



## REQUEST FOR BID SERVICES

### BID DETAILS

**BID NUMBER:** SAHPRA/2023/RFB 003 SOURCING OF A SERVICE PROVIDER TO PROVIDE TECHNOLOGY CONSULTING FOR A PERIOD OF SIXTY (60) MONTHS

**CLOSE**      **Date:** Tuesday, 08 August 2023  
                  **Time:** 11:00

**DESCRIPTION:** REQUEST FOR BID FOR SOURCING OF A SERVICE PROVIDER TO PROVIDE TECHNOLOGY CONSULTING FOR A PERIOD OF SIXTY (60) MONTHS

**BRIEFING SESSION:**      Yes       No   
See Section A-1 Paragraph 2 on Bid Submission Conditions and Instructions that the Bidder needs to take note of.

### DETAILS OF BIDDER

**Organisation/individual:** \_\_\_\_\_  
**Contact person:** \_\_\_\_\_  
**Telephone/ Cell number:** \_\_\_\_\_  
**E-mail address:** \_\_\_\_\_

**SAHPRA/2023/RFB 003 SOURCING OF A SERVICE  
PROVIDER TO PROVIDE TECHNOLOGY CONSULTING  
FOR A PERIOD OF SIXTY (60) MONTHS**

Bid No:

SAHPRA Bid Document

Glossary

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**GLOSSARY**

Award	Conclusion of the procurement process and final notification to the effect to the successful bidder
B-BBEE	Broad-based Black Economic Empowerment in terms of the Broad-based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003) and the Codes of Good Practice issued thereunder by the Department of Trade and Industry
Bid	Written offer in a prescribed or stipulated form in response to an invitation by SAHPRA for the provision of goods, works or services
Contractor	Organisation with whom SAHPRA will conclude a contract and potential service level agreement subsequent to the final award of the contract based on this Request for Bid
Core Team	The core team are those members who fill the non-administrative positions against which the experience will be measured.
DTI	Department of Trade and Industry
EME	Exempted Micro Enterprise in terms of the Codes of Good Practice
GCC	General Conditions of Contract
IP	Intellectual Property
SAHPRA	South African Health Products Regulatory Authority
Original Bid	Original document signed in ink, or Copy of original document signed in ink, or Submitted Facsimile of original document signed in ink
Originally certified	To comply with the principle of originally certified, a document must be both stamped and signed in original ink by a commissioner of oaths.
SCM	Supply Chain Management
SLA	Service Level Agreement

## DOCUMENTS IN THIS BID DOCUMENT PACK

Bidders are to ensure that they have received all pages (47) of this document, which consist of the following sections:

### SECTION A

**Note: Documents in this section are for information to/instruction of bidders and must not be returned with bids.**

- Section A 1: Bid Submission Conditions and Instructions
- Section A 2: Specifications and Requirements
- Section A 3: Evaluation Process/Criteria
- Section A 4: Contract Form (Rendering of Services) (Parts 1 & 2)/Letter of Acceptance/Formal Contract (The pro forma contract is only included for Bidders to take note of the contents of the contract that will be entered into with the successful contractor)

### SECTION B

**Note: Documents in this section must be completed and returned or supplied with bids.**

- Section B 1: Special Conditions of Bid and Contract: Special conditions that the Bidder needs to accept
- Section B 2: Declaration of Interest (SBD 4)
- Section B 3: Preference Points Claim Form in terms of the Preferential Procurement Regulations, 2022 (SBD 6.1)
- Section B 4: Invitation to Bid (SBD 1)
- Section B 5: Pricing Schedule (Professional Services) (SBD 3.3)

# SECTION A

(This section must not be returned as part of the bid  
document)

## BID SUBMISSION CONDITIONS AND INSTRUCTIONS

### CONDITIONS AND INSTRUCTIONS THAT BIDDERS NEED TO TAKE NOTE OF

#### 1 FRAUD AND CORRUPTION

- 1.1 All providers are to take note of the implications of contravening the Prevention and Combating of Corrupt Activities Act, Act No 12 of 2004 and any other Act applicable.

#### 2 BRIEFING SESSION: NON-COMPULSORY VIRTUAL BRIEFING SESSION

<b>Date:</b>	<b>Friday 21 July 2023</b>
<b>Time:</b>	<b>10h00-12h00</b>
<b>Link for Briefing Session</b>	<a href="https://teams.microsoft.com/l/meetup-join/19%3ameeting_MTUyOGI1NDYtN2M0Zi00YjZkLTlmMmMtYzkyN2M5OTA0MDI1%40thread.v2/0?context=%7b%22Tid%22%3a%22a238ae09-e326-4cc0-9ae3-df134f7ebad9%22%2c%22Oid%22%3a%22cd4c56be-846e-4fe1-861f-0ce5f0025d2a%22%7d">https://teams.microsoft.com/l/meetup-join/19%3ameeting_MTUyOGI1NDYtN2M0Zi00YjZkLTlmMmMtYzkyN2M5OTA0MDI1%40thread.v2/0?context=%7b%22Tid%22%3a%22a238ae09-e326-4cc0-9ae3-df134f7ebad9%22%2c%22Oid%22%3a%22cd4c56be-846e-4fe1-861f-0ce5f0025d2a%22%7d</a>  Meeting ID: 334 460 785 306 Passcode: Kc6S4P

#### 3 CLARIFICATIONS/ QUERIES

- 3.1 Any clarification required by a bidder regarding the meaning or interpretation of the Terms of Reference, or any other aspect concerning the bid, is to be requested in writing (e-mail) from [malose.teffo@sahpra.org.za](mailto:malose.teffo@sahpra.org.za) by not later than **Monday 31 July 2023**. A reply will be forwarded within three (3) working days. Telephonic requests for clarification will not be accepted. The questions and answers will be uploaded on SAHPRA website on **Tuesday 01 August 2023**. The bid number should be mentioned in all correspondence.

Contact details for [malose.teffo@sahpra.org.za](mailto:malose.teffo@sahpra.org.za):

E-Mail: [malose.teffo@sahpra.org.za](mailto:malose.teffo@sahpra.org.za)

#### 4 SUBMITTING BIDS

- 4.1 **One (1) original document plus two (2) copies and one (01) USB must be handed in/ delivered to:**

Loftus Park, Building A,  
402 Kirkness St  
Arcadia  
Pretoria  
0083

***No posted, faxed or e-mailed bids will be accepted***

**Bidders should ensure that bids are delivered before the closing date and time to the correct physical address mentioned above. If the bid is late, it will not be accepted for consideration.**

**\* Refer to Paragraph 5 below**

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1. Bids can only be delivered and deposited into the tender box or handed in at second floor any time during office hours **(08:30 to 16:00 Mondays to Fridays)** before or on the closing date. *Receipt of bid documents outside of these hours cannot be guaranteed.*
2. Bids submitted or handed in at any other address than the one stated above will not be considered.

