



transport

Department:
Transport
REPUBLIC OF SOUTH AFRICA

REQUEST FOR PROPOSAL

TENDER NUMBER	DLCA/2021/05
TENDER NAME	Provision of smart driving licence card personalisation solution
DESCRIPTION	Provision, installation and maintenance of equipment and related infrastructure for the personalization of smart driving licence cards.
TENDER BRIEFING	<p>As a result of COVID-19 pandemic, there will be no physical briefing but only a compulsory online information session will be held as indicated below. Failure to attend compulsory online session will lead to disqualification.</p> <p>Date: 05 November 2021 Time: 10h00 – 12h00</p> <p>Join Zoom Meeting - https://dot-gov-za.zoom.us/j/93053176150</p> <p>Meeting ID: 930 5317 6150</p>
ENQUIRIES	<p>Enquiries must be in writing ONLY and directed as follows:</p> <ul style="list-style-type: none">▪ Administration: Supply Chain Management - tenders@dlca.gov.za▪ Technical: Project Management Office - pmo@dlca.gov.za
CLOSING DATE	<p>Date: 16 November 2021</p> <p>Time: 11H00 (GMT +2) at above-mentioned address.</p> <p>Address: 459b Tsitsa Street, Erasmuskloof, Pretoria,0048</p> <p>NB: BIDDERS MUST ENSURE THAT THEY SIGN THE REGISTER AT THE RECEPTION WHEN DELIVERING THEIR BIDS.</p>



TABLE OF CONTENTS

ACRONYMS, ABBREVIATIONS AND TERMS..... 5

VOLUME 1: BIDDING INFORMATION 9

Section 1: Introduction 10

1.1 Purpose 10

1.2 New Driving License Card Project..... 10

1.3 Current production environment..... 10

1.4 Objectives 11

1.5 Structure of the document..... 12

Section 2: Bidding Conditions 13

2.1 Eligibility 13

2.2 General Bidding Conditions..... 13

2.3 Special Conditions 14

2.4 Format and Submission of the Proposal..... 15

2.5 Contract Performance 16

2.6 Sub-Contracting, Partnership/Consortium/Joint Venture and Company Requirements 16

2.7 Security and Confidentiality of Information 17

2.8 Compulsory Information Session & Enquiries..... 17



2.9 Closing Date 18

2.10 General conditions of contract (GCC)..... 18

Section 3: SBD forms..... 19

SBD 1 19

SBD 3.1 23

SBD 4 24

SBD 5 28

SBD 6.1 32

SBD 6.2 39

SBD 8 49

SBD 9 51

**VOLUME 2: REQUIREMENTS FOR THE SMART DRIVING LICENCE CARD
PERSONALISATION SOLUTION 54**

Section 4: Functional Requirements..... 55

4.1 Card Design 55

4.2 Scope of work 58

4.3 Production System breakdown structure 59

Section 5: Non-functional Requirements..... 78

5.1 Implementation methodology 78

5.2 Local content..... 79



5.3	Financials	80
5.4	Maintenance & Support	81
5.5	Training and development	82
5.6	Experience	83
5.7	Warranty	84
5.8	Commissioning Service	85
Section 6: Evaluation Criteria		86
6.1	Phase 1: Mandatory Documents	87
6.2	Phase 2: Functionality	89
6.3	Phase 3: Price and PPPFA Calculations	96
Section 7 – Annexures		99
Annexure A – Bid Security		99
Annexure B – Pricing Schedule		101



ACRONYMS, ABBREVIATIONS AND TERMS

The information listed below is binding to the Bidder.

Item	Definition
Chip	It is a slice of semi-conductor material processed to have specified electrical characteristics.
Compliance with laws and consents	Parties shall comply with all relevant laws and consents. The Successful Bidder to indemnify DLCA from and against any and all liabilities, damages, claims, fines, penalties, fees, costs and expenses of whatever nature arising out of or resulting from any failure by the Successful Bidder to comply with the relevant laws and obligations.
Confidentiality	The provisions of the Definitive Agreement shall be kept strictly confidential, except when disclosure is required under any law or to give effect to the provisions of the Definitive Agreement.
Consents	The Parties shall each acquire and maintain all consents, approvals and/or authorisations which are necessary for the matters contemplated in the Definitive Agreement and to performance of their respective obligations under the Definitive Agreement.
Consequential loss	Neither Party shall be liable to the other under the Definitive Agreement or any applicable law, for any kind of indirect or consequential loss or damage (including loss of use, loss of profit, loss of any contract, loss of production or business interruption, loss of revenue) arising out of or in connection with the Definitive Agreement, except in relation to wilful misconduct or gross negligence.
Defects guarantee	The Successful Bidder shall guarantee that the Solution is free of defects. The Successful Bidder shall (among other things) promptly at its cost repair, replace and/or make good any and all defects, omissions or damage that arise prior to



Item	Definition
	Acceptance of Delivery. The Successful Bidder shall bear all costs of removal, associated with the repair, replacement or making good of any defect. DLCA may rectify any defect or deficiency at the Successful Bidder's cost where the Successful Bidder fails to do so within a reasonable time.
Delivery and transfer of ownership and risk	Delivery will be Incoterm: DDP (Delivered Duty Paid), delivered at the Premises. Ownership of, benefits in and risk to the Solution shall only pass to DLCA after DLCA has accepted delivery of the Solution and has confirmed in writing that it is satisfied with the quality and functioning of the Solution after it is installed and tested ("Acceptance of Delivery"). If DLCA does not confirm its satisfaction with the quality and functioning of the Solution or does not indicate that it is not satisfied within 5 (five) Business Days after installation and testing, ownership of, benefits in and risk to the Solution shall pass from the Successful Bidder to DLCA on the 6th (sixth) Business Day. If DLCA indicates that it is not satisfied, the Successful Bidder shall, at its own costs, remedy the cause of complain within a reasonable time as specified by DLCA until DLCA confirms in writing that it is satisfied with the quality of the Solution. DLCA's right to cancel the Definitive Agreement to be reserved.
DLCA	Driving Licence Card Account
EME	means an exempted micro enterprise (EME) 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.
Infringement of intellectual property	The Solution should accord with the specifications, designs and instructions set out in the RFT. DLCA shall not be liable for any infringement of any patent, trademark, copyright or manufacturing design and Successful Bidder to accept full responsibility for and indemnify DLCA against any claims that



Item	Definition
	<p>may be brought against DLCA by reason of any alleged infringement of a trademark, patent, copyright, design or otherwise arising out of the production, reproduction or use of the Solution or other documents in relation thereto. Despite this, the Successful Bidder shall not be relieved of liability to DLCA in the event that the Successful Bidder is restrained from supplying the Solution and shall be liable to DLCA for the full loss it sustains as a result of any breach under the Definitive Agreement. It shall be the responsibility and obligation of the Successful Bidder to contest any action brought against GPW which would attempt to restrain production, sale or distribution of the Solution or alleges any infringement of any trademark, patent, copyright or design by the Successful Bidder.</p>
Insurance	<p>Insuring the Solution until Acceptance of Delivery date shall be the responsibility of the Successful Bidder.</p>
ISO standards	<p>Refers to the latest version of the relevant standard published by the International Standard Organisation.</p>
NDP	<p>National Development Plan</p>
Packaging	<p>Crating/Packaging of the Solution shall be of sufficient quality to protect the relevant component against any damage that may occur during transportation.</p>
Payment	<p>Payment to be made as follows:</p> <ul style="list-style-type: none"> a. Consignment to be delivered quarterly based on timelines agreed upon with the DLCA. b. Full value of a consignment's amount will be paid within 30 days subject to the Bidder having issued DLCA with a valid tax invoice <p>Payment will be made in ZAR or any other currency, depending on what is agreed in the Definitive Agreement.</p>
Price	<p>The contract price will be as set out in the Successful</p>



