provincial Legislature (GPL). Any additional extension after the above days, Gauteng Provincial Legislature (GPL) will request approval from bidders.

3.8 JOINT VENTURES OR CONSORTIUM

- 3.8.1 A Copy of the Trust, Consortium or Joint Venture agreement duly signed must be attached.
- 3.8.2 Ensure one responsible lead Bidder in the case of a consortium or joint venture.
- 3.8.3 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their consolidated B-BBEE status level certificate.

3.9 DISCOUNTS

- 3.9.1 When calculating comparative prices, GPL will consider any discounts which have been offered unconditionally.
- 3.9.2 A discount which has been offered conditionally will be implemented when payment is effected despite not being considered for evaluation purposes.

3.10 GENERAL REQUIREMENTS

- 3.10.1 Prospective bidders may submit their questions to Amaluleke@gpl.gov.za or contact the person assigned to deal with enquiries on the advertisement for this bid.
- 3.10.2 Any costs incurred by the bidders in preparing and submitting their response to the Request for Bids (RFB) will be the sole responsibility of the bidder.
- 3.10.3 GPL may request bidders to provide additional pricing information to be utilised for comparative purposes during evaluations.
- 3.10.4 GPL reserves the right to invite short-listed bidders to make a presentation to GPL's bids evaluation committee to further clarify or substantiate their submissions.
- 3.10.5 GPL reserves the right not to award this bid in total, or part thereof.
- 3.10.6 GPL reserves the right, for purposes of promoting the values of competitiveness and fairness, not to award the bid to the highest scoring bidder if such bidder has been awarded a bid by GPL or has performed services for GPL during the last 12 months prior to the closing date of the bid.
- 3.10.7 GPL reserves the right to re-appoint or extend the service of the service provider where there is a natural continuation of assignments.
- 3.10.8 The successful bidder/s will enter into a stipulated contract with GPL for the provision of the required service.
- 3.10.9 The successful bidders, their employees and their sub-contractors must comply with GPL security clearance.
- 3.10.10 The successful bidders must be willing to sign confidentiality or non-disclosure agreement.
- 3.10.11 All items supplied by the successful bidder/s must meet the minimum approved requirements of the South African National Standards.
- 3.10.12 All items supplied by the successful bidder/s must be manufacturer guaranteed.
- 3.10.13 All relevant clearances and/or memberships must be submitted to GPL upon the renewal throughout the duration of the contract.
- 3.10.14 In the event where the order was wrongly printed, the service provider must be able to exchange goods or cancel the order as per the GPL's request.

3.11 CENTRAL SUPPLIER DATABASE REQUIREMENTS

- 3.11.1 Bidders should register on the Central Supplier Database (CSD) to upload information namely, (Business Registration/Directorship/Membership/Identity Numbers/Tax Compliance Status and Banking Information for verification purposes) B-BBEE Certificate or sworn affidavit for B-BBEE.
- 3.11.2 Where a bidder is not registered on the CSD, information, namely (Business Registration/Directorship/Membership/Identity Numbers/Tax Compliance Status and Banking Information for verification purposes) B-BBEE Certificate or sworn affidavit for B-BBEE must be submitted.
- 3.11.3 This bid is subject to the preferential procurement policy framework act and the preferential procurement regulations, 2017, financial management of parliament and provincial legislature act and the financial management of parliament and provincial legislature regulations, 2015, the general conditions of contract (GCC) and, if applicable, any other special conditions of contract (SCC)
- 3.11.4 GPL cannot award contracts to provide goods and/or services to a Member of GPL or Cabinet, a Member of a Provincial Legislature or Member of a Provincial Executive Council, a municipal councillor, a person in the employ of the state/government whose participation in bidding for the contract may result in a conflict of interest, or any entity in which any of the mentioned persons is a Director or has controlling or other substantial interest.

3.12 VISITS / MEETINGS / INSPECTION

- 3.12.1 As part of the adjudication process GPL may request certain providers to organize a visit to an existing facility under the management of the service provider to gain an understanding of the provider's service standards.
- 3.12.2 GPL may require presentations or meetings with bidders, at the cost of bidders, as part of the evaluation process to provide further information, submission of substantiating documentation or clarification to GPL as deemed necessary.