**4.2** Bids should be submitted in a sealed envelope, marked with:

- BID NUMBER **(SAHPRA/2023/RFB 003 SOURCING OF A SERVICE PROVIDER TO PROVIDE TECHNOLOGY CONSULTING FOR A PERIOD OF SIXTY (60) MONTHS)**
- Closing date and time (Tuesday, 08 August 2023 @ 11:00 am)
- The name and address of the Bidder.

**4.3** Documents submitted on time by bidders shall not be returned.

## **5 LATE BID SUBMISSIONS**

**5.1** Bids received late shall not be considered. A bid will be considered late if it arrived even one second after 11:00 am or any time thereafter. The tender (bid) box shall be closed at exactly 11:00 am of the closing date and bids arriving late will not be considered under any circumstances. Bids received late shall be returned unopened to the bidder. Bidders are therefore strongly advised to ensure that bids be despatched at such a time that will accommodate of any unforeseen events that may delay the delivery of the bid.

**5.2** The official Telkom time, which can be observed by dialling 1026 from any phone, will be used to verify the exact closing time.

## **6 BID VALIDITY**

The bid is valid for ninety (90) days from closing date.

## **7 GENERAL CONDITIONS OF CONTRACT**

**7.1** The General Conditions of Contract must be accepted. The GCC can be downloaded from the Treasury Website. Please refer to the link below:

<http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/General%20Conditions%20of%20Contract.pdf>

## 1. Introduction

The South African Health Products Regulatory Authority (SAHPRA / The Authority) is the regulatory authority responsible for the regulation of health products intended for human and animal use, the conduct of clinical trials, as well as the licensing of manufacturers, wholesalers, and distributors of medicines and medical devices, radiation emitting devices, and radioactive nuclides.

The legislative mandates of SAHPRA are derived from the Medicines and Related Substances Act, 1965 (Act No. 101 of 1965), as amended (herein after referred to as “the Medicines Act”), and other relevant legislation, regulations, and policies.

In terms of the Medicines Act, the objectives of the Authority are to provide for the monitoring, evaluation, regulation, investigation, inspection, registration, and control of medicines, scheduled substances, clinical trials, medical devices, and radiation emitting devices, and related matters that are in the public’s interest.

SAHPRA transitioned into a public entity on 1 February 2018. Previously, the Authority was known as the Medicines Control Council (MCC), a sub-programme of the National Department of Health (NDOH).

SAHPRA charges fees for various services rendered in terms of its mandate. These fees are gazetted, and applicants pay fees prior to submission of application. Payment received are allocated in a clearing account (unallocated) until matched to an application where it’s added to the deferred income / income received in advance listing. Revenue is recognised on service rendered.

## 2. Purpose

The purpose of this Request for Proposal (RFP) is to invite Suppliers to submit proposals for the “Design, Supply, Implementation, Integration services and Support of Digital Tools/platforms inter alia Engagement Portal, Updates to website, Data Warehouse/lake & Analytics Tool, Data Dashboards and Reporting Solution – with the requisite integration layer between deployed digital tools to the South African Health Product Regulatory Authority (SAHPRA).

## 2.1 Problem Statement

Based on the business needs and efficiency challenges, SAHPRA has embarked on a project to digitize all its core functions through acquiring or developing specialized Application Systems/Solutions to assist with workflows and improve decision making.

The digital tools would include but is not limited to the following:

- **RIMS Solution (Health Product Applications and Licensing Management)** – A comprehensive Regulatory Management solution for planning, tracking, document management and registration of products and establishments. Implements regulatory standards and formats for submission of application and amendments such as eCTD (**electronic common technical document**), ISO IDMP and other submission related standards for Vet and Medical Devices.
- **Import/Export permit processing Solution** - a Management Information System (MIS) for national and international drug control with range of day-to-day drug control activities (import/export permits, licensing of companies, domestic transactions, company management) and exchange of data electronically on national and international levels.
- **Pharmacovigilance Solution** – a drug monitoring, signal detection and analytics, as well as reporting tool for managing reports of adverse drug reactions of any other health products related problem, with automated reporting interface/integration to World Health Organization’s UMC Vigiflow database.
- **Clinical Trial Solution** – is a software system to manage clinical trials in the clinical research. The system maintains and manages planning, performing, and reporting functions, along with participant contact information, tracking deadlines and milestones.
- **Stakeholder engagement** – platform to allow stakeholders to access specific datasets, track status of their requests, manage service requests and inquiries.
- **Data Management platform** – data lake/warehouse with intelligent analytics, with management reporting related to key performance indicators, dashboard visualizer that is optimized also for mobile viewing.
- **S21 and S36 applications and Imported/Exported/Manufactured batch & product tracking management solution (which includes safety alerts/recalls requests/“out-of-stock” alerts** – customized tool that allows applicants to log lot and qty information by product imported/exported/manufactured – update the tool with laboratory test results/i.e. lot release status, and if exported – log in the system quantity if exported with details of destination country and provide mechanism to manage S21 and S36 applications and provide visibility to key holders such as Port Health



- **Health Product Registration and Establishment licensing registry system** – software tool that manages data updates from inter alia core RIMS processing system etc. to reflect list of registered products, licensed establishments, and the registration/license statuses, and allows data extracts of permitted data fields to stakeholder systems such as National Department of Health (NDoH), Port Health, South African Revenue Services (SARS) etc.

Furthermore, from the need analysis conducted key problem statement were identified:

- A need to for a common stakeholder platform (self-service portal) to manage stakeholder related activities for all core business activities.
- A need to integrate of all SAHPRA solution where required.
- A need to manage fragmented data to eliminate tedious data collection and extraction.
- Stakeholder platform for accessing health product related information – e.g., registered health products, approved Import Permits, licensed establishments.
- Training platform to access CPD training topics and other training materials.

## 2.2 Scope of Work

The scope of work by the bidders is to provide:

### 2.1.2 Solution Architecture (within 4 weeks after signing of the SLA)

- Review the proposed digital tools and craft an overall solutions architecture view with integration requirements.
- Develop implementation plan along with development team.
- Identify opportunities for custom developments based on software tools currently subscribed to – which allows for closed mapping and support of unique SAHPRA processes.

### 2.2.2 Project Plan (within 2-3 weeks after issuance of solution architecture and implementation plan)

- Supply a project plan for the product design, development installation/configuration, technical training as well as the Implementations of the digital platforms and tools with required interfaces, centralized data warehousing and reporting tools.

### 2.2.3 Supply Software Product(s): (delivery of the custom developed software products will be in line with prioritisation list and envisaged development hours – NB! where possible concurrent developments should be aimed for to complete delivery and implementation within first 12 months of contract)

- Gather and analyse business requirements to produce a priority list for each minimum viable product (MVP) to be developed.

