

BID TITLE	APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP, HOST, SUPPORT, AND MAINTAIN INTRANET FOR A PERIOD OF THREE (3) YEARS		
BID NUMBER	FAIS2025/26 - T002		
DATE ISSUED	20 June 2025		
CLOSING DATE	21 July 2025		
BID ENQUIRIES	All bid inquiries must be submitted by 04 July 2025.		
CLOSING TIME	11h00 (South African Standard Time, obtained from Telkom SA SOC Limited by dialling 1026)		
PHYSICAL ADDRESS	Menlyn Central Office Building, 11th Floor, 125 Dallas Avenue, Waterkloof Glen, Pretoria, 0010		
POSTAL ADDRESS	P O Box 41, Menlyn Park, 0063		
WEBSITE	www.faisombud.co.za		
TO BE COMPLETED BY THE BIDDER			
BIDDER'S NAME			
TELEPHONE NUMBER			
EMAIL ADDRESS			
NAME OF BIDDER REPRESENTATIVE			
SUPPLIER NUMBER AS PER CENTRAL SUPPLIER DATABASE (CSD) REPORT: MAAA			
POSITION OCCUPIED IN THE COMPANY			
COMPANY REGISTRATION NUMBER			
ENQUIRIES RELATING TO THE TENDER	tenders@faisombud.co.za		

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A. INTRODUCTION TO TENDER

1. Introduction

- 1.1 The Office of the Ombud for Financial Services Providers (FAIS Ombud) was established by the Financial Advisory and Intermediary Services Act 37 of 2002. The FAIS Ombud's role is to resolve disputes between financial services providers and their clients in a procedurally fair, informal, economical, and expeditious manner, as well as by reference to what is equitable in all circumstances.
- 1.2 The mission of the FAIS Ombud is to promote consumer protection and contribute to the integrity of the financial services industry by resolving complaints in a manner that is impartial, expeditious, economical, accessible, and, at all times, equitable. Visit the FAIS Ombud website, www.faisombud.co.za, for further information about the FAIS Ombud.
- 1.3 The FAIS Ombud office is located in the East of Pretoria in Gauteng at Menlyn Central Office Building, 11th floor, 125 Dallas Avenue, Waterkloof Glen, Pretoria 0010
- 1.4 This tender is subject to the Preferential Procurement Policy Framework Act No. 5 of 2000 and the Preferential Procurement Regulations, 2022, the General Conditions of Contract (GCC) (**attached as Annexure A**) and, if applicable, any other special conditions of contract. Where, however, the special conditions of the contract are in conflict with the general conditions of the contract, the special conditions of the contract prevail.
- 1.5 All information, including personal information, collected during this process will be treated as confidential and processed in accordance with the FAIS Ombud Protection of Personal Information Policy.

2. Briefing session

- 2.1 There will be no briefing session

3. Bid enquiries and questions

- 3.1 All questions relating to the contents of the tender (conditions, rules, terms of reference etc.) must be forwarded in writing via email to tenders@faisombud.co.za by not later than **04 July 2025**. Questions received after this date will not be entertained.
- 3.2 All questions must reference specific paragraph numbers, where applicable.
- 3.3 All enquiries (received on or before the closing date for enquiries) will be consolidated and will be published as one response document on the FAIS Ombud website (www.faisombud.co.za) within three working days.

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- 3.4 No requests for information shall be made to any other person or place and in particular not to the existing provider of this service.

4. Tender submission

- 4.1 Bid documents should be placed in the tender box or couriered to the physical address. Bids submitted by e-mail, telegram, telex facsimile, electronic or similar means shall not be considered.
- 4.2 Completed documents with supporting annexures shall be packaged, sealed, clearly marked, and submitted strictly as follows:

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- 4.3 The FAIS Ombud requires two printed copies (one original and one copy) and one electronic copy on a flash drive/memory stick in PDF format, all bound in a sealed envelope marked as stated in paragraph 4.2.
- 4.4 Bids must be properly packaged and deposited on or before the closing date and before the closing time in the tender box situated at the reception area of the FAIS Ombud. The physical address of the FAIS Ombud is as follows:
- Menlyn Central Office Building, 11th Floor
125 Dallas Avenue,
Waterkloof Glen,
Pretoria
0010
- 4.5 Bid documents will only be considered if received by the FAIS Ombud on/or before the closing date and time, regardless of the method used to send or deliver such documents to the FAIS Ombud.
- 4.6 **Late submissions will not be accepted.**
- 4.7 Bidders must initial each page of the bid document in the bottom right-hand corner.

5. Pricing schedule

- 5.1 Only fixed prices will be accepted.
- 5.2 The pricing schedule must be submitted as part of the bid proposal.