3.13 AWARD OF BID

- 3.13.1 The award of this Bid by the Secretary to GPL shall constitute a binding contract, and such acceptance by a letter or e-mail message.
- 3.13.2 The Secretary to GPL may award this Bid to more than one successful Bidder, either in full or in part.
- 3.13.3 GPL reserves the right not to award this contract.
- 3.13.4 Service Level Agreements will be concluded with the successful service provider.

3.14 SUBCONTRACTING

- 3.14.1 A bidder shall not be awarded the points claimed for B-BBEE status level of contribution if it is indicated in the bid documents that such a bidder intends subcontracting more than 25% of the contract value to any other enterprise that does not qualify for at least the same number of points that the bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 3.14.2 A contractor is not allowed to sub-contract more than 25% of the contract value to another enterprise that does not have equal or higher B-BBEE status level, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 3.14.3 In relation to a designated sector, a contractor must not be allowed to subcontract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.

3.15 SUBCONTRACTING AFTER AWARD OF TENDER

- 3.15.1 A person awarded a contract may only enter into a subcontracting arrangement with the approval of the organ of state.
- 3.15.2 A person awarded a contract in relation to a designated sector, may not subcontract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 3.15.3 A person awarded a contract may not subcontract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level of contributor than the person concerned, unless the contract is subcontracted to an EME that has the capability and ability to execute the subcontract.

3.16 FRONTING

- 3.16.1 The GPL supports the spirit of broad based black 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 the GPL condemns any form of fronting.
- 3.16.2 The GPL, in ensuring that bidders conduct themselves in an honest manner will, as part of the bid evaluation processes, conduct or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in bid documents. 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 / contractor to prove that fronting does not exist. Failure to do so within a period of 14 days from date of notification may invalidate the bid / contract and may also result in the restriction of the bidder /contractor to conduct business with the public sector for a period not exceeding ten years, in addition to any other remedies the GPL may have against the bidder / contractor concerned.

3.17 SECURITY AND OCCUPANCY

- 3.17.1 Where applicable, All the areas covered by this contract fall within areas defined in the relevant Security and Access Acts as "Restricted Areas" and all of the provisions of these Acts will apply to this contract.
- 3.17.2 Where applicable, all buildings involved in this contract are subject to stringent access control for all personnel and for materials delivered to and removed from the site. In addition, all workmen and staff on site or in any way involved in this contract are subject to prior security clearance. Bidders will be required to submit a list of the minimum sufficient persons required affecting the work on site plus those directly involved on site with this contract. If any person is rejected for security reasons Bidders will be required to replace them on their list. If the Bidder is ultimately unable to offer personnel with satisfactory security clearance his Bid may be rejected on such grounds.
- 3.17.3 Any person rejected by the SAPS for failing to meet the security requirements, inclusive of security clearance, wandering away from an escort or from the immediate contract area, or any misconduct on the site will immediately, without any recourse by the Contractor, be removed from site and refused re-entry to site. This refusal to site shall be in addition to any legal action the SAPS may institute.
- 3.17.4 Successful Bidder will be required to hand in to the GPL Security Unit within Forty- Eight (48) hours after being requested, following formal acceptance of the Bid, the following information:
- Full names of each of the persons intended to be utilized on site, including supervisory staff.
 - Position in firm plus service to be performed.
 - Intended areas they will be working in.
 - A copy of Identification Document, certified as a true copy of the original by the SAPS. Such document shall be the original certified copy.
 - Home address.
- 3.17.5 Bidders are recommended to have such documentation, both for their own staff and for their Sub-contractors, if applicable, available prior to the closing date of Bids so as to minimise delays in security clearance of personnel once the Bid is awarded.
- 3.17.6 Any time lost due to delays in submitting the called for list of personnel required entering site, the rejection of personnel on the list, or the subsequent removal and banning from site of personnel will not be accepted as motivation for extension of the contract period.
- 3.17.7 Such clearance shall remain valid for a period not exceeding 12 months and shall only apply for one project at a time.

3.18 SAFEGUARDING OF DOCUMENTS

- 3.18.1 All documents will be individually numbered on issue and records kept as to what documents have been issued to whom.
- 3.18.2 All documents issued to sub-contractors or suppliers must be signed for, and such sub-contractors and suppliers must also accept responsibility for the safeguarding of such documents while they are in their possession.
- 3.18.3 All documentation shall be strictly handled as set out in the SSA Minimum Information Security Standards (MISS), a copy of which shall be provided to the successful contractor at the time of site hand over.
- 3.18.4 It will be the main contractor's responsibility to familiarise themselves with the MISS document and make sure his personnel and sub-contractors are advised accordingly.