Item	Definition
	Bidder's Tender Submission. Prices to be all-inclusive (i.e. inclusive of any taxes, packaging, insurance, transportation, etc.).
PSS	Personalization Sub-System
PS	Personalization System
RFP	Request for proposal
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.
Smart Card	Polycarbonate card containing a contactless chip (P-ICC)
Validity period	This is the period that the bid submission is valid for as from the bid closing date. For this this bid, the bid shall remain valid for 120 days from the Closing Date. DLCA reserves the right to reject any Tender Submission that is valid for a period less than 120 days.
Warranties	Bidder to give warranties and undertakings as are usually found or reasonably expected in the agreements of the nature of the Definitive Agreement. Most warranties and/or undertakings would have already been given by the Bidder under the RFP

Table1: Acronyms, abbreviation and terms



transport

Department:
Transport
REPUBLIC OF SOUTH AFRICA

**PROVISION OF SMART DRIVING LICENCE
CARD PERSONALISATION SOLUTION**

Bid No: DLCA/2021/05

VOLUME 1: BIDDING INFORMATION



Section 1: Introduction

1.1 Purpose

The Driving License Card Account (DLCA) is a trading entity of the Department of Transport responsible for the production and delivery of driving license cards in South Africa.

The DLCA would invite Bid Proposals from prospective/interested Bidders for the supply, installation and maintenance of a centralized driving license card personalization production equipment capability with related infrastructure to be used for the production of smart driving license cards.

1.2 New Driving License Card Project

As part of its strategy, the DLCA has embarked on a project to introduce a new driving license card which will involve the following:

- a. A new card design with improved security features, durable and is ISO-18013 compliant; (out of scope of this bid);
- b. Procurement of raw material (out of scope of this bid);
- c. Procurement of equipment and related services
- d. Procurement of related IT and supporting infrastructure; and
- e. Re-engineering of card production processes.

1.3 Current production environment

The current driving license card and supporting infrastructure was introduced in 1998.

The DLCA currently produces and delivers on average 2,5 million driving license cards annually. Using a centralized production model, enrolment data is collected through enrollment units and produced in-house at the DLCA card production facility. The production



process includes verification of data, personalization, quality control and packaging of the cards produced. The cards are then dispatched to the relevant centers. The current production environment is using old technology which is no longer efficient and must be overhauled.

1.4 Objectives

With the issuance of this bid, the DLCA intends to contribute to the following objectives:

- a. **Creation of jobs** - The NDP Vision 2030 set a target of reducing unemployment to 6 percent by 2030. The aim of this project is to ensure that there are jobs created through the implementation process.
- b. **Localisation** – The Medium Term Strategic Framework (MTSF) 2019 - 2024 will focus on industrialisation and localisation to enable economic growth and development. This will involve the inclusion of SMMEs in localisation of services and provide access to markets that have traditionally been protected by natural trade barriers. The project must ensure that localisation objectives are taken into consideration.
- c. **Skills Development** – This is a problem for smaller firms in particular, which struggle to find new demand in a stagnant economy and face barriers imposed by incumbents. The skills constraint exacerbates matters, particularly hurting manufacturers, SMME's and emerging entrepreneurs. The project is to ensure that there is skills development and/or transfer in the delivery of the project.
- d. **Regional Harmonisation** – there is an initiative to facilitate the development of a more competitive, integrated and liberalised regional road transport market in the tripartite region (SADC, EAC, COMESA) through the adoption and/or implementation of driver regulations and standards that conform with international best practices and to allow the use of domestic driving licences for international travel. The new driving licence card project will ensure compliance to regional requirements.
- e. **Operational efficiency** – reduce the current card production time from 14 to 3 days.
- f. **Innovation** – adopt the use of 4IR technology and/or concepts such as internet of things, block chain and smart factory to modernise the card production environment.



1.5 Structure of the document

The bidding documents consists of two (2) volumes:

Volume 1: Bidding information

Section 1: Introduction

Section 2: Bid Conditions

Section 3: SBD Forms

Volume 2: Requirements for the provision personalisation solution

Section 4: Functional requirements

Section 5: Non-Functional Requirements

Section 6: Evaluation Criteria

Section 7: Annexures



Section 2: Bidding Conditions

The below-mentioned information in this section contains the bid conditions.

2.1 Eligibility

- a. The Bidder must be a suitably qualified, preferably, South African manufacturer and/or supplier of personalisation equipment and related infrastructure.
- b. Be a company registered under the Companies Act of South Africa or similar registration institution for businesses outside of South Africa and **must be operating** in South Africa.

2.2 General Bidding Conditions

All Bidders must adhere to the bid conditions as stated below:

- 2.2.1 The DLCA reserve the right not to award the tender.
- 2.2.2 The DLCA may request clarity of further information regarding any aspect of the bid at any time prior to the closing date. Any prospective Bidder should supply the requested information within forty-eight (48) hours after the request has been made by the DLCA.
- 2.2.3 The DLCA reserves the right to conduct a security background check or screening of the Bidder.
- 2.2.4 The DLCA reserves the right to conduct mandatory site inspection to the offices of the Bidder.
- 2.2.5 Any conditions imposed by the Bidder that is restrictive or contrary to any part of these Terms of Reference or request for proposal will automatically disqualify the Bidder.
- 2.2.6 The Bidder will be held liable for any damage or loss suffered by the DLCA, because of the Bidder's own or his/her employees' negligence or intent, which originated at the site. The Bidder will have to pay damages or replace any stolen item damaged or stolen due to the negligence or intent of the Bidder's own employees.
- 2.2.7 The Bidder must, at his/her own expenses, take out sufficient insurance against any claims, cost, loss and/or damage ensuing from his/her obligations and shall ensure that such insurance remains operative for the duration of this agreement.



- 2.2.8 A copy of such insurance contract must be handed to the DLCA Representative on commencement of the service. Evidence that such insurance premiums have indeed been paid, or is being sought must be furnished on request.
- 2.2.9 DLCA does not bind itself to accept the lowest pricing
- 2.2.10 The DLCA reserves the right to invite Bidders for presentation at Bidders own cost.
- 2.2.11 Any shortcomings in this specification must be identified by the Bidder prior to the awarding of the bid and raised with the DLCA for rectification and agreement.
- 2.2.12 Any shortcomings identified by the Bidder after the bid has been awarded and that would have had an impact on the bid price will be for the account of the Bidder.
- 2.2.13 The Successful Bidder must be willing to sign a service level agreement with the DLCA.
- 2.2.14 By initialling the document, the Bidder confirms that they have read, understood and agreed to the contents of this document.

2.3 Special Conditions

- 2.3.1 The Bidder must subcontract a minimum of 30% to an EME or QSE which is at least 51% owned by black people. Proof of ownership must be submitted.
- 2.3.2 A Bidder that fails to meet any of the prequalifying criteria stipulated in this bid will be automatically disqualified.
- 2.3.3 DLCA does not bind itself to make any selection from the proposals, or quotations received.
- 2.3.4 DLCA reserves the right, at its sole discretion, to cancel this request for proposals and/or not to make any selection of the Bidder/s at all.
- 2.3.5 All prices quoted must be in ZAR and be VAT inclusive.
- 2.3.6 DLCA will not make any upfront payments before the rendering of services.
- 2.3.7 The Successful Bidder shall provide the service required based on the set timelines and as per the schedule to be provided by DLCA.
- 2.3.8 The DLCA reserves the right to have the certificates of compliance submitted by bidders to be verified.
- 2.3.9 The successful Bidder will have to undergo a security vetting process.
- 2.3.10 A pricing schedule with one of the specified elements omitted from the costing may be considered non-responsive.
- 2.3.11 The price proposal must be valid for 120 days.