- Develop and deliver system digital platform(s)/tool(s) with accordance to project management standards and systems development frameworks/methodologies i.e., Systems Development Life Cycle and Agile project management approach.
- Design, develop, test, QA and deploy systems features and functionalities to meet the requirements of users and the organization for each MVP.
- Integrate digital platform/tools with other internal information systems and databases that contains structured and unstructured content including spatial data and where possible, external datasets.
- Develop and implement a Microsoft SQL based data warehouse with Power BI Dashboard and customizable reporting.

#### 2.2.4 Provide Product Support:

- Provide second and third line product support, to commence after successful implementation of the deliverables within year, for an additional period of 48 (forty-eight) months – concluding then a 5 (five) year (or 60 (sixty) month collaboration consisting of:
  - Telephonic support; and
  - On-site support on an ad hoc basis
  - Additional ad hoc development hours for enhancements are fixed requiring 864 Junior Developer and 576 Senior Developer during the contract period. On-site support may only be claimed for actual on-site support visits and must be invoiced after each month's visit(s).

**Note: All Licensing and hardware required will be provided by SAHPRA**

## 2.3 Business Requirements Functional

### 2.3.1 Engagement Portal Requirement (High Level Functionality)

Number	Functional Requirement information
SP-01	To have capabilities for self-service functionalities (account creation, modification, and password management)
SP-02	To have capabilities to submit request (Queries, Registration, amendments, licensing, pre-submissions for new medicines, clinical trial, section 21, permits and authorisations, cancellation and transfer of applications, Section 36, Donations, Safety alerts, Recall notifications and investigations) – that includes pre-defined collection of Meta data for reporting and review purposes.
SP-03	Have capabilities for payment processing for request where payments are applicable (payment gateway integration capability)
SP-04	To have capabilities to integrate with all internal core business systems (including Financial/ERP system) and other external stakeholder tools -- which share legislative mandate with SAHPRA
SP-05	Where no “processing” system exists, it has to be developed. That includes any functional requirement which emanates during the user information gathering process (Section 21, Sect 36, Investigations, Rapid Alerts, Licensing and Recall Notification processing etc).  To have capabilities to process a request from start to end of the process (Submission of request, Validation of the request based on business rule, Evaluation of request, decision making and communication of outcome with request initiator, collection of metadata and transferring data to data management platform).
SP-06	To have capabilities of tracking a submitted request status with automated notifications where required
SP-07	Have the ability to upload large volume of files and large file attachments (attachment sizes could range up to 7GB per zipfile)
SP-08	Have capabilities to log an audit trail for all activities actioned.
SP-09	Have capabilities for payment processing for request where payments (payment gateway)
SP-10	Have an administrative part which is accessible to only to SAHPRA, which allows for processing of request as per functional requirement number <b>SP-05</b>

<b>Number</b>	<b>Functional Requirement information</b>
SP-11	Provide Functional and Technical design specifications
SP-12	User role definitions and use permissions must be multifaceted – system administrators, super users, internal user, external user etc.
SP-13	Manage data displays of key data sets that should be available to public and external stakeholder
SP-14	Generate unique categorised reference number for all submission request
SP-15	Allow for automated verification and validation of all submissions based on business rules
SP-16	Allow for submission of request for new application fees based on product type
SP-17	Generate a quote with reference number/application number

**2.3.2 Data Management Requirement (High Level Functionality)**

<b>Number</b>	<b>Functional Requirement information</b>
DW-01	Develop and implement a Microsoft SQL based data warehouse, this includes setup and configuration of the warehouse environment.
DW-02	Automate data extraction from all data sources into data warehouse
DW-03	Develop database and other queries to meet functional requirements. Queries shall be tested, validated and operational in the production environment.
DW-04	Develop a minimum of 50 management reports to meet functional requirements. Reports shall be tested, validated, and operational in the production environment.
DW-05	Develop and configure a minimum of 20 dashboards based on user requirement gathering session and available reports. Dashboards shall be tested and operational in the production environment.
DW-06	Provide user training to system users, this includes ICT support team on how to provide 1st line support and amend reports when required

Number	Functional Requirement information
DW-07	Provide Functional and Technical design specifications – specifically data cube design to allow for future data cubes to be deployed and further management reports and data visualisations to be created
DW-08	Data dashboard visualiser must be available in a mobile optimised application view
DW-09	Manage data displays of key data sets that should be available to public and external stakeholder through website report – with filters, search parameters etc.

### 2.3.3 Training Portal (High Level Functionality)

Number	Functional Requirement information
TP-01	To have capabilities for self-service functionalities (account creation, modification, and password management)
TP-02	Have capabilities for payment processing for request where payments are applicable
TP-03	Host Training material - video lectures, resources (i.e. downloadable course documents), MCQ with Memo option, generate automated Completion Certificate once all course lectures have been completed and all MCQs per section successfully completed
TP-04	Capability to receive Learner questions by lecture by course - through posting a learner question publicly or privately -- and route it to the designated internal facilitator for attention and answering on the platform
TP-05	Have capability to receive Case study submission documents - predefined attachment (word, excel, pdf, jpeg formats)
TP-06	Allow assigned course Assessor to review Case Study submission and annotate document with Assessor Comments - which can be pulled into a Review Report and submitted to learner for further action or just review
TP-07	Provide an overview summary report by learner - which courses learner has done and if the learner was deemed competent or not yet competent
TP-08	Develop 5-8 custom reports to be used by training manager and learners

TP-09	Capability to receive Learner questions by lecture by course - through posting a learner question publicly or privately -- and route it to the designated internal facilitator for attention and answering on the platform
TP-10	Provide Functional and Technical design specifications

**2.3.4 SECTION 21 & S36 REQUEST (Donations, and some Authorisations (High Level Functionality))**

Number	Functional Requirement information
SR-01	Auto allocate screening task to screeners (round-robin)
SR-02	Allow ability to screen applications received, generate queries where applicable and reports.
SR-03	Allow for two-way communication on all types of queries.
SR-04	Auto allocate evaluation task to evaluator (round-robin)
SR-05	Allow for evaluation of submitted request, generate queries where applicable and reports.
SR-06A	Allow for referral to other business units where applicable.
SR-06B	Allow for evaluation of referrals, generate queries where applicable and reports.
<b>SR-06C</b>	Allow for system approvals process per user role authorisation level (approvals designated signatory)
SR-07	Approval, generate an outcome based on SR-05 and/or SR-06 and communication (Two way auto communication)
<b>SR-08</b>	Allow for a renewal of previous approvals requests where relevant (re-authorisation) – referencing previously captured data on original task request

**2.3.5 Investigations: Product Quality and Health Product Licensed Facility complaints (High Level Functionality)**

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Section A 3: Evaluation Process/ Criteria