3.19 BID CANCELLATION

- 3.19.1 GPL may amend or cancel this Bid before the award should it deem it necessary.
- 3.19.2 GPL may before the award of a bid, cancel a bid if – but not limited to:
- due to changed circumstances there is no longer need for the goods and services specified in the invitation.
 - funds are no longer available to cover the total envisaged expenditure
 - no acceptable bid is received; or
 - there is a material irregularity in the bidding process

3.20 DELIVERY ADHERENCE

- 3.20.1 Delivery of goods must be made in accordance with the instructions appearing on the official Purchase Order issued by GPL.

- 3.20.2 All deliveries or dispatches must be accompanied by a delivery note stating the official order number against which the delivery/milestone has been affected.
- 3.20.3 Deliveries not complying with the order forms will be returned to the supplier or service provider's expense

1) IF THE BIDDER IS IN PARTNERSHIP / JOINT VENTURE / CONSORTIUM.

We the undersigned partners / joint ventures / consortium, tendering as

.....
.....

hereby authorize

to sign this Bid as well as any contract resulting from this Bid and any other documents
correspondence in connection with this Bid and/or contract on our behalf.

FULL NAMES:..... CAPACITY

SIGNATURE

2) IF THE BIDDER IS A ONE PERSON BUSINESS / SOLE TRADER.

I, the undersigned,

hereby confirm that I am the sole owner of the business trading as

.....

3) IF THE BIDDER IS SUB-CONTRACTING.

I, the undersigned,

hereby confirm that I will be sub-contracting work to the following company/companies

.....
.....

If more than 25% of the contract/work you enter into GPL is to be subcontracted, indicate the following details:

Sub-contractor's name	Value of work to be sub-contracted	% of work to be sub-contracted	BBBEE Level of the sub-contractor

I/W/E, THE UNDERSIGNED, WHO WARRANTS THAT HE/SHE IS DULY AUTHORISED TO DO SO ON BEHALF OF THE FIRM ACKNOWLEDGE THAT:

- 1) The information furnished is true and correct.
- 2) In the event of a contract being awarded as a result of points claimed, the contractor may be required to furnish documentary proof to the satisfaction of GPL that the claims are correct.
- 3) If the claims are found to be incorrect, GPL may, in addition to any other remedy it may have –:
 - a) recover all costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - b) 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;
- 4) Impose a financial penalty more severe than the theoretical financial preference associated with the claim which was made in the Bid.
- 5) I hereby undertake to render services described in the attached Bidding documents to GPL in

- 6) accordance with the requirements and task directives / proposals specifications stipulated in this Bid proposal at the price/s quoted. My offer/s remains binding upon me and open for acceptance by GPL during the validity period indicated and calculated from the closing date of the Bid.
- 7) I confirm that I have satisfied myself as to the correctness and validity of my Bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
- 8) I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.
- 9) Declare that I have no participation in any collusive practices with any Bidder or any other person regarding this or any other Bid.
- 10) I confirm that I am duly authorised to sign this contract.

DECLARATION

I hereby agree that, in the event of false, incorrect or misleading information being provided in this declaration, the Secretary to GPL shall have the right to:

- recover any losses or damages sustained by GPL under such agreement
- restrict the supplier from further business with GPL depending on the materiality of the misrepresentation and the degree of prejudice suffered.

Name of Representative: _____

Identity number: _____

Signature: _____ Date: _____

COMMISSIONER OF OATHS

I certify that the above has acknowledged that he/she knows and understands the contents of this document, that he/she does not have any objection to taking the oath, and that he/she considers it to be binding on his/her conscience, and which was sworn to and signed before me at _____ on this the _____ day of _____ 20__, and that the administering oath complied with the regulations contained in Government Gazette No. R 1258 of 21 July 1972, as amended.

_____ (Sign – SERVICE PROVIDER)

_____ (Name – SERVICE PROVIDER)

COMMISSIONER OF OATHS STAMP AND DETAILS OF PERSON
<p>STAMP</p> <p>NAME & SURNAME:</p> <p>DESIGNATION/RANK:</p> <p>PERSAL/EMPLOYEE NO/SERVICE NUMMBER:</p> <p>PLACE/DATE:</p>

The Gauteng Provincial Legislature (Gauteng Legislature, GPL) is one of nine provincial legislatures in South Africa, which are a product of extensive negotiations that gave shape to the 1996 Constitution. The Constitution empowers the Legislature to make laws for Gauteng, oversee that the Gauteng government works efficiently and honestly, and ensure that the people of Gauteng participate in the running of their province.