- 2.3.12 Measures must be taken by the Successful Bidder to ensure that machine components or any other related components are adequately packaged to protect equipment against shocks, moisture and other damage.
- 2.3.13 The Successful Bidder notes that the DLCA will not accept delivery of any machines/equipment/components with visible damage whatsoever.
- 2.3.14 The installation and commissioning service required by DLCA includes the receiving, inspection, conveying, un-crating, adjustment for operation, testing and demonstration of the total items of equipment offered, prior to handing it over, to the satisfaction of DLCA.
- 2.3.15 Installation and commissioning of the total items of equipment offered, is required to be undertaken by the Successful Bidder to the designated position within the DLCA designated Premises. Prior to issuance of an order, DLCA will invite the Successful Bidder to assess the layout, access entrances and other related information pertaining to the designated position for installation of the Solution.
- 2.3.16 The products/equipment/ services to be offered must have a supported life expectancy of more than 5 years.

2.4 Format and Submission of the Proposal

- 2.4.1 All the official forms (SBD in Section 3) must be completed and signed in all respects by Bidders. Failure to comply will invalidate a bid.
- 2.4.2 This is a two-stage bidding process in which proposals submitted must include technical and price, submitted in separate envelopes. For this purpose, the Bidder must provide in respect of:
- Clearly marked **Technical** one (1) original hard copy plus electronic copies in 5 memory/USB sticks. Bidder are encouraged to ensure that the hard copy and electronics are aligned.
 - Clearly marked **price bid sheet, one (1)** original hard copy should include the name of Bidder and certification that the person signing the proposal entitled to represent the Bidder empowered to submit the bid and authorized to sign a contract with the DLCA.



2.4.3 For ease of reference, Technical copy bids should be packaged in the following format:

- a. Tab A - Signed Tender Document and Completed SBD Forms (refer to [Section 3](#))
- b. Tab B - Mandatory Documents (Refer to [Section 6.1](#))
- c. Tab C - Functionality / Technical Proposal (refer to sections 4, 5, and 6.2)
- d. Tab D – Pricing in a separate envelope ([Section 6.4](#)).

2.5 Contract Performance

2.5.1 Preferred Bidder will enter into a 5-year contract with the DLCA, which with a format, term and conditions set by the DLCA.

2.5.2 The performance of the Bidder shall be reviewed quarterly during the period of the signed Service Level Agreement.

2.5.3 If it is found that information provided is false including the breach of the General Condition of Contract, The DLCA reserves the right to terminate this contract with immediate effect.

2.5.4 The Successful Bidder will be required to provide Performance Security as part of the finalisation of the contract.

2.6 Sub-Contracting, Partnership/Consortium/Joint Venture and Company Requirements

2.6.1 In line with National Treasury implementation guidelines on Preferential Procurement Regulations of 2017, the following subcontracting conditions are applicable:

- a. The Bidder cannot subcontract the core (personalization equipment) capability.
- b. The Bidders are advised to consider subcontracting in any of the following areas:
 - i. Maintenance and installation services;
 - ii. Testing services,
 - iii. Training services;
 - iv. Supply of production consumables;
 - v. Packaging materials supply and internal packaging services.



- 2.6.2 A proposal submitted by a company, close corporation or other legal person must be accompanied by a resolution or agreement of the directors or members and be signed by a duly authorized person.
- 2.6.3 A proposal submitted by a partnership must be accompanied by a written partnership agreement
- 2.6.4 A proposal submitted by a consortium or joint venture of two or more parties must be accompanied by a signed memorandum of understanding between the parties to such consortium indicating:
- the conditions under which the consortium will function;
 - its period of duration;
 - the persons authorized to represent it;
 - the participation of the several parties forming the consortium;
 - the benefits that will accrue to each party;
 - any other information necessary to permit a full appraisal of its functioning.
- 2.6.5 Joint ventures must be done with SA companies

2.7 Security and Confidentiality of Information

- 2.7.1 No material or information derived from the provision of the services under the Contract may be used for any purposes other than those of the Entity (DLCA), except where authorized in writing to do so. All information will be held strictly confidential. The successful Bidder **shall** be required to sign a Confidentiality Agreement with the DLCA.

2.8 Compulsory Information Session & Enquiries

- 2.8.1 As a result of COVID-19 pandemic, there will be no physical tender briefing.
- 2.8.2 However, a mandatory online session would be held as per page one of this document.



2.8.3 Enquiries **SHALL** be made in writing to the following:

Supply Chain Management / Admin	Technical
Mr. Kganki Kekana tenders@dlca.gov.za	Project Management Office pmo@dlca.gov.za

2.8.4 The cut-off date for enquiries is 08 November 2021. Questions submitted after this date will not be answered.

2.9 Closing Date

2.9.1 Proposals must be submitted on or before 16 November 2021 at the DLCA Offices Reception, 495b Tsitsa Street, Erasmuskloof, Pretoria.

2.9.2 There will a submission register which Bidder must sign upon submitting their bid.

2.9.3 Bidders are therefore strongly advised to ensure that bids be dispatched allowing enough time for any unforeseen events that may delay the timeous delivery of the bid.

2.10 General conditions of contract (GCC)

2.10.1 The Bidder shall have to comply with the GCC which will be defined upon awarding of contract.

2.10.2 The Bidder shall, along with the service level agreement, sign the GCC.



Section 3: SBD forms

SBD 1

PART A

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/PUBLIC ENTITY)

BID NUMBER:	DLCA/2021/04	CLOSING DATE:	16 November 2021	CLOSING TIME:	11H00
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DESCRIPTION Provision of blank smart polycarbonate cards

THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)

495B Tsitsa Street

Erasmuskloof

Pretoria

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

TCS PIN: OR CSD No:

B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX] Yes No

B-BBEE STATUS LEVEL SWORN AFFIDAVIT Yes No

IF YES, WHO WAS THE CERTIFICATE ISSUED BY?

AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX

AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)

A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)

A REGISTERED AUDITOR



		NAME:	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT(FOR EMEs& QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]			
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ANSWER PART B:3 BELOW]
SIGNATURE OF BIDDER	DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)			
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE (ALL INCLUSIVE)	Do Not Complete. To be included in a separate pricing schedule as indicated in Annexure B
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT/ PUBLIC ENTITY		CONTACT PERSON	
CONTACT PERSON		TELEPHONE NUMBER	
TELEPHONE NUMBER		FACSIMILE NUMBER	
FACSIMILE NUMBER		E-MAIL ADDRESS	
E-MAIL ADDRESS			



PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE
- 1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
- 1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
- 1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.

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 VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE



INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.

2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? YES
 NO

3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?
YES NO

3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA
 YES NO

3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?
 YES NO

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

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.



SBD 3.1

PRICING SCHEDULE – FIRM PRICES (PURCHASES)

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of Bidder..... Bid number.....
Closing Time 11:00 Closing date.....