B. DEFINITIONS

6. Definitions

6.1 Unless inconsistent with or expressly indicated otherwise by the context.

6.1.1 **FAIS Ombud** shall mean the Office of the Ombud for Financial Services Providers.

6.1.2 **Contractor** shall mean the tenderer whose tender has been accepted by the FAIS Ombud and shall include the tenderer's personal representatives, also referred to as the successful bidder.

6.1.3 **Contract** shall include the General Conditions of Contract and Special Conditions of Contract, the specifications, including any schedules attached to the specifications, and any agreement entered into in terms of these Special Conditions of Contract.

6.1.4 **Service** shall mean the development, hosting, support, and maintenance of the intranet for a period of three years

6.1.5 **Person** includes any company incorporated or registered as such under any law, any body of persons corporate or unincorporated, and any trust. Person, firm, or company shall include an authorized employee or agent of such person.

6.2 Except where the context indicates otherwise, in this document, the singular includes the plural, and with reference to gender, the one includes the other.

C. TENDER RULES

7. Capabilities and experience of bidders

- 7.1 Bidders are required to provide all information as necessary to demonstrate their capabilities and experience with regard to the requested services.

8. Form of tender

- 8.1 The bid shall be signed and witnessed on the form of bid incorporated herein. The schedule of services shall be fully priced in South African Rand to show the total amount of the bid and shall be signed. The certificates, schedules, and forms contained in this document shall be completed and signed by the bidder in blue or black ink.
- 8.2 Where the space provided in the bound document is insufficient, separate schedules may be drawn up in accordance with the prescribed formats. These schedules shall be bound with a suitable contents page and submitted with the tender documents.

9. Signing of bid

- 9.1 The bid must be signed by a person who is duly authorised to do so.

10. Bid all inclusive

- 10.1 The bidder must provide an all-inclusive fee statement in the bid.

11. Alterations to bid documents

- 11.1 No unauthorised alteration or addition shall be made to the form of bid, to the schedule of quantities of services to be rendered or to any other part of the bid documents. If any such alteration or addition is made or if the schedule of quantities of services to be rendered, or other schedules or certificates are not properly completed, such submission may be disqualified.

12. Qualifications on tender

- 12.1 Bids submitted in accordance with this bid document shall be without any qualifications.

13. FAIS Ombud rights

- 13.1 The FAIS Ombud is entitled to amend any bid conditions, bid validity period, tender specifications, or extend the bid's closing date, all before the bid closing date. All bidders, to whom the bid documents have been issued and for whom the FAIS Ombud has a record, may be advised in writing of such amendments in good time and any such changes will also be posted on the FAIS Ombud's website under the relevant tender information. All prospective bidders should, therefore, ensure that they visit the website regularly and before they submit their bid response to ensure that they are kept updated on any amendments in this regard.
- 13.2 The FAIS Ombud reserves the right not to accept the lowest priced bid or any bid in part or in whole.
- 13.3 The FAIS Ombud reserves the right to award this bid as a whole or in part.
- 13.4 The FAIS Ombud reserves the right to conduct site visits at the bidder's corporate offices and/or at client sites if so required.
- 13.5 The FAIS Ombud reserves the right to award this tender to the bidder who scored the highest points, subject to price negotiation if the price offered is not considered to be market-related
- 13.6 The FAIS Ombud reserves the right to request all relevant information, agreements and other documents to verify the information supplied in the bid response. The bidder hereby gives consent to the FAIS Ombud to conduct background checks on the bidding entity and any of its directors/trustees/shareholders/members.

14. Undertaking by bidder

- 14.1 By submitting a bid in response to this tender, the bidder will be taken to have offered to render all or any of the services described in the bid response submitted by it to the FAIS Ombud on the terms and conditions and in accordance with the specifications stipulated in this bid document.
- 14.2 The bidder shall prepare for a possible presentation should the FAIS Ombud require such and the bidder shall be notified thereof in good time before the actual presentation date. Such a presentation may include a practical demonstration of products or services as called for in this bid.
- 14.3 The bidder agrees that their bid offer shall remain binding and open acceptance by the FAIS Ombud for the duration of the bid validity period indicated in this document and calculated from the bid closing date. Its acceptance shall be subject to the terms and conditions outlined in this bid document.

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- 14.4 The bidder furthermore confirms that they have satisfied themselves as to the correctness and validity of their bid response; that the price(s) and rate(s) quoted cover all the work/item(s) specified in the bid response documents; and that the price(s) and rate(s) cover all their obligations under a resulting contract for the services contemplated in this bid; and that they accept that any mistakes regarding price(s) and calculations will be at their risk.
- 14.5 The successful bidder accepts full responsibility for the proper execution and fulfillment of all obligations and conditions devolving on them under the supply agreement and Service Level Agreement (SLA) to be concluded with the FAIS Ombud, as the principal(s) liable for the due fulfillment of such contract.
- 14.6 The bidder accepts that all costs incurred in preparing, presenting, and demonstrating the solution offered by it shall be for the bidder's account. All supporting documentation and manuals submitted with this bid will become FAIS Ombud property unless otherwise stated by the bidder/s at the time of submission.