The Legislature moved from Pretoria to Johannesburg in 1994 after the first democratic elections in 1994 and following a decision to move the Government of the Gauteng Province. The Johannesburg City Hall opened as the Gauteng Legislature's new home on 21 October of 1995.

HOW THE GAUTENG LEGISLATURE IS COMPOSED

The Legislature is a House comprising the speaker (who heads up the organisation) and Members of the Provincial Legislature (MPLs) from various political parties, allocated per the vote of the Gauteng Province. Political parties get seats in the Legislature through a system of proportional representation – meaning, the party with most votes gets the majority of MPLs in the House.

The Constitution empowers each of the nine provincial legislatures to make laws that apply uniquely to each of their provinces. MPLs divided into portfolio committees conduct the business of the House. Each committee is attached to a provincial government department (or cluster of departments) in the Provincial Government and enhances the department's ability to deliver services through advisory, monitoring and oversight.

Standing committees deal with diverse issues (other than government departments). These committees consider Bills and other matters referred to them either by the Speaker or the House.

Ad hoc committees work with various experts to matters that need specialised expertise. The Legislature's administration staff complement gives operational support to the committees. The administrative wing of the Legislature is headed by the provincial secretary (or secretary to the legislature).

LEGISLATURE OVERSIGHT'S ROLE

MPLs consider Bills placed before them by the provincial executive, comprised of the Premier of Gauteng and the Members of the Executive Council (MECs). MPLs debate Bills, budgets, statements and speeches by MECs in committee meetings or in plenary sessions of the Legislature. Committees have the power to summon MECs and Department officials to answer questions relating to service delivery in the Province. The MECs must be prepared to answer hard questions on how they are delivering a better life to the people of Gauteng. Committees can also undertake investigations into activities by government departments and such investigations are often open to public scrutiny.

The Legislature allows the people of Gauteng to participate in law-making and oversight processes. **It is a Constitutional requirement that the Provincial Legislature affords Citizens an opportunity to partake in legislative processes – and this is an obligation that the Gauteng Provincial Legislature has vigorously embraced.**

LAW MAKING

New legislation starts out as a Bill, which is carefully discussed to ensure that it is relevant to the needs of the Province, clear, practical and in line with the Constitution. MPLs also receive submissions from the people of Gauteng on matters of concern to the Province, which may require specific legislation to be instituted. MPLs can also initiate legislation individually, as can any of the Legislature's standing committees.

SPECIFICATIONS & TERMS OF REFERENCE

APPOINTMENT OF A SERVICE PROVIDER TO DESIGN, IMPLEMENT RECORDS MANAGEMENT PROCESSES, DIGITIZE PRINT RECORDS AS WELL AS DEVELOP RECORDS MANAGEMENT SYSTEM REQUIREMENTS FOR THE GPL FOR A PERIOD OF 24 MONTHS

1. INTRODUCTION

1.1 It is mandatory for GPL to manage its records according to established laws. The GPL has been able to establish a records management project, but due to lack of skilled resources internally the GPL will have to obtain assistance from a reputable-service provider. The service provider is required to assist with the holistic records management plans based on GPL records management maturity assessment and help drive implementation of the records management plans, including customisation of the file plan for all types and forms of records such as video recordings, SAP records, HR records, Finance records, Hansard recordings etc developed within and for the business of the GPL. The service provider will have to conduct records inventory (both physical and electronic) to determine the volume of existing physical and electronic records as well as ready the institution to create and manage documents as well as electronic records.

1.2 The responsibility of Records Management in the institution is entrusted to Documents and Services Unit which currently manages some of the institutional records. The aim of the institution is to manage all institutional records according to the legal prescripts. Some of the challenges this exercise aims to resolve include but not limited to.

1.2.1 Costly retention of duplicate information and records.

1.2.2 Waste of space to store active and inactive files.

1.2.3 Inaccessible institutional records

1.2.4 Poorly managed records in the institution

1.2.5 Lack of workflow for electronic documents.

1.2.6 Difficulty in locating documents and records.

1.2.7 Not purging documents in line with retention schedule.

2. BACKGROUND

The Gauteng Provincial Legislature by virtue of its mandate generates a huge number of records, which are developed internally, and others received from parliament, Gauteng Departments, community of Gauteng and other stakeholders. This means that GPL needs to design a records management regime that will ensure proper management and preservation of records regardless of form or medium.