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

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

- Required by:
- At:
- Brand and model
- Country of origin
- Does the offer comply with the specification(s)? *YES/NO
- If not to specification, indicate deviation(s)
- Period required for delivery *Delivery: Firm/not firm
- Delivery basis

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.** "all applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

*Delete if not applicable



SBD 4

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the Bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the Bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of Bidder or his or her representative:

2.2 Identity Number:

2.3 Position occupied in the Company (director, trustee, shareholder²):
.....

2.4 Company Registration Number:

2.5 Tax Reference Number:

2.6 VAT Registration Number:

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹“State” means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

²“Shareholder” means a person who owns shares in the company and is actively involved in



the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the Bidder presently employed by the state? YES / NO

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:
Name of state institution at which you or the person connected to the Bidder is employed :
Position occupied in the state institution:

Any other particulars:

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? YES / NO

2.7.3 If yes, did you attached proof of such authority to the bid document? YES / NO

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.4 If no, furnish reasons for non-submission of such proof:

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? YES / NO

2.8.1 If so, furnish particulars:

2.9 Do you, or any person connected with the Bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? YES / NO

2.9.1 If so, furnish particulars.

2.10 Are you, or any person connected with the Bidder, YES/NO



aware of any relationship (family, friend, other) between any other Bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?

2.10.1 If so, furnish particulars.

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

2.11 Do you or any of the directors / trustees / shareholders / members **YES/NO** of the company have any interest in any other related companies whether or not they are bidding for this contract?

2.11.1 If so, furnish particulars:

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

3. Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Reference Number	Tax Number	State Number	Employee Persal Number

4. DECLARATION

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

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....



Signature

Date

.....

.....

Position

Name of Bidder

May 2011



THE NATIONAL INDUSTRIAL PARTICIPATION PROGRAMME

INTRODUCTION

The National Industrial Participation (NIP) Programme, which is applicable to all government procurement contracts that have an imported content, became effective on the 1 September 1996. The NIP policy and guidelines were fully endorsed by Cabinet on 30 April 1997. In terms of the Cabinet decision, all state and parastatal purchases / lease contracts (for goods, works and services) entered into after this date, are subject to the NIP requirements. NIP is obligatory and therefore must be complied with. The Industrial Participation Secretariat (IPS) of the Department of Trade and Industry (DTI) is charged with the responsibility of administering the programme.

1. PILLARS OF THE PROGRAMME

1.1 The NIP obligation is benchmarked on the imported content of the contract. Any contract having an imported content equal to or exceeding US\$ 10 million or other currency equivalent to US\$ 10 million will have a NIP obligation. This threshold of US\$ 10 million can be reached as follows:

- (a) Any single contract with imported content exceeding US\$10 million.
or
- (b) Multiple contracts for the same goods, works or services each with imported content exceeding US\$3 million awarded to one seller over a 2-year period which in total exceeds US\$10 million.
or
- (c) A contract with a renewable option clause, where should the option be exercised the total value of the imported content will exceed US\$10 million.
or
- (d) Multiple suppliers of the same goods, works or services under the same contract, where the value of the imported content of each allocation is equal to or exceeds US\$ 3 million worth of goods, works or services to the same



government institution, which in total over a two (2) year period exceeds US\$10 million.

- 1.2 The NIP obligation applicable to suppliers in respect of sub-paragraphs 1.1 (a) to 1.1 (c) above will amount to 30 % of the imported content whilst suppliers in respect of paragraph 1.1 (d) shall incur 30% of the total NIP obligation on a pro-rata basis.
- 1.3 To satisfy the NIP obligation, the DTI would negotiate and conclude agreements such as investments, joint ventures, sub-contracting, licensee production, export promotion, sourcing arrangements and research and development (R&D) with partners or suppliers.
- 1.4 A period of seven years has been identified as the time frame within which to discharge the obligation.

2. REQUIREMENTS OF THE DEPARTMENT OF TRADE AND INDUSTRY

- 2.1. In order to ensure effective implementation of the programme, successful Bidders (contractors) are required to, immediately after the award of a contract that is in excess of R10 million (ten million Rands), submit details of such a contract to the DTI for reporting purposes.
- 2.2. The purpose for reporting details of contracts in excess of the amount of R10 million (ten million Rands) is to cater for multiple contracts for the same goods, works or services; renewable contracts and multiple suppliers for the same goods, works or services under the same contract as provided for in paragraphs 1.1.(b) to 1.1. (d) above.

3. BID SUBMISSION AND CONTRACT REPORTING REQUIREMENTS OF BIDDERS AND SUCCESSFUL BIDDERS (CONTRACTORS)

- 3.1. Bidders are required to sign and submit this Standard Bidding Document (SBD 5) together with the bid on the closing date and time.



3.2. In order to accommodate multiple contracts for the same goods, works or services; renewable contracts and multiple suppliers for the same goods, works or services under the same contract as indicated in sub-paragraphs 1.1 (b) to 1.1 (d) above and to enable the DTI in determining the NIP obligation, successful Bidders (contractors) are required, immediately after being officially notified about any successful bid with a value in excess of R10 million (ten million Rands), to contact and furnish the DTI with the following information:

- Bid / contract number.
- Description of the goods, works or services.
- Date on which the contract was accepted.
- Name, address and contact details of the government institution.
- Value of the contract.
- Imported content of the contract, if possible.

3.3 The information required in paragraph 3.2 above must be sent to the Department of Trade and Industry, Private Bag X 84, Pretoria, 0001 for the attention of Mr Elias Malapane within five (5) working days after award of the contract. Mr Malapane may be contacted on telephone (012) 394 1401, facsimile (012) 394 2401 or e-mail at Elias@thedti.gov.za for further details about the programme.

4. PROCESS TO SATISFY THE NIP OBLIGATION

4.1 Once the successful Bidder (contractor) has made contact with and furnished the DTI with the information required, the following steps will be followed:

- a. the contractor and the DTI will determine the NIP obligation;
- b. the contractor and the DTI will sign the NIP obligation agreement;
- c. the contractor will submit a performance guarantee to the DTI;
- d. the contractor will submit a business concept for consideration and approval by the DTI;
- e. upon approval of the business concept by the DTI, the contractor will submit detailed business plans outlining the business concepts;
- f. the contractor will implement the business plans; and



- g. the contractor will submit bi-annual progress reports on approved plans to the DTI.

4.2 The NIP obligation agreement is between the DTI and the successful Bidder (contractor) and, therefore, does not involve the purchasing institution.

Bid number	Closing date:.....
Name of bidder.....	
Postal address	
.....	
Signature.....	Name (in print).....
Date.....	



**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL
PROCUREMENT REGULATIONS 2017**

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

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, 2017.

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

- a) The value of this bid is estimated to exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or
- b) The 90/10 preference point system will be applicable to this tender.

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.



1.4 The maximum points for this bid are allocated as follows:

Item	POINTS
PRICE	
B-BBEE STATUS LEVEL OF CONTRIBUTOR	
Total points for Price and B-BBEE must not exceed	100

1.5 Failure on the part of a Bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not 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;

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:

80/20 or 90/10

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{min} = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a Bidder for attaining the B-BBEE status level of contribution in accordance with the table below:



B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5. BID DECLARATION

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

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor: . =(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

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)

Table with columns YES and NO for subcontracting status.

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Table with columns EME and QSE for Designated Group: An EME or QSE which is at least 51% owned by: 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, OR, 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

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

[TICK APPLICABLE BOX]



8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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

8.6 COMPANY CLASSIFICATION

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

[TICK APPLICABLE BOX]

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 the B-BBEE status level of contributor has 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.

WITNESSES

1.

2.

.....

SIGNATURE(S) OF BIDDERS(S)

DATE :.....



**DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR
DESIGNATED SECTORS**

This Standard Bidding Document (SBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, Bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2011, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

1. General Conditions

- 1.1. Preferential Procurement Regulations, 2011 (Regulation 9) makes provision for the promotion of local production and content.
- 1.2. Regulation 9.(1) prescribes that in the case of designated sectors, where in the award of bids local production and content is of critical importance, such bids must be advertised with the specific bidding condition that only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for bids referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.