15. Central supplier database

- 15.1 The FAIS Ombud will not award any bid to a supplier who is not registered as a prospective supplier on the Central Supplier Database (CSD) as required in terms of National Treasury Circular No. 3 of 2015/2016 and National Treasury SCM Instruction Note 4A of 2016/2017.
- 15.2 The supplier is responsible for continuously updating their information, including personal information, on the CSD to ensure that it is complete, accurate, and not misleading.

16. Supplier performance management

- 16.1 Supplier Performance Management is viewed by the FAIS Ombud as a critical component in ensuring value for money acquisition and good supplier relations between the FAIS Ombud and its suppliers.
- 16.2 Upon receipt of written notification of an award, the successful bidder shall be required to conclude a Service Level Agreement (SLA) with the FAIS Ombud (where applicable), which will form an integral part of the supply agreement. The SLA will serve as a tool to measure, monitor, and assess the supplier's performance and ensure effective service delivery, quality, and value-add to the FAIS Ombud's business.
- 16.3 The successful bidder will be required to comply with the above conditions and also provide a scorecard on how their product/service offering is being measured to achieve the objectives of this condition.

17. Cancellation of contract

17.1 If the FAIS Ombud is satisfied that any person (including an employee, partner, director or shareholder of the tenderer or a person acting on behalf of or with the knowledge of the tenderer), firm or company:

17.1.1 is executing a contract with the FAIS Ombud unsatisfactorily;

17.1.2 has in any manner been involved in a corrupt act or provided a gift or remuneration in relation to any officer or employee of the FAIS Ombud in connection with obtaining or executing a contract,

17.1.3 has acted in bad faith, in a fraudulent manner, or committed an offence in obtaining or executing a contract,

17.1.4 has in any manner influenced or attempted to influence the awarding of a FAIS Ombud's bid,

17.1.5 has, when advised that his bid has been accepted, given notice of his inability to execute or sign the contract or to furnish any security required,

17.1.6 has engaged in any anti-competitive behaviour, including having entered into any agreement or arrangement, whether legally binding or not, with any other person, firm, or company to refrain from tendering for this contract, or relating to the bid price to be submitted by either party,

17.1.7 has disclosed to any other person any information relating to this bid, except where disclosure, in confidence, was necessary to obtain quotations required for the preparation of the bid,

FAIS Ombud may, in addition to any other legal recourse that it may have, cancel the contract between the FAIS Ombud and such a person and/or resolve that no bid from such a person will be favourably considered for a specified period.

17.2 Any restriction imposed upon any person shall apply to any other person with whom such a person is actively associated.

18. Applicable laws

18.1 The laws of the Republic of South Africa shall be applicable to each contract created by the acceptance of a bid, and each bidder shall indicate an address in the Republic and specify it in the tender as his domicilium citandi et executandi where any legal process may be served on him.

18.2 Each bidder shall accept the jurisdiction of the courts of the Republic of South Africa.

19. Reasons for disqualification of the bid

19.1 The FAIS Ombud reserves the right to disqualify any bidder who does any one or more of the following, and such disqualification may take place without prior notice to the offending bidder. However, the bidder will be notified in writing of such disqualification:

19.1.1 bidders who submit incomplete information and documentation as specified in the requirements of this tender document;

19.1.2 bidders who submit information that is fraudulent, factually untrue or inaccurate.

19.1.3 bidders who receive information not available to other potential bidders through any means;

19.1.4 bidders who do not comply with mandatory requirements, if stipulated in the tender document;

20. Delegation of authority

20.1 The FAIS Ombud may delegate any power vested in it by virtue of these rules to an officer or employee of the FAIS Ombud.

21. Bid rules are binding

21.1 The bid rules, as well as the instructions given in the official tender notice, shall be binding on all bidders submitting bid applications for the service or services set out in the bid document.

22. Language of contract

22.1 The bid documents are drafted in English, and any contract that originates from the acceptance of the bid will be interpreted and construed in English.

D. TERMS OF REFERENCE

23. Objective

- 23.1 To obtain proposals for the development and hosting of the FAIS Ombud Intranet, including support and maintenance services, as and when required, for a period of three (3) years.
- 23.2 To ensure uniformity in the responses received from each prospective service provider.
- 23.3 To provide a structured framework for the evaluation of proposals.