Records management (RM) is a process of ensuring the proper creation, maintenance, use and disposal of records throughout their life cycle to achieve efficient, transparent and accountable governance. Therefore, RM is one of the fundamentals of good governance. There are various reasons that heightened the need for the institution to ensure sound Records Management. These includes:

- Compliance with the National Archives and Records Services Act
- Capability of the institution to comply (positively respond to) with other legal prescripts such as Promotion of Access to Information Act (PAIA), Protection of Personal Information Act (POPIA), Promotion of Administrative Justice Act (PAJA) and Electronic Communications Act (ECT)
- Management and preservation of institutional records

- Integrated management of all forms and mediums of records in the institution
- Digitization of print/hard copy records for ease of access and preservation
- Speedy and reliable online access to records
- Depleted space for filing of hard copy records
- ISO 15489, ISO13008, ISO/TR 13028, ISO 16175, ISO/TR 17068, ISO/TR 18128, ISO 22310
- ISO 23081, ISO 30300/1/2

COVID 19 pandemic and lockdown restrictions intensified the need for effective and efficient RM. To achieve the intended records management goals, it is critical to also ensure that document management practice/processes in the institution are clearly articulated. As a result, the intent is to have efficient document and records management in the institution.

Since lockdown, because of the pandemic, GPL has managed to function without routing of paper-based documents and sharing of paper-based records. It is therefore evident that it is possible. What is needed is an electronic document and records management system to fully digitize the workflow, management, access and preservation of institutional documents and records. The need for an efficient RM that adhere to legislation cannot be over emphasized. Whilst the plan is to forge ahead on a fully automated environment unfolds, the institution needs to ensure that important historical records are digitized and integrated into the electronic records management environment.

To achieve the above, a strategic decision to outsource the records management project was made, hence the need to appoint a service provider who will help steer GPL towards sound records management practice. The service provider is expected to provide direction on how GPL should go about driving towards a fully automated records management that is compliant to the applicable legislation. The service provider is expected to develop requirements for an electronic documents and records management system which GPL ICT Directorate will use to configure the system.

This will assist the institution to embed and entrench (Operationalize) RM in the institution that meets not only the legislated standards but also best practices in document and records management. Ultimately ensuring that GPL has an electronic document and records management system (EDRMS), to realise its goal of a paperless environment. The institution has done some work such as a file plan, etc. that forms a solid foundation of Records Management. The institution however acknowledges its shortcoming in implementation. The appointed service provider will work with internal resources so that there is transfer of skills such that the institution is capacitated to manage institutional records effectively and efficiently beyond the project. Successful implementation of ERDMS contributes towards the institution achieving strategic objective of Strategic Objective 5, which is to Enhance compliance with relevant fiduciary requirements and principles of good governance”.

The GPL is required by law to adhere to the Acts listed below. Therefore, records management practice in the institution must comply with same.

- National Archives and Records Services Act 1996
- Gauteng Archives and Records Services Act 2013
- Protection of Personal Information Act, 2013 (POPIA)
- Promotion of Access to Information Act, 2000 (PAIA)
- Electronic Communications Act, 36 of 2005 (ECT)

3. OBJECTIVES

The objectives of the project are to:

- 3.1 To provide a detailed functional specification for GPL SharePoint (Electronic Document and Records Management System) that will allow records to be classified in accordance with the GPL records classification as approved by National Archives.
- 3.2 Conduct a records management maturity assessment to identify gaps that will inform action plan/route map.
- 3.3 Customize and implement the file plan for management of electronic and historical hard copy records.
- 3.4 Ensure that the Registry complies with regulations.
- 3.5 Review the Records Management Policy, develop processes and procedures for operationalization of records management in the institution that complies with legislative requirements.
- 3.6 Service Provider to develop the system requirements for an electronic documents and records management system (ERDMS) that will enable document workflow and accurate records keeping, with metadata standards that enable easy record searching and record tagging, audit trail as well as version control etc. that is compliant with the legislation.
- 3.7 GPL ICT Directorate to Implement/configure an EDRMS as per the system requirements developed by the service provider.
- 3.8 GPL ICT Directorate to Integrate ERDMS with transactional systems in the institution.
- 3.9 Management of all institutional records in all forms (videos, audio recordings, etc.).
- 3.10 Digitization of 2500 human resources (HR) historical physical records (but not limited to HR).
- 3.11 Transfer skills to capacitate the institution to manage records successfully.
- 3.12 Change management plan so that records management can be fully embedded and entrenched.
- 3.13 The risk management plan must indicate how the service provider will protect GPL information and also mitigate any other risks that might come with the project.
- 3.14 Transfer of documents and records to the EDRMS.
- 3.15 Define the governance and management processes for documents and records management.
- 3.16 Define the document and records management lifecycle process in GPL and identify the roles and responsibilities. All processes with workflows must be identified and modelled.