<b>Number</b>	<b>Functional Requirement information</b>
IG-01	Auto allocate screening task to screeners (round-robin)
IG-02	Allow ability to screen applications received, generate queries where applicable and reports.
IG-03	Allow for two-way communication for responding.
IG-04	Auto allocate task to inspector – next available inspector as per task queue
IG-05	Allow for evaluation of submitted complaints, generate queries where applicable and reports.
IG-06A	Allow for referral to other business units where applicable.
IG-06B	Allow for evaluation of referrals, generate queries where applicable and reports.
IG-07	Allow for an inspection process and generate reports
IG-08	Approval, generate an outcome and communication (Two way auto communication)

**2.3.6 Pre-submissions of new medicine (High Level Functionality)**

<b>Number</b>	<b>Functional Requirement information</b>
PS-01	Allow for screening of submitted request
PS-02	Allow for two-way query/response
PS-03	Allow for expiry of the quotations/applications not submitted for 30 days
PS-04	Keep audit trail of all activities

### 2.3.7 Non-Functional Requirements

Number	Functional Requirement information
NF-01	<b>High availability:</b> All deliverable (Engagement Portal, Integration mechanism between Application System and Data Warehousing solution) must operate continuously and be available 24/7/365
NF-02	<b>Usability:</b> Stakeholder Portal must be user friendly, easy to understand, compatible with all common browsers.
NF-03	<b>System Integrations:</b> Ability to integrate to various SAHPRA and other systems via web services. e.g., Stakeholder who shares legislative mandate with SAHPRA
NF-04	<b>Performance:</b> The search results should be displayed within five (6) seconds after submitting a query, an automatic timeout for inactive session must close after five (5) minutes period of inactivity, and real-time updates of the system should take place immediately as transactions are performed. The software must be able to handle large volumes of data
NF-05	<b>Security:</b> Must be securely configured against hacking, threats, vulnerabilities and aligned to Minimum Information Security Standard (MISS) standards
NF-06	<b>Maintenance:</b> Engagement Portal must alert when it is due for updates and allow postponement. There must be scheduled/planned down time if maintenance is due, with minimum disruption



**ALL BIDDERS MUST TAKE NOTE OF THE EVALUATION PROCESS THAT WILL BE FOLLOWED**

**2 EVALUATION PROCESS**

**2.1 COMPLIANCE WITH MINIMUM REQUIREMENTS**

2.1.1 All bids duly lodged as specified in the Request for Bid will be examined to determine compliance with bid requirements and conditions. Bids with obvious deviations from the requirements/conditions may be eliminated from further consideration.

Failure to comply with or submit any one of the following items, may render a bid non-responsive and may not be evaluated further.

Reference	Description	Compliant?	
		YES	NO
Part 1	Signed Special Conditions of Bid and Contract		
Part 2	Tax Compliance Requirements		
Part 3	Completed and signed Declaration of Interest (SBD 4)		
Part 5	Completed and signed Invitation to Bid (SBD 1)		
Part 7	Proof of registration on the CSD If there will be subcontracting, proof of CSD registration of the sub-contractor must be submitted		

Failure to comply with or submit Pricing schedule, will render a bid non-responsive and will not be evaluated further.

Reference	Description	Compliant?	
		YES	NO
Part 6	Completed Pricing Schedule in the prescribed format (SBD 3.3)		

2.1.2 Bidders must submit their proposal by the closing date and time. Proposals submitted after the closing date and time will be disqualified from further evaluation.

2.1.3 Register the hard-copy proposals in the tender submission register at SAHPRA reception. Hard-copy Proposals not recorded on the tender submission register at SAHPRA reception will be disqualified from further evaluation.

## 2.2 DETERMINATION OF SCORE FOR FUNCTIONALITY

2.2.1 The evaluation criteria and weights for functionality as indicated in the table below, will apply.

Mandatory Requirements	Provide evidence/page no and/or location	Yes/No (Yes-proceed, No – Do not evaluate further)
<b>PART 1: Bidders Experience</b>		
1. A software development project assignment was implemented and concluded within the last 5 years		
2. Reference details from at least three (3) customers whose projects were implemented. <ul style="list-style-type: none"> <li>The signed reference letter needs to be on a referee letterhead with software development work completed (five years from the date of tender publication) and include all contact details of the signee.</li> <li>The referenced company must be a viable concern on the closing date of the tender.</li> <li>Please note that if reference letters do not conform to the above requirements, the letters will not be considered.</li> </ul>		

**If all two conditions above are not met, do not evaluate further**

Technical Evaluation Criteria	Provide evidence/page no and/or location	Maximum points to be Awarded
<b>PART 2: Team Experience</b> If the criteria is fulfilled then qualifies for a maximum score and if the criteria is not fulfilled then qualifies for a score of zero (0)		<b>Subtotal =65</b>
1. Proposed Project Manager has a valid PMP/Prince2 or higher /Agile/Scrum certification		10
2. The Project Manager have at least 3 years of relevant (IT related projects implementation/development) project management experience (in the last 5 years)		10
3. System Architect has at least 5 years of relevant experience		10
4. System Developers have undertaken at least 2 relevant and comparable assignment in the last 5years		10
5. System Developers have competency (skills) in developing web solutions – min 3 years developer experience		5
6. At least one (1) solution tester has at least 3 years of relevant and comparable experience		5

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Section A 3: Evaluation Process/ Criteria

7. At least one (1) system trainer (change management expert) has 5years of relevant experience		5
8. At least two (2) individuals preferably System architect and Project Manager with experience developing systems in the pharmaceutical or health sector.		5
9. Developer and/or Solutions/Systems architect has experience in developing or implementing software tools with any other Health Product Regulator /or Health Related Institutions/Sector		5
<b>PART 3: Objectives</b> If the criteria is fulfilled then qualifies for a maximum score and if the criteria is not fulfilled then qualifies for a score of zero (0)		<b>Subtotal =25</b>
<b>Objective 1: Assignment Plan</b>		
1. The provided timelines match the proposed work plan and it is logically and realistically sequenced.		2
2. Team composition with a Team Leader and all the experts have their roles defined.		2
3. Provided man days for each expert during delivery of each module.		2
4. Provided an appropriate strategy for system construction (how prioritization and implementation will be done).		2
5. Provided an approach on how change requests (1. within the scope and 2. outside the scope) within will be managed before deployment, during warranty and post warranty Period		2
6. Demonstrated how stakeholders/system users will be engaged in each phase of the project		2
<b>Objective 2: System Requirements</b>		
Provided an appropriate approach for undertaking the assignment using Agile Methodology.		1
<b>Objective 3: Prototyping</b>		
Provided an appropriate summary of how prototyping will be used in executing the assignment.		1
<b>Objective 4: Development</b>		
Provided an appropriate approach for reporting and verifying the progress in Software Development		1
<b>Objective 5: Software testing and piloting</b>		
Provided an appropriate approach for Testing and Debugging		1