24. Scope of work

- 24.1 The FAIS Ombud invites service providers to submit quotations for the development and hosting of the FAIS Ombud Intranet, including support and maintenance services, as and when required, for a period of three years. The service provider must train relevant staff members on its usage as outlined in paragraph 24.6 below.
- 24.2 The service providers are required to provide quotations for cloud hosting (SharePoint) and on-premise solutions. Service providers are also requested to provide ICT hardware requirements **(but not cost the ICT hardware requirements, as the FAIS Ombud will purchase)**.
- 24.3 The service provider must fulfil the following deliverables:
 - 24.3.1 Requirements Documentation
 - 24.3.2 User Interface (UI) Design
 - 24.3.3 Configuration document and architecture
 - 24.3.4 User Authentication and Authorization
 - 24.3.5 Integration with existing systems such as SAGE
 - 24.3.6 User Manual
 - 24.3.7 Launch Plan
 - 24.3.8 Completion Report

24.4 Technical Specifications

24.4.1 The successful bidder will be required to create a VPN-based platform, ensuring the completion of the following tasks within the specified timeline (listed below with priority):

24.4.1.1 Interactive and appealing web-like design: Web designs are subjective; hence, the hired service provider is expected to showcase their best elements in delivering a best-suited intranet design option

24.4.1.2 Secured & Authenticated Web Access: The intranet should be secured through an SSL Certificate. Access to the intranet must be authenticated, allowing FAIS Ombud users in different locations on the network to access it with ease.

24.4.1.3 Document Management System (DMS): Document upload (in any file format) with descriptions, including details such as who uploaded it, date of upload, file format, etc. Creation of new relevant pages (if required), mouse-over description on file names (compatible with major OS and browsers). Images uploaded should include mandatory keywords/tags for internal search indexing.

24.5 IT Acceptance Criteria

24.5.1 The service provider is expected to fulfil the following ICT acceptance criteria:

24.5.1.1 All web design, development, and deployment will be done by the service provider in consultation with the FAIS Ombud ICT teams. The deployment includes all activities but is not limited to setting up the environment, installation, and configuration of the software to be done by the service provider on the FAIS Ombud approved/provided server (including configuring SSL).

24.5.1.2 The bidder will provide configuration documentation and an installation guide/Standard Operating Procedures (SOP) that should clearly state how to manage the intranet, details of the database, environment, configuration, and all relevant technical details for ease of management.

24.5.2 The bidder will be deemed to have delivered when:

24.5.2.1 The application source code is given by the service provider to the FAIS Ombud teams as advised by the team.

24.5.2.2 The application is installed, and all requirements and conditions are met as stated in the ICT acceptance criteria and the terms of reference (ToR).

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- 24.5.2.3 The application with all its features listed as per this TOR is up and running and available.
- 24.5.2.4 The end-user training is complete, and all the users of the application can operate the system.
- 24.5.3 The Intranet design must follow an iterative development process with the involvement of the FAIS Ombud team, and changes must be accommodated as the intranet concept and design evolve. The bidder should provide alternate homepage and sub-page design mocks for final approval by the FAIS Ombud team.
- 24.5.4 The assignment will be deemed complete on:
- 24.5.4.1 Training of the FAIS Ombud team on the content management system (CMS) and maintenance of the Intranet.
- 24.5.4.2 Installation of the final application that fulfills the ICT acceptance criteria.
- 24.5.4.3 Complete handover of installation to the FAIS Ombud team.
- 24.5.4.4 Shared all user rights and administration to Fais Ombud.
- 24.5.4.5 All required documentation has been submitted, approved, and signed, along with the complete Source Code (software and credentials). The application has been functioning successfully for 60 days (2 months warranty), with no functionality or data issues reported.
- 24.5.4.6 The bidder must submit the Sample Intranet Design, and Software Requirement Specification (SRS) before the final programming stage.
- 24.5.4.7 The bidder should follow the Agile Method of the development of the Intranet.
- 24.6 The appointed bidder must provide a once-off training for the following users.

Table 1

DESCRIPTION	QUANTITY
ICT personnel	2
Marketing & Communication Practitioner	2
Total	4