- 1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286:2011 as follows:

$$LC = [1 - x / y] * 100$$

Where

x is the imported content in Rand

y is the bid bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid as indicated in paragraph 4.1 below.

The SABS approved technical specification number SATS 1286:2011 is accessible on [http://www.thedti.gov.za/industrial development/ip.jsp](http://www.thedti.gov.za/industrial%20development/ip.jsp) at no cost.



1.6 A bid may be disqualified if –

- (a) this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation; and
- (b) the Bidder fails to declare that the Local Content Declaration Templates (Annex C, D and E) have been audited and certified as correct.

2. Definitions

2.1. **“bid”** includes written price quotations, advertised competitive bids or proposals;

2.2. **“bid price”** price offered by the Bidder, excluding value added tax (VAT);

2.3. **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;

2.4. **“designated sector”** means a sector, sub-sector or industry that has been designated by the Department of Trade and Industry in line with national development and industrial policies for local production, where only locally produced services, works or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content;

2.5. **“duly sign”** means a Declaration Certificate for Local Content that has been signed by the Chief Financial Officer or other legally responsible person nominated in writing by the Chief Executive, or senior member / person with management responsibility (close corporation, partnership or individual).

2.6. **“imported content”** means that portion of the bid price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or its subcontractors) and which costs are inclusive of the costs abroad (this includes labour or intellectual property costs), plus freight and other direct importation costs, such as landing costs, dock duties, import duty, sales duty or other similar tax or duty at the South African port of entry;

2.7. **“local content”** means that portion of the bid price which is not included in the imported content, provided that local manufacture does take place;

2.8. **“stipulated minimum threshold”** means that portion of local production and content as determined by the Department of Trade and Industry; and



2.9. “sub-contract” means the primary contractor’s assigning, leasing, making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract.

3. The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:

<u>Description of services, works or goods</u>	<u>Stipulated minimum threshold</u>
_____	_____ %
_____	_____ %
_____	_____ %

4. Does any portion of the services, works or goods offered have any imported content?

(Tick applicable box)

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

4.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency at 12:00 on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on www.reservebank.co.za.

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):



Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

- 5. Were the Local Content Declaration Templates (Annex C, D and E) audited and certified as correct?

(Tick applicable box)

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

5.1. If yes, provide the following particulars:

- (a) Full name of auditor:
- (b) Practice number:
- (c) Telephone and cell number:
- (d) Email address:

(Documentary proof regarding the declaration will, when required, be submitted to the satisfaction of the Accounting Officer / Accounting Authority)

- 6. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the DTI must be informed accordingly in order for the DTI to verify and in consultation with the AO/AA provide directives in this regard.



LOCAL CONTENT DECLARATION

(REFER TO ANNEX B OF SATS 1286:2011)

LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)

IN RESPECT OF BID NO.

ISSUED BY: (Procurement Authority / Name of Institution):
.....

NB

1 The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the Bidder.

2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on <http://www.thdti.gov.za/industrial-development/ip.jsp>. Bidders should first complete Declaration D. After completing Declaration D, Bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the Bidders for verification purposes for a period of at least 5 years. The successful Bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, (full names),
do hereby declare, in my capacity as
of(name of Bidder entity), the following:

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that:
 - (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
 - (ii) the declaration templates have been audited and certified to be correct.

(c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in



paragraph 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

Bid price, excluding VAT (y)	R
Imported content (x), as calculated in terms of SATS 1286:2011	R
Stipulated minimum threshold for local content (paragraph 3 above)	
Local content %, as calculated in terms of SATS 1286:2011	

If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above. The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E.

(d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.

(e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 13 of the Preferential Procurement Regulations, 2011 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

SIGNATURE: _____

DATE: _____

WITNESS No. 1 _____

DATE: _____

WITNESS No. 2 _____

DATE: _____



LOCAL CONTENT DECLARATION

(REFER TO ANNEX D OF SATS 1286:2011)

Annex D											SATS 1286.2011	
Imported Content Declaration - Supporting Schedule to Annex C												
(D1) Tender No.												
(D2) Tender description:												
(D3) Designated Products:												
(D4) Tender Authority:												
(D5) Tendering Entity name:												
(D6) Tender Exchange Rate:		Pula		EU	R 9,00		GBP	R 12,00				
<div style="border: 1px solid black; padding: 2px; display: inline-block;">Note: VAT to be excluded from all calculations</div>												
A. Exempted imported content				Calculation of imported content						Summary		
Tender item no's	Description of imported content	Local supplier	Overseas Supplier	Foreign currency value as per Commercial Invoice	Tender Exchange Rate	Local value of imports	Freight costs to port of entry	All locally incurred landing costs & duties	Total landed cost excl VAT	Tender Qty	Exempted imported value	
(D7)	(D8)	(D9)	(D10)	(D11)	(D12)	(D13)	(D14)	(D15)	(D16)	(D17)	(D18)	
										(D19) Total exempt imported value R 0		
											This total must correspond with Annex C - C 21	
B. Imported directly by the Tenderer				Calculation of imported content						Summary		
Tender item no's	Description of imported content	Unit of measure	Overseas Supplier	Foreign currency value as per Commercial Invoice	Tender Rate of Exchange	Local value of imports	Freight costs to port of entry	All locally incurred landing costs & duties	Total landed cost excl VAT	Tender Qty	Total imported value	
(D20)	(D21)	(D22)	(D23)	(D24)	(D25)	(D26)	(D27)	(D28)	(D29)	(D30)	(D31)	
										(D32) Total imported value by tenderer R 0		
C. Imported by a 3rd party and supplied to the Tenderer				Calculation of imported content						Summary		
Description of imported content	Unit of measure	Local supplier	Overseas Supplier	Foreign currency value as per Commercial Invoice	Tender Rate of Exchange	Local value of imports	Freight costs to port of entry	All locally incurred landing costs & duties	Total landed cost excl VAT	Quantity imported	Total imported value	
(D33)	(D34)	(D35)	(D36)	(D37)	(D38)	(D39)	(D40)	(D41)	(D42)	(D43)	(D44)	
										(D45) Total imported value by 3rd party R 0		
D. Other foreign currency payments				Calculation of foreign currency payments						Summary of payments		
Type of payment	Local supplier making the payment	Overseas beneficiary	Foreign currency value paid	Tender Rate of Exchange							Local value of payments	
(D46)	(D47)	(D48)	(D49)	(D50)							(D51)	
										(D52) Total of foreign currency payments declared by tenderer and/or 3rd party		
Signature of tenderer from Annex B											(D53) Total of imported content & foreign currency payments - (D32), (D45) & (D52) above R 0	
Date:											This total must correspond with Annex C - C 23	



SBD 8

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any Bidder may be disregarded if that Bidder, or any of its directors have-
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	<p>Is the Bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>Is the Bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p>The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
4.2.1	If so, furnish particulars:		



Item	Question	Yes	No
4.3	Was the Bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the Bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

CEERTIFICATION

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

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

.....

Date

.....

Position

.....

Name of Bidder

Js365bW



SBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any Bidder if that Bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.



SBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the Bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the Bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the Bidder to determine the terms of, and to sign the bid, on behalf of the Bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the Bidder, whether or not affiliated with the Bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the Bidder and/or is in the same line of business as the Bidder
6. 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 consortium³ will not be construed as collusive bidding.

7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. 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 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.