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Section A 3: Evaluation Process/ Criteria

<b>Objective 6: Training</b>		
1. Provided an appropriate approach for training of all types of users		1
2. Provided appropriate tools for conducting all trainings. (Including self-training tools)		1
<b>Objective 7: Hosting Specifications</b>		
Provided a draft hosting Infrastructure specification.		2
<b>Objective 8: System Deployment</b>		
Provided an appropriate approach for Releasing and Piloting Modules		1
Provided an appropriate strategy that details of business continuity during the transition period (to ensure minimal business disruptions)		2
<b>Objective 9: Support, Maintenance and Upgrades</b>		
Provided a draft Support & Maintenance Plan has an incident resolution mechanism (details what services are included and excluded)		2
<b>Total Technical Evaluation Criteria</b>		<b>90</b>

**Please note that the presentation will not be considered as a Demo.**

Presentation Evaluation Criteria	Provide evidence/page no and/or location	Maximum points to be Awarded
<b>The bidder will be required conduct a 45 minutes demo/presentation based on the listed relevant and comparable assignments (in this case the bidder will be required to align the demonstration to the assignment citing examples and scenarios relating to the proposed system</b>		
Criteria (the following will be assessed during the demo) If the criteria is fulfilled then qualifies for a maximum score and if the criteria is not fulfilled then qualifies for a score of zero (0)		
1. Relevant to the pharmaceutical or health sector.		2
2. Able to link the demo to some of the listed requirements.		2
3. User Experience		
a. User Interface (Look)		2
b. Help Users execute the most important tasks easily (Feel)		2
4. Accessibility		
a. Web based		1

Presentation Evaluation Criteria	Provide evidence/page no and/or location	Maximum points to be Awarded
b. Mobile compatibility		1
<b>Total Presentation</b>		<b>10</b>
<b>TOTAL EVALUATION CRITERIA</b>		<b>100</b>

**Please note that the presentation will not be considered as a Demo.**

a. The score for functionality shall be calculated as follows:

- i. The score of each panel member shall be added together and divided by the number of panel members to establish the average score obtained by each individual bidder for functionality.
- ii. The minimum technical threshold is **75 points**. Bidders that do not meet the minimum technical threshold will not be evaluated further for price and specific goals.

**b. PRICE AND SPECIFIC GOALS POINTS**

- i. All remaining bids will be evaluated as follows:
- ii. The 80/20 preference point system will be applied. Points for price and specific goals will be awarded in accordance with the stipulations in the Preference Point Claim Form in terms of the Preferential Procurement Regulations, 2022.
- iii. If appropriate, implied contract price adjustments will be made to the cost proposals of all remaining bids.
- iv. The point scored for the specific goals for each acceptable bid will now be added to the price point.
- v. The bid must be awarded to the supplier that obtained the highest preference points or may be awarded to a supplier that did not score the highest points only in accordance with section 2(1)(f) of the PPPFA.

**c. ADJUDICATION OF BID**

- i. The relevant award structure will consider the recommendations and make the final award. The successful bidder will usually be the service provider scoring the highest number of points.

**SAHPRA/2023/RFB 003 SOURCING OF A SERVICE  
PROVIDER TO PROVIDE TECHNOLOGY CONSULTING  
FOR A PERIOD OF SIXTY (60) MONTHS**

Bid No:

SAHPRA Bid Document

Section A 3: Evaluation Process/ Criteria

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- ii. The bid must be awarded to the supplier that obtained the highest preference points or may be awarded to a supplier that did not score the highest points only in accordance with section 2(1)(f) of the PPPFA.

CONTRACT FORM: RENDERING OF SERVICES

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

- 1. I/we hereby undertake to render services described in the attached bidding documents to SAHPRA in accordance with the requirements and task directives/proposals specifications stipulated in Bid Number SAHPRA/2023/RFB 003 SOURCING OF A SERVICE PROVIDER TO PROVIDE TECHNOLOGY CONSULTING FOR A PERIOD OF SIXTY (60) MONTHS at the price/s quoted. My/our offer/s remain binding upon me/us and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
2.1 Bidding documents, viz
- Invitation to bid
- Tax clearance certificate
- Pricing schedule(s)
- Filled in terms of reference/task directive/proposal
- Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2022;
- Declaration of interest
- Declaration of bidder's past SCM practices
- Special Conditions of Contract
2.2 General Conditions of Contract
2.3 Other (specify)
3. I/we confirm that I/we have satisfied myself as to the correctness and validity of my/our 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.
4. I/we accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me/us under this agreement as the principal liable for the due fulfilment of this contract.
5. I/we declare that I/we have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)
CAPACITY
SIGNATURE
NAME OF FIRM

WITNESSES
1
2
DATE:

**SAHPRA/2023/RFB 003 SOURCING OF A SERVICE  
PROVIDER TO PROVIDE TECHNOLOGY CONSULTING  
FOR A PERIOD OF SIXTY (60) MONTHS**

Bid No:

SAHPRA Bid Document

Section A 4: Contract Form

---

DATE

.....  
.....

--



**CONTRACT FORM: RENDERING OF SERVICES**

**PART 2 (TO BE FILLED IN BY THE PURCHASER)**

1. I ..... in my capacity as ..... accept your bid under reference number ..... dated ..... for the rendering of services indicated hereunder and/or further specified in the annexures.

1. An official order indicating service delivery instructions is forthcoming.

2. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (VAT INCL)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION

3. I confirm that I am duly authorised to sign this contract.

SIGNED AT ..... ON .....

NAME (PRINT) .....

SIGNATURE .....

**SAHPRA/2023/RFB 003 SOURCING OF A SERVICE  
PROVIDER TO PROVIDE TECHNOLOGY CONSULTING  
FOR A PERIOD OF SIXTY (60) MONTHS**

Bid No:

SAHPRA Bid Document

Section A 4: Contract Form

---

OFFICIAL STAMP

WITNESSES

1 \_\_\_\_\_

2 \_\_\_\_\_

DATE: \_\_\_\_\_

**SECTION B**

**This section must be completed and returned or supplied with bids as prescribed.**

**SPECIAL CONDITIONS OF BID AND CONTRACT**  
**Return as Part 1**

<b>SPECIAL CONDITIONS</b>	
<b>1</b>	<b>GENERAL</b>
1.1	The Bidder must clearly state if a deviation from these special conditions are offered and the reason therefor. If an explanatory note is provided, the paragraph reference must be indicated in a supporting appendix to the application submission.
1.2	Should Bidders fail to indicate agreement/compliance or otherwise, the SAHPRA will assume that the Bidder is in compliance or agreement with the statement(s) as specified in this bid.
1.3	Bids not completed in this manner may be considered incomplete and rejected.
1.4	SAHPRA shall not be liable for any expense incurred by the Bidder in the preparation and submission of a bid.
<b>2</b>	<b>CANCELLATION OF PROCUREMENT PROCESS</b>
2.1	This procurement process can be postponed or cancelled at any stage at the sole discretion of SAHPRA provided that such cancellation or postponement takes place prior to entering into a contract with a specific service provider to which the bid relates.
<b>3</b>	<b>BID SUBMISSION CONDITIONS, INSTRUCTION AND EVALUATION PROCESS/CRITERIA</b>
3.1	The Bid submission conditions and instructions as well as the evaluation process/criteria have been noted.
<b>4</b>	<b>NEGOTIATION AND CONTRACTING</b>
4.1	SAHPRA have the right to enter into negotiation with one or more Bidders regarding any terms and conditions, including price(s), of a proposed contract.
4.2	Under no circumstances will negotiation with any Bidders, including preferred Bidders, constitute an award <sup>1</sup> or promise/ undertaking to award the contract.
4.3	SAHPRA shall not be obliged to accept the lowest or any bid, offer or proposal.
4.4	A contract will only be deemed to be concluded when reduced to writing in a formal contract and Service Level Agreement (if applicable) signed by the designated responsible person of both parties. The designated responsible person of SAHPRA is the CEO.
4.5	SAHPRA also reserves the right to enter into one contract with a Bidder for all required functions or into more than one contract with different Bidders for different functions.

<sup>1</sup> See GLOSSARY.

<b>5</b>	<b>ACCESS TO INFORMATION</b>
5.1	All bidders will be informed of the status of their bid once the procurement process has been completed.
5.2	Requests for information regarding the bid process will be dealt with in line with the SAHPRA SCM Policy and relevant legislation.
<b>6</b>	<b>REASONS FOR REJECTION</b>
6.1	SAHPRA shall reject a proposal for the award of a contract if the recommended Bidder has committed a proven corrupt or fraudulent act in competing for the particular contract.
6.2	The SAHPRA may disregard the bid of any bidder if that bidder, or any of its directors: <ul style="list-style-type: none"> <li><input type="checkbox"/> Have abused the SCM system of the SAHPRA.</li> <li><input type="checkbox"/> Have committed proven fraud or any other improper conduct in relation to such system.</li> <li><input type="checkbox"/> Have failed to perform on any previous contract and the proof exists.</li> </ul> Such actions shall be communicated to the National Treasury.
<b>7</b>	<b>GENERAL CONDITIONS OF CONTRACT</b>
7.1	The General Conditions of Contract must be accepted.
<b>8</b>	<b>ADDITIONAL INFORMATION REQUIREMENTS</b>
8.1	During evaluation of the bids, additional information may be requested in writing from Bidders. Replies to such request must be submitted, within 2 (two) working days or as otherwise indicated. Failure to comply, may lead to your bid being disregarded.
8.2	No additional information will be accepted from any individual Bidder without such information having been requested
<b>9</b>	<b>CONFIDENTIALITY</b>
9.1	The bid and all information in connection therewith shall be held in strict confidence by Bidders and usage of such information shall be limited to the preparation of the bid. Bidders shall undertake to limit the number of copies of this document.
<b>10</b>	<b>INTELLECTUAL PROPERTY, INVENTIONS AND COPYRIGHT</b>
10.1	Copyright of all documentation relating to this contract belongs to the client. The successful Bidder may not disclose any information, documentation or products to other clients without the written approval of the accounting authority or the delegate.
10.2	This paragraph shall survive termination of this contract.

<b>11</b>	<b>NON-COMPLIANCE WITH DELIVERY TERMS</b>
11.1	As soon as it becomes known to the contractor that he/she will not be able to deliver the services within the delivery period and/or against the quoted price and/or as specified, SAHPRA must be given immediate written notice to this effect. SAHPRA reserves the right to implement remedies as provided for in the GCC.
<b>12</b>	<b>WARRANTS</b>
12.1	The Contractor warrants that it is able to conclude this Agreement to the satisfaction of SAHPRA.
<b>13</b>	<b>PARTIES NOT AFFECTED BY WAIVER OR BREACHES</b>
13.1	The waiver (whether express or implied) by any Party of any breach of the terms or conditions of this contract by the other Party shall not prejudice any remedy of the waiving party in respect of any continuing or other breach of the terms and conditions hereof.
13.2	No favour, delay, relaxation or indulgence on the part of any Party in exercising any power or right conferred on such Party in terms of this contract shall operate as a waiver of such power or right nor shall any single or partial exercise of any such power or right under this agreement.
<b>14</b>	<b>RETENTION</b>
14.1	On termination of this agreement, the contractor shall, on demand hand over all documentation provided as part of the project and all deliverables, etc., without the right of retention, to SAHPRA.
14.2	No agreement to amend or vary a contract or order or the conditions, stipulations or provisions thereof shall be valid and of any force and effect unless such agreement to amend or vary is entered into in writing and signed by the contracting parties. Any waiver of the requirement that the agreement to amend or vary shall be in writing, shall also be in writing.
<b>15</b>	<b>CENTRAL SUPPLIER DATABASE</b>
15.1	It is a requirement that all suppliers/ services providers to SAHPRA shall be registered on the National Treasury Central Supplier Database (CSD).
15.2	Bidders are therefore required to register as a supplier on the CSD before submitting a bid.  The CSD website can be accessed on the following link: <a href="http://ocpo.treasury.gov.za/Pages/default.aspx">http://ocpo.treasury.gov.za/Pages/default.aspx</a>
15.3	Bidders are therefore required to submit proof of their registration on the CSD, or if not yet registered, provide proof of their application to be registered, with their bid.
15.4	No bid will be awarded, and a contract concluded with a bidder who is not registered on the CSD.
<b>16</b>	<b>FORMAT OF BIDS</b>

Section B 1: Special Conditions of Bid and Contract

16.1	Bidders must complete all the necessary bid documents and undertakings required in this bid document. Bidders are advised that their proposal should be concise, written in plain English and simply presented.
16.2	<b>Bidders are to set out their proposal in the format prescribed hereunder.</b> This means that the proposal must be structured in the parts noted below. <u>Information not submitted</u> in the relevant part, may not be considered for evaluation purposes.
16.3	<b>Part 1: Special Conditions of Bid and Contract</b>
16.3.1	Bidders must initial each page and sign the last page and return the Special Conditions of bid and Contract (Section B-1).  Bids submitted without a completed Special Conditions of Bid form <b>may</b> be deemed to be non-responsive.
16.4	<b>Part 2: Tax Compliance</b>
16.4.1	Bidders must ensure compliance with their tax obligations.  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.  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 <a href="http://www.sars.gov.za">www.sars.gov.za</a> .  Bidders may also submit a printed TCS together with the bid.  In bids where consortia/ joint ventures/ sub-contractors are involved; each party must submit a separate proof of TCS/ PIN/ CSD number.  Where no TCS is available, but the bidder is registered on the Central Supplier Database (CSD), a CSD number must be provided.  Bids submitted without any one of the above particulars, <b>may</b> be deemed to be non-responsive.
16.5	<b>Part 3: Declaration of Interest</b>
16.5.1	<b>Each party</b> to the bid must complete and return the “Declaration of Interest” (Section B-2).  Bids submitted without a complete and signed Declaration of Interest <b>may</b> be deemed to be non-responsive.
16.6	<b>Part 4: Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022</b>