24.7 Functional Specifications

24.7.1 The intranet should include the following key features and functional requirements listed in the table below.

Table 2

NO	FUNCTION AND FEATURE	DESCRIPTION
1.	Employee Directory	1.1 Create a searchable directory featuring profiles of all employees, including contact information, department details, and roles. This will facilitate easy communication and collaboration within the organization.
2.	Organogram	2.1 Display a visual representation of the organizational structure, showcasing all staff members and their respective positions. This helps employees understand the hierarchy and promotes transparency within the organization.
3.	Announcements and News	3.1 Establish a centralized platform for company-wide announcements and news updates. 3.2 Feature important events, milestones, achievements, job vacancies, birthdays, and other relevant information to keep employees informed and engaged. 3.3 We should also be able to generate short articles that will be placed on the intranet.
4.	Departments	4.1 Create dedicated sections for each department, providing a space for policies, forms, templates, and other essential documents. This ensures that employees can easily access department-specific information.
5.	Calendar of Events	5.1 Maintain a comprehensive calendar displaying all organizational events, trainings, staff meetings, and other important dates. This helps employees plan and stay organized.
6.	Employee Recognition	6.1 Develop a platform for recognizing and celebrating employee achievements, including Long Service Awards and non-monetary incentives. This fosters a positive and appreciative work culture.
7.	Feedback and Surveys	7.1 Implement an anonymous suggestion box or feedback forms to encourage open communication. Conduct surveys to gather opinions and suggestions from employees, promoting continuous improvement. Survey & Poll: The Intranet should be able to conduct a survey of around 10 to 20 questions.
8.	IT Support	8.1 Integrate a helpdesk portal for IT support requests, embedded on the website for easy access.
9.	Human Resources	9.1 Will be linked to SAGE
10.	Health and Wellness	10.1 Offer resources related to employee well-being and health, emphasizing the company's commitment to the holistic welfare of its workforce.

NO	FUNCTION AND FEATURE	DESCRIPTION
11.	Gallery	11.1 Images of staff events taking place both in the office and outside to keep everyone up to date 11.2 Generate auto thumbnails for quick views in the photo gallery. 11.3 Visible features such as caption, date uploaded, copyright info for video and audio. 11.4 Download options for the size (large, medium, or small) of photographs as an option for users. 11.5 Create folders and sub-folders with appropriate privileges/rights. 11.6 Share/send via email link and photograph (optional). 11.7 Provide star ratings & comments on photographs & videos. 11.8 Allow video uploads on other websites, with a streaming option on the intranet.
12.	The SOP (Standard Operating Procedure)/ Guideline tab	12.1 This section will house comprehensive documentation outlining standardized procedures, protocols, or guidelines to be followed within an organization. This tab serves as a centralized repository for important instructions, processes, and best practices, providing employees with easy access to essential information relevant to their roles, such as: 12.1.1 Policies 12.1.2 Forms 12.1.3 Templates 12.1.4 Strategic Outcomes and Outputs 12.1.5 Organizational pledge 12.1.6 The FAIS Ombud will require 2TB of storage
13.	User management	13.1 New user login/registration page 13.2 Users should be authorized by login and password. The password should be encrypted and stored in a database. 13.2.1 "Admin" - should have all the access. 13.2.2 "Content editors" - members who will be able to update the content in the system. 13.2.3 "Ordinary users" - members who will consume the information in the system. They will mostly have read-only access.
14.	Search functionality	14.1 Data search functionality enabling users to find specific information or content quickly and efficiently within the site. Basic and Advanced Search, Member Profile with their snapshot
15.	Backend administration	15.1 Easy Administration.

NO	FUNCTION AND FEATURE	DESCRIPTION
16.	Content uploading of the new content	16.1 Determine the Menu Structure of the Content 16.2 Obtain an inventory of content like Images, videos, PDFs, Office Docs, and articles. 16.3 Upload the resources to the new CMS.
17.	Menu bar	17.1 The menu bar should contain six to seven menus that will house various sub-menus to accommodate the above information.
18.	Analytics	18.1 Intranet Usage Analysis Monthly Report. 18.1.1 Who accessed it 18.1.2 What document is uploaded? 18.1.3 Frequency of intranet use. 18.1.4 Pages accessed in the given period (With other standard Usage Analysis features) 18.2 Archive: Customized and automated archival of documents, articles, data, video, discussions, polls, surveys, etc.
19.	Alerts	19.1 Email alerts for members – It can be birthdays, events and etc.

25. Contract conditions

25.1 The service provider shall be required to furnish the FAIS Ombud with the following:

25.1.1 Project timelines:

25.1.1.1 The service provider must ensure that the intranet is developed within **eight (8) months** from the estimated appointment date of 12 September 2025.

25.1.1.2 The service provider must furnish a detailed timesheet outlining the individuals involved and specifying the time of task completion.

25.1.2 Training plan:

25.1.2.1 The bidder must submit a training plan detailing training methodology and approach, including user training manuals and guides, and ensure that the transfer of knowledge to the FAIS Ombud users occurs.

25.1.3 Project Plan:

25.1.3.1 The bidder must provide a detailed project plan that includes the following:

- (a) The duration and milestones of the total project Solution delivery.
- (b) Weekly project status/project progress meetings.

25.1.4 Warranty

25.1.4.1 The service provider is expected to provide a two (2) month warranty/handholding support after Intranet development and deployment before the start of the one-year annual maintenance costing (AMC).