10. 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.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder



transport

Department:
Transport
REPUBLIC OF SOUTH AFRICA

**PROVISION OF SMART DRIVING LICENCE
CARD PERSONALISATION SOLUTION**

Bid No: DLCA/2021/05

**VOLUME 2: REQUIREMENTS FOR THE SMART DRIVING LICENCE
CARD PERSONALISATION SOLUTION**



Section 4: Functional Requirements

4.1 Card Design

- a. The actual card design/ artwork and related information shall be provided by the DLCA after the contract award and the signing of a Non-Disclosure Agreement.
- b. The front of the card will typically contain the information as indicated in the figure below after the personalisation process is completed.

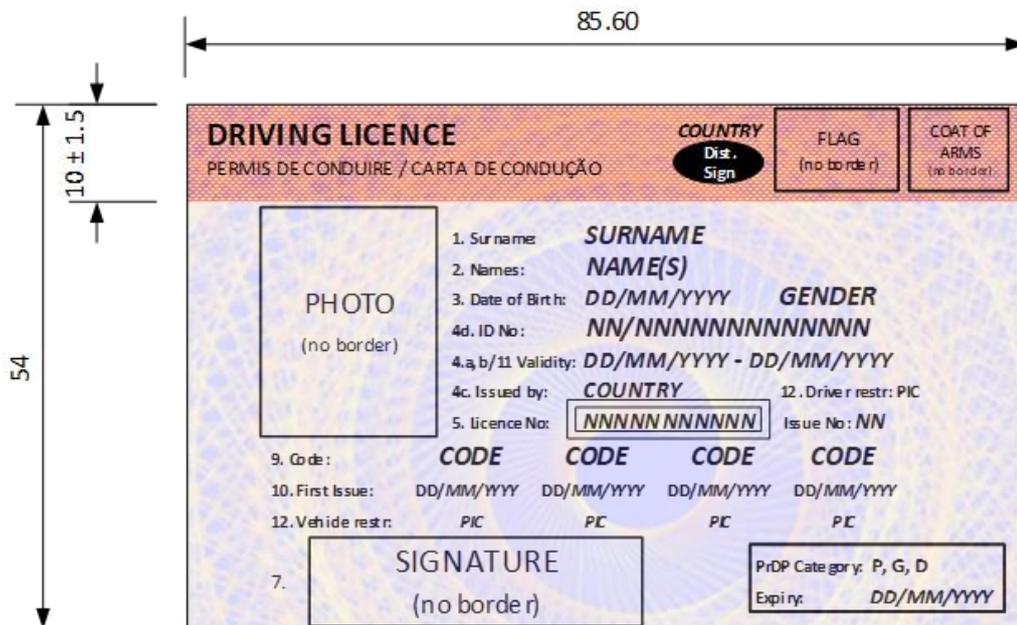


Figure 1: Driving licence card design outline (Front)

- c. The front of the card will typically security features listed in the table below. It must be noted that the security features will be finalised once the Successful Bidder has been appointed.



Feature	Details
Card Body	<ul style="list-style-type: none">a. Manufactured from 100% polycarbonate material(s).b. The security design elements are specifically created for a multi layered UV dull polycarbonate card body. Separate elements of the security features will be added on separate layers of the laminated card-body material, so that no single layer of the IDL contains all the security elements and the entire pattern is only apparent after lamination.c. The card body will contain a pre-printed serial number used for stock controlling purposes.
Tactile Features	<ul style="list-style-type: none">a. Tactile text or numbering applied during personalisation process through laser engraving (Front or back).
Laser engraved personalisation	<ul style="list-style-type: none">a. Irreversible laser engraved personalisation (a secondary image of the face of the driving licence holder) to be done in the clear window.b. Additional security features such as micro text and tactile features to be included during the personalisation process.c. The use of non-standard type-fonts during the personalisation.
Portrait	<ul style="list-style-type: none">a. The solution must have the capability to laser engrave a colour or greyscale image of the licence holder.b. Thermal transfer or dye sublimation method will not be considered as it compromises the security of the card.
Security features	<ul style="list-style-type: none">a. UV fluorescent ink in personalized data.b. Security background overlapping the portrait image area.



d. The back of the card will typically contain the following information as indicated in the figure below:



Figure 2: Driving licence card design outline (Back)

- e. The card stock serial number will be printed on the back of the card as a 1-D bar code during the personalisation process.
- f. The card will have a ghost image in a clear window.
- g. The card will also contain a QR code with the following dimensions: 11.9mm x 11.9mm. The code will be engraved during the personalisation process.



4.2 Scope of work

- a. The DLCA requires a smart driving licence cards solution for the personalisation of driving licence cards.
- b. The operational context for the envisaged integrated Smart Driver’s License Card (SDLC) personalization and production system (PS) is depicted in the figure 3 below. The objective of the personalization and production system (PS) shall be to personalize smart license Proximity Integrated Circuit Cards (P-ICC) at a required production volume.
- c. The proposed solution must include best-practice and must incorporate 4th industrial revolution technology and /or principle. Highlight how 4IR technologies are utilized in the solution and how the capabilities will enable the DLCA to improve their business operations and contribute to the service delivery objectives.

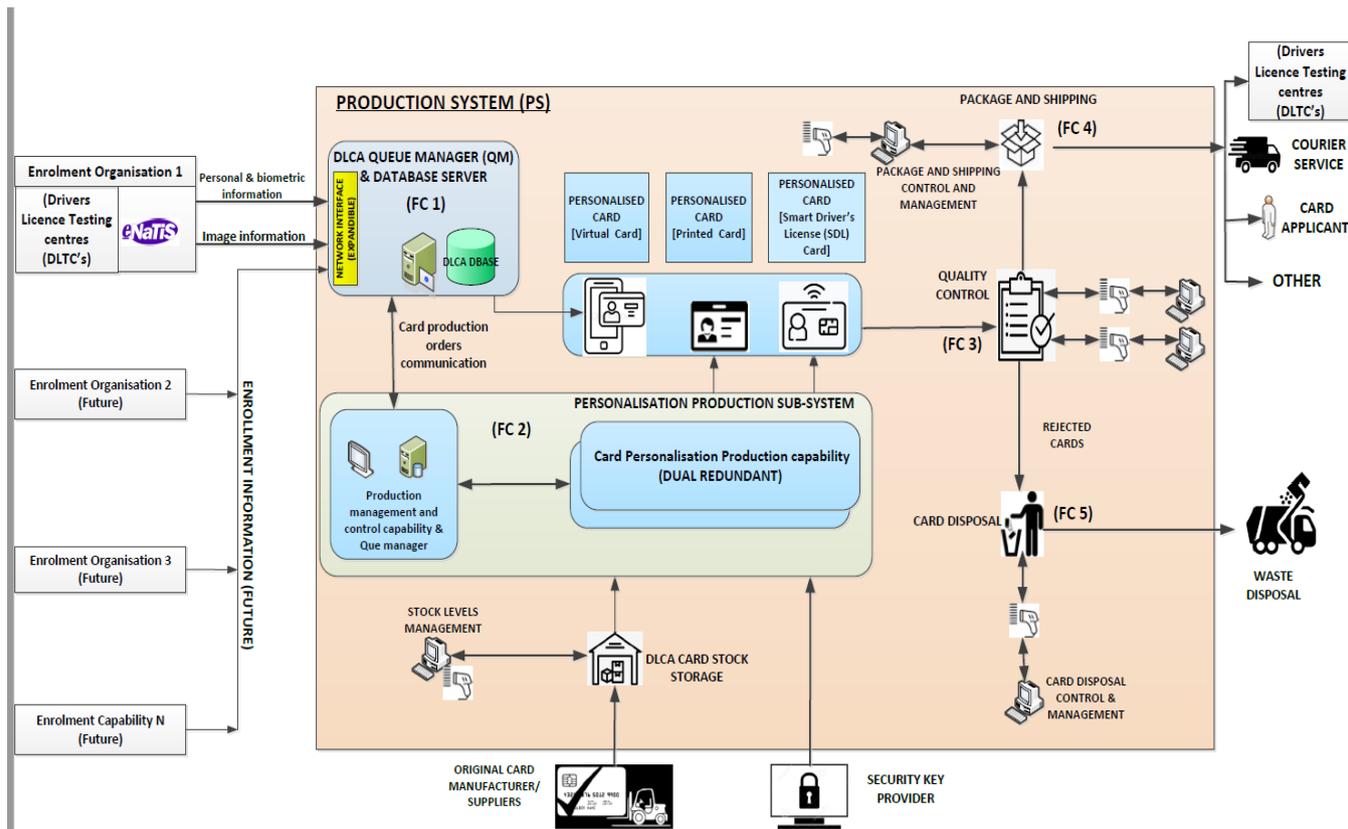


Figure 3: Operational context for the integrated personalization Production System (PS) of the envisaged Smart Driver’s License Card