4. SCOPE OF WORK

- 4.1 The ultimate outcome of this exercise from the Service provider is a RM regime that is operational and comply with the legal prescripts, that which enables the institution to create, access, use, manage and dispose of records in line with best practice.

4.2 The GPL currently utilises has SharePoint for electronic documents and records management, however there is a need to develop the system requirements to enable our internal ICT directorate to configure and customise the system accordingly. The scope of work entails:

- 4.2.1 Records Management maturity assessment to identify gaps that will inform action plan/route map.
- 4.2.2 Develop the Implementation plan with Step-By-Step Project Plan with deliverables and time frames.
- 4.2.3 Customize and implement the file plan for management of electronic and historical hard copy records.
- 4.2.4 Registry complies with regulations including records disposal.
- 4.2.5 Review the Records Management Policy, develop processes and procedures for operationalization of records management in the institution that complies with legislative requirements.
- 4.2.6 Service Provider to develop the system requirements for an SharePoint electronic documents and records management system (ERDMS) that will enable document workflow and accurate records keeping, with metadata standards that enable easy record searching and record tagging, audit trail as well as version control etc. that is compliant with the legislation.
- 4.2.7 GPL ICT Directorate to Implement/configure an EDRMS (SharePoint) as per the developed system requirements, and the service provider is expected to drive the implementation of the system and on-site monitoring and support for a period of six months
- 4.2.8 GPL ICT Directorate to Integrate ERDMS (SharePoint) with transactional systems in the institution
- 4.2.9 Management of all institutional records regardless of format (videos, audio recordings, etc.)
- 4.2.10 Digitization of historical physical records and prepare 2500 physical records for offsite storage at the Gauteng Provincial Archives (no storage fees)
- 4.2.11 Assess personnel adequacy, capabilities, readiness and transfer skills to capacitate the institution to manage records successfully.
- 4.2.12 Change management plan so that records management can be fully embedded and entrenched
- 4.2.13 Transfer of documents and records to the EDRMS.
- 4.2.14 Define the governance and management processes for documents and records management.
- 4.2.15 Define the document and records management lifecycle process in GPL and identify the roles and responsibilities. All processes with workflows must be identified and modelled.

5. ROLES AND RESPONSIBILITIES

5.1 The role of the GPL

The GPL will provide:

- 5.1.1 GPL Project Manager for the project to work directly with the appointed service provider and be full time on-site for the duration of the project. His/her role is to manage the project with the Project Manager appointed by the service provider and submit and present reports to the relevant structures in the institution as and when required.
- 5.1.2 Project sponsor and internal project team that will work closely with the service provider.
- 5.1.3 Access to records and registry.
- 5.1.4 Avail relevant records to inform the projects such as File plan, the provincial archives records management report, etc.

5.1.5 ICT platform in as far as the GPL policy allows

5.2 The role of the service provider

The service provider is expected to:

- 5.2.1 Provide Records Management Project Manager who will champion the Project with the support of the GPL Project Manager.
 - 5.2.2 Implement the project plan
 - 5.2.3 Provide a project team
 - 5.2.4 Compile progress reports
 - 5.2.5 To review and customise the GPL Records Management Policy, File Plan and Retention Schedule for hard copy records and electronic records.
 - 5.2.6 To recommend proper structure for Records Management including job profiles and job descriptions including governance and RACI matrix.
 - 5.2.7 Work onsite as well as virtually in order to clear the backlog and registry clean up.
 - 5.2.8 Ensure regular feedback meetings are held with the team and the project sponsor.
 - 5.2.9 Ensure that GPL is notified in advance if there is a need to subcontract any work to other service providers.
 - 5.2.10 Ensure knowledge of legislation that govern GPL records and the risk and confidentiality associated with them.
- 5.3 The service provider is required to provide a detailed project methodology outlining their understanding of the deliverables and scope of work to be undertaken in order to provide an efficient, effective and professional records management practices in the institute that covers governance, people, process and technology.
- 5.4 Conduct and audit to identify all document and records content in GPL.
- 5.5 The GPL reserves the right not to appoint or to appoint one or more service providers for this project.