25.1.5 Support and Maintenance

25.1.5.1 The service provider is required to provide support and maintenance of the intranet to the FAIS Ombud as and when required for a period of three years. While remote support can be utilized, onsite support must be provided in cases where requests cannot be resolved remotely. The bidder will invoice the FAIS Ombud based on the actual hours of support provided, using a rate per hour as per the quotation.

26. Pricing Schedule

26.1 A quotation must align with the table below.

HOSTED PROPOSAL

DESCRIPTION				TOTAL COST (INCLUDING VAT)
Deployment Costs				
Software cost (Year one)				
Professional service (System implementation, data migration, etc.)				
Training costs				
Other costs				
Post-Deployment Costs	YEAR 1	YEAR 2	YEAR 3	
Support and maintenance (hourly rates inclusive of VAT)				

CLOUD PROPOSAL

DESCRIPTION				TOTAL COST (INCLUDING VAT)
Deployment Costs				
Software cost (Year one)				
Professional service (system implementation)				
Training costs				
Other costs				
Post-Deployment Costs	YEAR 1	YEAR 2	YEAR 3	
Support and maintenance (hourly rates inclusive of VAT)				
Cloud hosting cost				

26.2 Only fixed prices will be accepted

27. Bid evaluation

27.1 The proposals will be evaluated as follows.

27.1.1 Evaluation Stage One: Compliance

Compliance with the administrative requirements stated in the Standard Bidding Documents (SBD) and the mandatory requirements as listed in paragraph 32. In this evaluation stage, all bidders who fail to provide the required information and documentation will be disqualified from further evaluation.

27.1.2 Evaluation Stage Two: Functional evaluation (Desktop evaluation)

In this evaluation stage, bidders are expected to obtain a minimum of 76 out of 100 points to proceed to the next evaluation stage. Failure to obtain the prescribed minimum points will automatically disqualify the bid offer from proceeding to the next evaluation stage.

27.1.3 Evaluation Stage Three: Preference Point System

The 80/20 preference point system shall be applicable to this stage, where 80 points represent the maximum obtainable points for the lowest acceptable price, and 20 points represent the specific goals in accordance with the table as listed in the bid documentation.

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28. Functional evaluation (Desktop)

28.1 The bid/proposal will undergo an evaluation process based on functionality and will be assessed using the following rating system:

Values: 0=Poor 1=Below average, 2=Average, 3=Good, 4=Very Good, 5=Excellent

Table 3

EVALUATION CRITERIA	DESCRIPTION	DETAILED DESCRIPTION	RATING	WEIGHT
1. Experience of team members	<p>1.1 The bidder must submit a maximum of four (4) Curriculum Vitae (CVs) of the project team members outlining their experience and expertise to effectively develop, host, support, and maintain the intranet</p> <p>Each project team member must have at least three (3) years of experience in developing, hosting, supporting, and maintaining the intranet, which should be clearly evident in their CVs.</p>	1.1.1. The CV has either not been submitted or the submitted CV demonstrates less than three (3) years of experience in developing, hosting, supporting and maintaining the intranet	0	25
		1.1.2. The bidder submitted one (01) CV demonstrating three (3) years of experience in developing, hosting, supporting, and maintaining the intranet.	2	
		1.1.3. The bidder submitted two (2) CVs demonstrating three (3) years of experience in developing, hosting, supporting, and maintaining the intranet.	3	
		1.1.4. The bidder submitted three (3) CVs demonstrating three (3) years of experience in developing, hosting, supporting and maintaining the intranet.	4	
		1.1.5. The bidder submitted four (4) CVs demonstrating three (3) years of experience in developing, hosting, supporting and maintaining the intranet.	5	
2. Project Plan	<p>2.1 The bidder must submit a project plan containing details of the proposed approach. The plan should include all of the following aspects:</p> <p>(i) The project plan must outline clear targets and timelines, including milestone breakdowns, to be completed within eight (8) months from the estimated appointment date of 12 September 2025.</p> <p>(ii) Support and Maintenance plan</p>	2.1.1. No project plan submitted, or the submitted plan does not include all the aspects listed in paragraphs 2.1 (i) to (iii)	0	40
		2.1.2. A project plan has been submitted, including all the aspects listed in paragraphs 2.1 (i) to (iii)	5	