**SAHPRA/2023/RFB 003 SOURCING OF A SERVICE  
PROVIDER TO PROVIDE TECHNOLOGY  
CONSULTING FOR A PERIOD OF SIXTY (60)  
MONTHS**

Bid No: \_\_\_\_\_

SAHPRA Bid Document

Section B 1: Special Conditions of Bid and Contract

16.6.1	<p>Bidders must complete, sign and return the full “Preference Points Claim Form” (Section B-3) document.</p> <p>In addition, a valid BEE certificate must be submitted.</p> <p>Quotes submitted without a completed and signed Preference Points Claim Form and a valid BEE certificate will be awarded zero points for preference.</p>
16.7	<b>Part 5: Invitation to Bid</b>
16.7.1	<p>Bidders must complete, sign and return the full “Invitation to Bid” (Section B-4) document.</p> <p>Bids submitted without a completed and signed Invitation to Bid <b>may</b> be deemed to be non-responsive.</p>
16.8	<b>Part 6: Pricing Schedule</b>
16.8.1	<p>All costs related to the bid are to be allowed for in the pricing schedule and in the format prescribed and must be returned as part of the submission (Section B-5).</p> <p>Bids submitted without a price or with an incomplete price, or with a price which is not in the prescribed format, <b>will</b> be deemed to be non-responsive.</p>
16.8.2	<p>The price on pricing schedule is not firm. The total costs of the project will be compiled once the appointed bidder has assessed the likely extent of the work.</p> <p><input type="checkbox"/> VAT: Value Added Tax must be included and shown separately.</p>
16.9	<b>Part 7: Registration on the CSD</b>
16.9.1	<p>In this part, bidders must submit proof of their registration, or proof that they have applied for registration on the Central Supplier Database.</p> <p>Bids submitted without the required proof, <b>may</b> be deemed to be non-responsive.</p>

I/we herewith accept all the above-mentioned special conditions of the bid. If I/we do consider a deviation therefrom, I have noted those as per the instruction in paragraph 1 (General) above.

Name of Bidder: \_\_\_\_\_

Signature of Bidder: \_\_\_\_\_

Date: \_\_\_\_\_



**BIDDERS DISCLOSURE (SBD 4)  
 Return as Part 3**

**1. PURPOSE OF THE FORM**

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

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

**2. Bidder's declaration**

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>2</sup> in the enterprise, employed by the state?  
**YES/NO**

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

Full Name	Identity Number	Name of State institution

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

2.2.1 If so, furnish particulars:  
 .....  
 .....

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

2.3.1 If so, furnish particulars:

<sup>2</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

.....  
.....

**3 DECLARATION**

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

- 3.1 I have read, and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements, or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 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.

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<sup>3</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

**SAHPRA/2023/RFB 003 SOURCING OF A  
SERVICE PROVIDER TO PROVIDE  
TECHNOLOGY CONSULTING FOR A PERIOD OF  
SIXTY (60) MONTHS**

Bid No:

SAHPRA Bid Document

Section B 2: Declaration of Interest

---

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 POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 (SBD 6.1)**

**Return as Part 4**

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022.**

**1. GENERAL CONDITIONS**

- 1.1 The following preference point systems are applicable to all bids:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
  - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).
- 1.2 The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable;
- 1.3 Points for this bid shall be awarded for:
- (a) Price; and
  - (b) Specific goals
- 1.4 The maximum points for this bid are allocated as follows:

	<b>POINTS</b>
PRICE	80
Specific Goals	20
Total points for Price and Specific goals must not exceed	100

- 1.5 Failure on the part of a bidder to submit proof of specific goals claim as stipulated on paragraph 4 below together with the bid, will be interpreted to mean that preference points claimed.
- 1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

**2. DEFINITIONS**

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;

- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
  - 1) B-BBEE Status level certificate issued by an authorized body or person;
  - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
  - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (k) **“Specific goals”** means specific goals as contemplated in section 2(1)(d) of the Act which may include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability

### 3. POINTS AWARDED FOR PRICE

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

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

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

Where

- P<sub>s</sub> = Points scored for price of bid under consideration
- P<sub>t</sub> = Price of bid under consideration
- P<sub>min</sub> = Price of lowest acceptable bid

**4. POINTS AWARDED FOR SPECIFIC GOALS**

SAHPRA SPECIFIC PREFERENTIAL PROCUREMENT GOALS					
Description / Goals		Allocated points		Evidence or Proof of claim	Number of points claimed (80/20 system) (To be completed by the tenderer)
		Preference Point System			
<b>Category A: Promotion of SMMEs</b>		<b>80/20</b>	<b>90/10</b>	<ul style="list-style-type: none"> <li>- Valid BBBEE certificate</li> <li>- Valid affidavit</li> <li>- Director(s)' certified ID copy</li> <li>- CSD report</li> </ul>	
<b>1.</b>	100% Black owned EME and QSE	20	10		
<b>2.</b>	At least 51% Black owned EME and QSEs	18	9		
<b>3.</b>	Zero and less than 51% Black owned EME and QSEs	16	8		
<b>Category B: Promotion of Historically Disadvantaged Individuals -HDI (Large enterprises)</b>		<b>BBBEE Level</b>	<b>Preference Point System</b>		<b>Evidence / proof of claim</b>
<b>4.</b>	<u>% Ownership</u>		<b>80/20</b>	<b>90/10</b>	
	a) 30% - 100% Black women	All levels	20	10	<ul style="list-style-type: none"> <li>- CSD report</li> <li>- Valid affidavit</li> <li>- Valid BBBEE certificate</li> <li>- Directors(s) certified ID copy</li> <li>- Declaration / proof of disability issued by medical practitioner</li> </ul>
	b) 51% - 100% Black youth				
	c) 51% - 100% Black people with - disability				
	a) 51% - 100% Black	1	18	9	
		2	16	8	
		3	14	7	

**SAHPRA/2023/RFB 003 SOURCING OF A  
SERVICE PROVIDER TO PROVIDE  
TECHNOLOGY CONSULTING FOR A PERIOD  
OF SIXTY (60) MONTHS**

Bid No: .....