4.3 Production System breakdown structure

The personalization Production System (PS) configuration shall consist, as a minimum, out of the sub-system capabilities as depicted Figure 4.

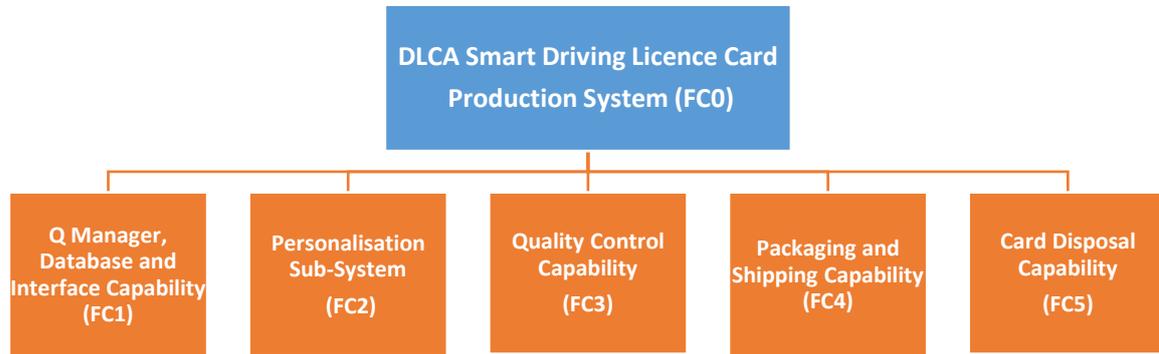


Figure 4: The DLCA SDL card personalization production system breakdown structure

No	Sub-System Capability	Purpose
FC1	Queue manager, database server and interface capability	The Queue-Manager and database server shall be able to receive driver license Card applications from external enrollment organizations, and process applications in a suitable file format for transfer to the P-ICC personalization sub-system.
FC2	Personalization sub-system	The smart card personalization sub-system shall receive production orders from the FC1 Queue manager server, for execution by the P-ICC personalization production process.
FC3	Quality Control capability	The quality control capability shall be a manual quality check process function executed by DLCA



No	Sub-System Capability	Purpose
		quality workers to quality check personalized P-ICC cards at a rate of 1% of the production run.
FC4	Packaging and shipping capability	This capability shall be responsible for the reception of completed personalized P-ICC cards from the production sub-system for the purpose of packaging and shipment to according to client service requirements.
FC5	Card disposal capability	The disposal capability shall be responsible for the reception and recordkeeping of rejected cards for the purpose of the destruction of the rejected P-ICC cards according to best practices.

Table 2: *Smart card personalisation production system sub-systems*

4.3.1 Production System (PS) constraints

The following Production System (PS) constraints have been identified:

- a. The Smart Proximity Integrated Circuit Card (P-ICC) Production System (PS) shall have a dependency on the provision of Public Key Infrastructure (PKI) services to be supplied by a designated security key supplier (PKI supplier. The PKI supplier requirements shall not form part of the scope of this document);
- b. The blank Smart Proximity Integrated Circuit Card (P-ICC), required to be personalised, shall have OEM supplier on-chip, pre-installed software applets, dependent on the supplier's card requirements and capabilities;



4.3.2 FC0: Production System (PS) Capabilities

The P-ICC production personalization solution [Production system (PS)] to be offered, shall be able to integrate within the existing DLCA production management framework which shall provide for the following high level features:

Requirement	Submitted (Yes/No)	Reference
a. The smart P-ICC card personalization Production System (PS) capability shall be a re-configurable production system with the ability to personalize/produce more than one type of card document configuration, ranging from smart P-ICC card-types to standard printed (“dumb”) identity card types.		
b. The smart P-ICC card personalization Production System (PS) shall have the capability to integrate with i.e. Microsoft Active Directory Services for the purpose of user identification and access control.		
c. The smart P-ICC card personalization Production System (PS) shall provide for the capacity to manage different types of documents and coordinate all personalization/production steps during a single-run continuous production process.		
d. The smart P-ICC card personalization Production System (PS) shall provide for the capacity to provide for post personalization processes such as automated quality assurance and integration with the card mailing solution, as well as card disposal sub-systems.		



Requirement	Submitted (Yes/No)	Reference
e. The smart P-ICC card personalization Production System (PS) Workflow Management System shall have the capacity to provide a suite of production operations reports, reporting on all key production operations.		
f. The smart P-ICC card personalization Production System (PS) shall have the capability to sense and capture and track key production processes data and provide reports on all captured data of key processes.		
g. The smart P-ICC card personalization Production System (PS) shall have the capability to enable production workers to manage (record and track) manually rejected production batch jobs.		
h. The smart P-ICC card personalization Production System (PS) shall have the capability to provide functionalities for the dispatch of final products from the personalization/production workstations to different recipients (i.e. couriers), including reporting on dispatch lists.		
i. The Bidder must provide disaster recovery solution with options for their proposed solution.		



4.3.3 FC1: Queue Manager, Database (DB) server and interface capability

Requirement	Submitted (Y/N)	Ref.
a. The DLCA Queue-Manager and database server shall be able to receive and process driver license Card (P-ICC) applications via the existing external system. All applications with its associated personal and biometric information received via the external system as submitted at the enrolment centers, shall be stored by the DLCA Que database server.		
b. The DLCA Queue-Manager and database server shall be able to receive text, "images (e.g. fingerprint, facial image, etc) in various formats as captured at enrolment centers.		
c. The DLCA database server shall be able to receive applicants' personal information, via external source, as captured at enrolment centers.		
d. The DLCA Queue-Manager shall be able to process and prepare P-ICC card production orders in the required format, to be communicated to the DLCA personalization production sub-system. The Queue-manager server shall be able to communicate the production orders via a network interface to the personalization production sub-system.		
e. The DLCA Queue-manager and database server shall have a modular, adaptable and upgradeable network interface capability, which shall allow third party developers to adapt and/or re-configure the network interface hardware and software requirements to implement network links to various different future enrolment organization agencies. Open industry standards shall be required.		



Requirement	Submitted (Y/N)	Ref.
f. Bidders shall be required to supply and integrate the hardware and software components for the Queue Manager, database server to provide the interface between the external source and the P-ICC personalization sub-system.		
g. Bidders shall be required to liaise with external sources and DLCA to determine the server hardware and software interface requirements for the integration between the existing external system and the P-ICC card personalization sub-system.		
h. The Queue manager server shall have the capability to provide for all the required hardware and software network interface capabilities to provide for the data communications interface between a specific Enrolment Organisation, and the DLCA Queue Manager (QM) and Database Server (FC 1). The Bidder shall have the capability to implement the required Application Programming Interfaces (APIs) when required.		