	<p>(iii) Training plan clearly outlining how the skills transfer will be transferred to the FAIS Ombud employees.</p> <p>For a detailed project plan, refer to paragraph 25.1 above.</p>			
3. Experience of bidders	<p>3.1 The bidder must submit a maximum of four (4) reference letters (on a client letterhead) from clients where they have successfully developed, hosted, and provided support and maintenance of the intranet within the last three (3) years from the closing date of the bid.</p> <p>The bidder must complete Appendix A (Reference List on page 26) with information pertaining to the submitted reference letters.</p>	3.1.1 The bidder did not submit the reference letters on client letterhead, or the submitted reference letter/s do not demonstrate that the bidder developed, hosted, and provided support and maintenance of the intranet within the last three (3) years from the closing date of the bid.	0	35
		3.1.2 The bidder submitted one (1) reference letter on a client letterhead from contactable clients where they have developed, hosted, and provided support and maintenance of the intranet within the last three (3) years from the closing date of the bid.	2	
		3.1.3 The bidder submitted two (2) reference letters on a client letterhead from contactable clients where they have developed, hosted, and provided support and maintenance of the intranet within the last three (3) years from the closing date of the bid.	3	
		3.1.4 The bidder submitted three (3) reference letters on a client letterhead from contactable clients where they have developed, hosted, and provided support and maintenance of the intranet within the last three (3) years from the closing date of the bid.	4	
		3.1.5 The bidder submitted four (4) reference letters on a client letterhead from contactable clients where they have developed, hosted, and provided support and maintenance of the intranet within the last three (3) years from the closing date of the bid.	5	

TOTAL

100

29. Preference point system

29.1 General conditions

- 29.1.1 The applicable preference point system for this tender is the 80/20 preference point system.
- 29.1.2 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for Price and Specific Goals.

29.2 The maximum points for this tender are allocated as follows:

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

- 29.3 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 29.4 The organ of state reserves the right to require a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

29.5 Formulae for procurement of goods and services

Points awarded for price

29.5.1 The 80/20 Preference Point Systems

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

80/20

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

Where

Ps = Points scored for the price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

29.6 Points awarded for specific goals

29.6.1 The applicable preference points for this tender is 80/20. While 80 will be allocated for price and 20 for specific goals indicated in table 5 below.

Table 4

SPECIFIC GOALS ALLOCATED POINTS	80/20 PREFERENCE POINTS ALLOCATED	PROOF OF CLAIM FOR A SPECIFIC GOAL	
≥ 51% black owned	10	BEE Certificate/Sworn Affidavit/Latest CSD report	
≥ 31 % black women-owned	6	BEE Certificate/Sworn Affidavit/Latest CSD report	
QSE or EME	4	BEE Certificate/Sworn Affidavit/Latest CSD report	
Total	20		

30. Additional information required

30.1 The following compulsory additional information is required. Failure to complete and supply any of these documents will lead to the disqualification of this bid.

Table 5

ELIGIBILITY/MANDATORY REQUIREMENT	COMPLY	NOT COMPLY
(i) Proof of registration on the National Treasury Central Supplier Database with a compliant tax status		
(ii) Submission of completed SBD 1		
(iii) Submission of completed SBD 3.1		
(iv) Submission of completed SBD 4		
(v) Submission of completed SBD 6.1		
(vi) Submission of quotation		

31. Timeline of the bid process

31.1 The period of validity of the tender and the withdrawal of offers, after the closing date and time, is **90 days, expiring on 18 October 2025**. The project timeframes of this bid are set out below:

STAGE	DESCRIPTION OF STAGE	ESTIMATED COMPLETION DATE (OR WORK WEEK ENDING)
1.	Advertisement of bid on the Government e-tender portal /print media / Tender Bulletin	20 June 2025
2.	Deadlines for the submission of questions relating to the bid by the bidders	04 July 2025
3.	Bid closing date	21 July 2025
4.	Compliance: Bid Evaluation Committee	24 July 2025
5.	Functional Evaluation: (Desktop)	29 July 2025
6.	Preference Point System: Evaluation	18 August 2025
7.	Bid Award: Bid Adjudication Committee	25 August 2025
8.	Notification of the outcome to the bidders	29 August 2025

31.2 All dates and times in this bid are South African Standard Time.

31.3 Any time or date in this bid is subject to change at the FAIS Ombud's discretion. The establishment of a time or date in this bid does not create an obligation on the part of the FAIS Ombud to take any action or create any right in any way for any bidder to demand that any action be taken on the date established. The bidder accepts that, if the FAIS Ombud extends the deadline for bid submission (the Closing Date) for any reason, the requirements of this bid otherwise apply equally to the extended deadline.

A. APPENDIX A: REFERENCE LIST

The FAIS Ombud reserves the right to request all relevant information, agreements, and additional documentation to verify information supplied by the service provider in the Reference List (Appendix A). Any service provider found to have submitted fraudulent, factually incorrect, or misleading information may be disqualified at the discretion of the FAIS Ombud

NO.	NAME OF ORGANIZATION	CONTACT PERSON	CONTACT NUMBER	EMAIL ADDRESS	PROJECT DESCRIPTION	PROJECT IMPLEMENTATION DATE	PROJECT DURATION
1.							
2.							
3.							
4.							
5.							