6. REQUIRED COMPETENCIES

- 6.1 The Service provider must have a minimum of 5 years of Experience in providing Medium-sized businesses with electronic documents and records management practices.
- 6.2 The Service provider must provide a project management foundation to deliver on the objectives of the project and outcomes to be contained in the Service Level Agreement.
- 6.3 The Service provider must be able to cover all aspects of the Scope of Work.
- 6.4 The prospective service provider must have worked and completed at least three similar projects (Signed Reference letters from past clients).
- 6.5 Implementation of an ERDMS in a government department or institution.
- 6.6 Must have a qualified and experienced team in document management, records management and related technology/systems.
- 6.7 Must understand the legislature environment.

7. KEY ASSUMPTIONS

- 7.1 Performance feedback meetings will be held at regular intervals in the life of the project
- 7.2 Performance reports shall be compiled and presented at various forums.
- 7.3 The service provider shall notify the Gauteng Provincial (GPL) of any intention to sub-contract the said services.
- 7.4 That there will be skills transfer that will occur during the existence of the project to enable continuity after the end of the project.
- 7.5 Service providers are expected to meet or exceed the specifications in their entirety. Each proposal shall be in accordance with the stated specifications and required competencies.
- 7.6 Gauteng Provincial Legislature (GPL) business operations are housed in three offices (Main GPL Building, SAGE Building and Constitution House situated at Cape Town City Centre).

8. PERIOD OF THE ASSIGNMENT

- 8.1 The service provider should commence and complete the assignment within a period of two (2) years from date of award.
- 8.2 Where the Service Provider decides to abandon the project before its completion, without the mutual agreement of both parties, GPL shall be entitled to institute legal proceedings against the Project Manager/Service Provider.

9. EVALUATION CRITERIA

- 9.1 The GPL needs to be satisfied, in all respects that the service provider selected has the necessary resources, qualifications and abilities for this project, and that all submissions are regarded in a fair manner in terms of evaluation criteria and process.
- 9.2 The process shall be done in the following phases:

9.2.1 Phase 1: Administrative Compliance (Preliminary Evaluation)

- 9.2.1.1 To be conducted by SCM to confirm compliance and completeness of documents, i.e., Tax compliance, completed standard bidding documents as per the tender document and other documentation that might have been required for the tender (e.g., ID copies, samples etc). Only those proposals whose compliance is in order will move to **Phase 2 (Evaluation on functionality)**.

9.2.2 Phase 2: Functionality Evaluation Criteria (100)

- 9.2.2.1 This phase measures the capability and capacity of the service provider to deliver on the assignment. The below criterion will be applied to score the proposals from which a service provider must score a minimum of 70 points to be considered for **Phase 3 of the evaluation i.e., Price and BEE Status Level of Contributor**

FUNCTIONALITY EVALUATION CRITERIA

#	CRITERION	DESCRIPTION	SCORE	WEIGHT				
1	<p>Service Provider Experience in similar projects</p> <p>Provide a Project List and supporting cumulative reference letter(s) from previous clients demonstrating years of experience in executing projects of a similar nature.</p> <p>The Project List must be in the below table format</p> <table border="1"> <tr> <td>Project Description</td> <td>Value</td> <td>Period</td> <td>Client Name</td> </tr> </table> <p>The reference letters must be signed by the referee, contain implementation details for the project, and the duration of the contract.</p>	Project Description	Value	Period	Client Name	A minimum of 5 years' experience in implementing similar projects with supporting cumulative reference letter (s).		20
		Project Description	Value	Period	Client Name			
		5 years' experience	10					
		6 – 8 years' experience	15					
9 - 15 years' experience	20							
2.	<p>Project Management Team</p> <p>Provide an organogram with roles, CVs and qualifications of the team allocated to this project</p>	An organogram with roles of the project team	10	20				
		CVs and Qualifications of the project team	10					
3	<p>Project Methodology and Project Plan</p>	A detailed project methodology accompanied by a comprehensive project plan		40				
		A detailed project methodology and detailing all activities, timelines, resources, project milestones	30					
		A comprehensive project methodology detailing all activities, timelines, resources, project milestones, risk management plan	40					