SAHPRA Bid Document

Section B 3: Preference Points Claim Form to the Preferential Procurement Regulations 2011

		4	12	6	
		5	8	5	
		6	6	4	
		7	4	2	
		8 and Non-compliant	0	0	
<b>Category C: Promotion of BBEE Contributors - large enterprises</b>		<b>BBEE Level</b>	<b>Preference Point System</b>		<b>Evidence / proof of claim</b>
			<b>80/20</b>	<b>90/10</b>	
<b>10.</b>	Nonblack and Non-HDI enterprises	1	12	6	Valid BBEE certificate
		2	10	5	
		3	8	4	
		4	6	3	
		5 to non-compliant	0	0	

**5. BID DECLARATION**

5.1 Bidders who claim points in respect of B-BBEE Contribution must complete the following:

**6. SPECIFIC GOALS CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4**

6.1 B-BBEE Status Level of Contributor: = ..... (maximum of 10 or 20 points)  
(Points claimed in respect of paragraph 6.1 must be in accordance with the table reflected in paragraph 4 and must be substantiated by relevant proof)

**7. SUB-CONTRACTING**

7.1 Will any portion of the contract be sub-contracted?

**(Tick applicable box)**

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted? .....
- ii) The name of the sub-contractor .....

iii) The B-BBEE status level of the sub-contractor .....

iv) Whether the sub-contractor is an EME or QSE

**(Tick applicable box)**

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise.

Designated Group: An EME or QSE which is at last 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
<b>OR</b>		
Any EME		
Any QSE		

**8. DECLARATION WITH REGARD TO COMPANY/FIRM**

8.1 Name of company/firm: .....

8.2 VAT registration number: .....

8.3 Company registration number: .....

8.4 TYPE OF COMPANY/ FIRM

**(Tick applicable box)**

- Partnership/ Joint Venture/ Consortium
- One person business/ sole propriety
- Close corporation
- Company
- (Pty) Limited



8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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

8.6 COMPANY CLASSIFICATION

**(Tick applicable box)**

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

8.7 Total number of years the company/firm has been in business: .....

8.8 I/ we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I/ we 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If points for specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - (a) disqualify the person from the bidding 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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

**SAHPRA/2023/RFB 003 SOURCING OF A  
SERVICE PROVIDER TO PROVIDE  
TECHNOLOGY CONSULTING FOR A PERIOD  
OF SIXTY (60) MONTHS**

Bid No: .....

SAHPRA Bid Document

Section B 3: Preference Points Claim Form to the Preferential Procurement Regulations 2011

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<p>WITNESSES</p> <p>1. ....</p> <p>2. ....</p>	<p>..... SIGNATURE(S) OF BIDDERS(S)</p> <p>DATE: .....</p> <p>ADDRESS: .....</p> <p>.....</p> <p>.....</p>
------------------------------------------------	----------------------------------------------------------------------------------------------------------------

**SAHPRA/2023/RFB 003 SOURCING OF A SERVICE  
PROVIDER TO PROVIDE TECHNOLOGY CONSULTING  
FOR A PERIOD OF SIXTY (60) MONTHS**

Bid No:

SAHPRA Bid Document

Section B 4: Invitation to Bid

**INVITATION TO BID  
Return as Part 5**

<b>YOU ARE HEREBY INVITED TO QUOTE FOR REQUIREMENT OF SAHPRA</b>					
BID NUMBER:	SAHPRA/2023/ RFB 003	CLOSING DATE:	Tuesday, 08 August 2023	CLOSING TIME:	11:00 am
DESCRIPTION	<b>SOURCING OF A SERVICE PROVIDER TO PROVIDE TECHNOLOGY CONSULTING FOR A PERIOD OF SIXTY (60) MONTHS</b>				
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	Malose Teffo		CONTACT PERSON	Malose Teffo	
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	malose.teffo@sahpra.org.za		E-MAIL ADDRESS	malose.teffo@sahpra.org.za	
<b>SUPPLIER INFORMATION</b>					
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	
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
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]	
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS</b>					

**INVITATION TO BID**  
**Return as Part 5**

**SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.**  
**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, 2022, 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: .....

**SAHPRA/2023/RFB 003 SOURCING OF A SERVICE  
PROVIDER TO PROVIDE TECHNOLOGY CONSULTING  
FOR A PERIOD OF SIXTY (60) MONTHS**

Bid No:

Section B 5: Pricing schedule

**PRICING SCHEDULE (SBD 3.3)**

Services

**Return as Part 6**

**NAME OF BIDDER:** .....

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID

The pricing schedule as indicated below must be completed in the format provided. No alterations to this pricing schedule will be allowed and the bids of bidders who do so will be regarded as non-responsive and will not be evaluated.

**NB: The total costs of the project will be compiled once the appointed bidder has assessed the likely extent of the work.**

Bidders may insert any additional items they deem necessary.

Bidders may attach separate spreadsheets with their calculations, but all costs must eventually be consolidated and summarised into the format required.

Item No.	Deliverables	Total Price ZAR (Excl. VAT)
1.	Development and implementation of Engagement Portal as per requirement Section 2.3.1	
2.	Implementation of Data Warehousing, Management and Reporting as per requirement Section 2.3.2	
3.		

**SAHPRA/2023/RFB 003 SOURCING OF A SERVICE  
PROVIDER TO PROVIDE TECHNOLOGY CONSULTING  
FOR A PERIOD OF SIXTY (60) MONTHS**

Bid No: .....

Section B 5: Pricing schedule

	Development and implementation of Section 21 & S36 Request (Donations, and some Authorisations as per requirements on Section 2.3.4)	
4.	Product Support for a period of 5 years as per Section 2.2.4	
5.	Additional ad hoc development hours for Senior Developer (576 Hours)	
6.	Additional ad hoc development hours for Junior Developer (864 hours)	
	<b>SUB-TOTAL</b>	
	<b>VAT</b>	
	<b>TOTAL COST</b>	

**For Budgeting purpose only:**

Column A	Column B	Column C	Column D	Column E
Resource Type (Bidder to insert resource description below e.g. System Software Developer, Project Developer, Database Designer etc.)	Quantity	Hourly Rate (Inclusive of all overheads and profit)	VAT	Total Amount (Including VAT) (Quantity X Hourly Rate) (Inclusive of all overheads and profit)
		R	R	R
		R	R	R
		R	R	R
		R	R	R

**SAHPRA/2023/RFB 003 SOURCING OF A SERVICE  
PROVIDER TO PROVIDE TECHNOLOGY CONSULTING  
FOR A PERIOD OF SIXTY (60) MONTHS**

Bid No: .....

Section B 5: Pricing schedule

		R	R	R
		R	R	R
		R	R	R
		R	R	R
		R	R	R
		R	R	R
		R	R	R
		R	R	R
		R	R	R
		R	R	R
		R	R	R
		R	R	R
		R	R	R
		R	R	R
		R	R	R
<b>Total</b>		R	R	R

.....  
 Bidder Representative Signature

Title: .....

Name: .....

Date: .....