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B. STANDARD BIDDING DOCUMENTS

Standard Bidding Document (SBD 1)

PART A

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	FAIS2025/26-T002	CLOSING DATE: 21 JULY 2025		CLOSING TIME:	11h00
DESCRIPTION					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON			CONTACT PERSON		
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS			E-MAIL ADDRESS		
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
2.1..1 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		2.1..2 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
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?

☐ 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

2.1 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, 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).**

2.2 TAX COMPLIANCE REQUIREMENTS

- 1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 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.
- 3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 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:

.....

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Standard Bidding Document (SBD 3.1)

PRICING SCHEDULE

(Professional Services)

NAME OF BIDDER:.....BID NO.:
CLOSING TIME 11:00 CLOSING DATE.....

OFFER TO BE VALID FORDAYS FROM THE CLOSING DATE OF BID.

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

- The accompanying information must be used for the formulation of proposals.
- 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.....

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

- PERSON AND POSITION

HOURLY RATE DAILY RATE

-----	R-----	-----
-----	R-----	-----
-----	R-----	-----
-----	R-----	-----
-----	R-----	-----

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

- 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

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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, eg. 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 –

(INSERT NAME AND ADDRESS OF DEPARTMENT/ENTITY)

Tel:

Or for technical information –

(INSERT NAME OF CONTACT PERSON)

Tel

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Standard Bidding Document (SBD4)

BIDDER'S DISCLOSURE

- 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, the bidder is required to make this declaration in respect of the details required hereunder.

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

- BIDDER'S DECLARATION

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

Full Name	Identity Number	Name of State institution

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

¹the 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 If so, furnish particulars:

.....
.....

1.13 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**

4 If so, furnish particulars:

.....
.....

- 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:

- a. I have read and I understand the contents of this disclosure;
- b. I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- c. 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.
- d. 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.
- e. 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.
- f. 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

¹ 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.

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.

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

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

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Standard Bidding Document (SBD 6.1)

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

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

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

1. GENERAL CONDITIONS

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

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and the applicable preference point system for this tender is the 80/20 preference point system.

1.2 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for price and specific goals.

1.3 The maximum points for this tender are allocated as follows:

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

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

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

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1 POINTS AWARDED FOR PRICE

3.1.1 The 80/20 Preference Point Systems

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

80/20

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2 POINTS AWARDED FOR SPECIFIC GOALS

- 3.2.1 In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

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3.2.2 In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system: or
- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

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

Table 7

THE SPECIFIC GOALS ALLOCATED POINTS IN TERMS OF THIS TENDER	NUMBER OF POINTS ALLOCATED (80/20 SYSTEM)	NUMBER OF POINTS CLAIMED (80/20 SYSTEM) (TO BE COMPLETED BY THE TENDERER)	PROOF OF CLAIM FOR A SPECIFIC GOAL
≥ 51% black owned	10		BEE Certificate/Sworn Affidavit/Latest CSD report
≥ 31 % black women owned	6		BEE Certificate/Sworn Affidavit/Latest CSD report
QSE or EME	4		BEE Certificate/Sworn Affidavit/Latest CSD report
TOTAL	20		

4. DECLARATION WITH REGARD TO COMPANY/FIRM

4.1 Name of company/firm.....

4.2 Company registration number:

4.3 TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct.
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct.
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process.
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct.
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation.
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

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

C. ADMINISTRATIVE CHECKLIST

Hereunder is a checklist to ensure that the bid document is complete in terms of administrative compliance. Please ensure that the following forms have been completed and signed and that all documents, as requested, are attached to the tender document.

Table 8

ITEM	DOCUMENT REFERENCE		ACTION TO BE TAKEN	YES/NO
1	SBD 1	Invitation to bid	Is the form duly completed and signed?	
2	SBD 3.1	Pricing Schedule	Is the form duly completed and signed?	
3	SBD 4	Declaration of Interest	Is the form duly completed and signed?	
4	SBD 6.1	Preference Points Claim Form for Preferential Procurement Regulations 2022	Is the form duly completed, B-BBEE points claimed and the form signed?	
5	B-BBEE status level verification certificate		Is proof of the B-BBEE Status level of the contributor attached?	
6	Proof of registration on the National Treasury Central Supplier Database (CSD)		Is the National Treasury Central Supplier Database (CSD) report attached?	
7	Tender submission		Two (2) printed copies (one original and one (1) copy of the original submitted?	
			One (1) electronic copy submitted?	

I, the undersigned (name) certify that the information furnished on this checklist is true and correct.

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Signature

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Date

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Position

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Name of Bidder