FUNCTIONALITY EVALUATION CRITERIA

#	CRITERION	DESCRIPTION	SCORE	WEIGHT												
4	<p>Service Management Plan</p> <p>Service management plan for both physical records and electronic records in the electronic records management system</p>	<table border="1"> <thead> <tr> <th colspan="3" data-bbox="1014 336 1727 403">Service Management</th> </tr> <tr> <th data-bbox="1014 403 1131 470">Rating</th> <th data-bbox="1131 403 1597 470">Guide</th> <th data-bbox="1597 403 1727 470">Score</th> </tr> </thead> <tbody> <tr> <td data-bbox="1014 470 1131 537">Poor</td> <td data-bbox="1131 470 1597 537">Incomplete project plan</td> <td data-bbox="1597 470 1727 537">0</td> </tr> <tr> <td data-bbox="1014 537 1131 831">Good</td> <td data-bbox="1131 537 1597 831"> Complete Service management plan Physical records Electronic records </td> <td data-bbox="1597 537 1727 831">10</td> </tr> </tbody> </table>	Service Management			Rating	Guide	Score	Poor	Incomplete project plan	0	Good	Complete Service management plan Physical records Electronic records	10		10
Service Management																
Rating	Guide	Score														
Poor	Incomplete project plan	0														
Good	Complete Service management plan Physical records Electronic records	10														
5.	<p>Presentation</p> <p>Service provider to submit a documented demonstration or pre-recorded video demonstrating their current EDRMS/ or last implemented</p>	<p>Physical (on a document) or USB presentation demonstration of the electronic documents and records management system functionality.</p> <p>Link to presentation 30 min</p>		10												
			TOTAL POINTS	100												
			CUT OFF POINTS	70												

9.2.3 **Price and BEE Status Level of Contributor (100)**

9.2.3.1 Only bidders that score a minimum score of **70 points and above out of 100 points on Functionality** will qualify for this phase which will determine the bidder (s) to be recommended for approval by the delegated authority. The 80/20 Preference points system will be applied using the below formula to calculate price:

The following formula will be used to calculate the points for price: Criteria	Points
Price Evaluation $P_s 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$	80
BEE Status Level of Contributor	20
TOTAL	100

Where,

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

P_{\min} = Comparative price of lowest acceptable bid

In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points will be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table as set out in the Preference Points Claim Form (SBD 6.1)

B-BBEE Status Level of Contributor	Number of Points
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0



PRICING

SCHEDULE

(Professional Services)

NAME OF BIDDER:	BID NO.:
CLOSING TIME :	CLOSING DATE :

OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
---------	-------------	--

1. The accompanying information must be used for the formulation of proposals.
2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project.
R.....

3. PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)

4. PERSON AND POSITION	HOURLY RATE	DAILY RATE
.....		R.....
.....		R.....
.....		R.....
.....		R.....
.....		R.....
.....		R.....

5. PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT

-----		R-----
----- days		
-----		R-----
----- days		
-----		R-----
----- days		
-----		R-----
----- days		

5.1 Travel expenses (specify, for example rate/km and total km, class of air travel, etc.). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
-----	
R.....			
-----	
R.....			
-----	
R.....			
-----	
R.....			
	TOTAL:		
R.....			

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

5.2 Other expenses, for example accommodation (specify, e.g. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
-----	
R.....			
-----	
R.....			
-----	
R.....			
-----	
R.....			

TOTAL:

R.....

6. Period required for commencement with project after acceptance of bid

7. Estimated man-days for completion of project

8. Are the rates quoted firm for the full period of contract? *YES/NO

9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.

.....

.....

.....

***[DELETE IF NOT APPLICABLE]**

Any enquiries regarding bidding procedures may be directed to the –

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Department: Supply Chain Management
Contact Person: Amukelani Maluleke
Tel: 011 498-5859 and **E-mail address:** AMaluleke@gpl.gov.za

ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:

Contact Person: Nompumelelo Cele
Tel: 011 498-5543 and **E-mail address:** NCele@gpl.gov.za

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 particulars:
.....
.....

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

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.

2.3.1 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.

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.

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.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

THE END