4.3.4 FC2: Smart card Personalization Sub-System (PSS) capabilities

Requirement	Submitted (Y/N)	Ref.
4.3.4.1 P-ICC card personalization machine capabilities		
a. The P-ICC card Personalization Sub-System (PSS) machine(s) shall have the capability to produce P-ICC cards at a constant sustainable production rate of at least 2000 cards per hour.		
b. The Production Management and Control Capability (FC2) shall have the hardware and software interface capabilities to implement the required Application Programming Interfaces (APIs) specified by the Original Equipment Manufacturer (OEM) of the Personalisation Production Subsystem (FC 2) to interface with the DLCA Queue Manager (FC1).		
c. The Personalization Sub-System (PSS) machine(s) shall have the capability to produce virtual (non-physical) driver’s licenses, with the capability to published virtual license documents to a future envisaged web-based secure platform.		
d. The Personalization Sub-System (PSS) machine(s) shall have the redundancy capability to maintain a production rate of at least 50% of production capacity in the event of undergoing scheduled maintenance (dual redundancy);		
e. The Personalization Sub-System (PSS) machine(s) personalization process shall require the capability to print or engrave text, images and complex security features on the front and back layer surfaces of 100% polycarbonate P-ICC card materials. The process shall include the		



Requirement	Submitted (Y/N)	Ref.
capability for electronic generation and storing of secure electronic data on the P-ICC card chip.		
f. The Personalization Sub-System (PSS) machine(s) shall have the capability to enable DLCA production workers to re-configure and change the artwork layout and printing format of information on the front and back of the card, in accordance with the various DLCA client requirements.		
g. The electronic writing (saving) of personalized information onto the P-ICC card shall implement on-chip functionalities for the secure access to on-card storage resources, authentication and encryption functions.		
h. The Personalization Sub-System (PSS) machine(s) shall have the capability to program a P-ICC on-card chip which shall be pre-installed with a Java Operating System (OS) with Java card 3.1 (minimum) and GP 2.3.1 support capabilities.		
i. The Personalization Sub-System (PSS) machine(s) shall have the capability to program a P-ICC on-card chip which shall be pre-installed with a Java Operating System (OS) with Java card 3.1 (minimum) and GP 2.3.1 support capabilities, the PSS shall have the capability to store personalization information on a P-ICC card chip that has been pre-installed with the Java OS which complies with a minimum CC EAL6+ rating for the OS and chip resources.		
j. The Personalization Sub-System (PSS) machine(s) shall have the capability to personalize the P-ICC card by capturing of the personal visual data e.g. name, signature,		



Requirement	Submitted (Y/N)	Ref.
surname, etc. by high quality laser engraving on both sides of a card in a single pass.		
k. The Personalization Sub-System (PSS) shall have the functional capability to perform tactile engraving of specified data elements i.e. date of issue, on either the front or rear side of a card.		
l. The Personalization Sub-System (PSS) shall have the functional capability to deliver sensitive laser engraved features (e.g. IPI®-features) when required.		
m. The Personalization Sub-System (PSS) shall have the functional capability to deliver sharp, crisp micro-text images such as a personalized micro-text line.		
n. The Personalization Sub-System (PSS) shall have the functional capability to engrave (print): i. at least two data elements on an MLI-patch, at a typical swivel of 15 degrees, of one element of fixed data; and one element of variable data. ii. the MLI-patch can be positioned either on the front or rear side of a card.		
o. The Personalization Sub-System (PSS) shall have the functional capability to perform the laser engraving process in such a way to not interfere with the OVD feature which could partly cover the primary photo.		
p. The Personalization Sub-System (PSS) shall have a XY-positioning system required to enable highly accurate positioning of laser marking features within the required accuracy parameters of the pre-printed zones on the card.		



Requirement	Submitted (Y/N)	Ref.
q. The Personalization Sub-System (PSS) shall have the functional capability to create high quality barcodes of different types (e.g. line-barcodes and PDF417 type barcodes).		
r. The Personalization Sub-System (PSS) shall have the functional personalization capability to process contactless P-ICC cards chip and cards without any chips (printing only).		
s. The Personalization Sub-System (PSS) shall have an automated personalization processing capability to capture the following data in a single production pass:		
i. all related electrical (on-chip) data.		
ii. all related visual personalization (photo, name, etc.) data on both sides of a card.		
iii. The Personalization Sub-System (PSS) equipment shall have the following capabilities.		
iv. automated feeding of cards from multiple infeed cartridges (min 2), with each cartridge holding a different card type.		
v. each cartridge with capacity to hold at least 2000 cards.		
vi. a secure collection bin to receive rejected (faulty) cards.		
t. A visual recognition system shall be required for purposes of reading a pre-printed card number from any position on		



Requirement	Submitted (Y/N)	Ref.
the rear side of the card. The pre-printed card number shall be incorporated into the personalization data of the P-ICC. The pre-printed card number shall be a minimum font-size of ±1,6 mm high (4,25 points Didot).		
u. The design configuration of the P-ICC card Personalization Sub-System (PSS) equipment shall make provision for safe operation practices by using suitable safety shrouding, screening, guards and insulating, as far as practicable, of all moving as well as stationery parts which may pose any danger to operators.		

Requirement	Submitted (Y/N)	Ref.
4.3.4.2 Operators Control		
a. The Personalization Sub-System (PSS) machine(s) shall incorporate a front-end operator’s console (e.g. touch screen monitor & working desk) capability which shall provide for the purpose of managing of all the typical machine operating functions from a central workstation;		
b. The language used on all Production System (PS) operator’s monitors and console displays shall be in English and customized for the production solution;		
c. Access to the Personalization Sub-System (PSS) software and hardware functionalities, shall be protected by means of secure user identities to prevent unauthorized access and use of the equipment. The Personalization Sub-		



Requirement	Submitted (Y/N)	Ref.
System (PSS) machine(s) shall capture and store all log-on attempts to the system.		
d. The Personalization Sub-System (PSS) Control panels for each item of equipment offered, shall be fitted with at least the following: <ul style="list-style-type: none"> i. a mains power-supply switch. clearly visible mains power switch indicator, either LED or similar; and ii. emergency stop switch clearly marked and easily accessible. 		

4.3.5 FC3: Quality Control Capabilities

Requirement	Submitted (Y/N)	Ref.
a. The Bidder shall supply all the required P-ICC card Quality Assurance (QA) equipment (hardware and software) with required quality verification procedures to enable DLCA quality workers to manually inspect personalized P-ICC cards. The manual quality inspection equipment shall enable quality workers to inspect P-ICC cards at a rate of at least 1% of the production rate capacity.		
b. The Bidder shall supply Quality Assurance (QA) equipment for at least two (2) manual QA inspection workstations. The QA workstations shall be equipped with all required computer terminals and P-ICC reading devices to manually		



Requirement	Submitted (Y/N)	Ref.
confirm the quality requirements of a personalized P-ICC card.		
c. The Bidder shall supply all the equipment and software to enable DLCA quality inspectors to electronically capture quality inspection data of all manually verified P-ICC cards into a quality management database.		
d. The Personalization Sub-System (PSS) equipment shall have the capability to perform automated quality inspection processes and chip data verification operations during a continuous production run.		
e. The Personalization Sub-System (PSS) shall have the capability to verify all personalization data fields for completeness and filter out all incomplete records.		
f. The Personalization Sub-System (PSS) solution offered shall provide a management system for rework of all automatically and manually rejected cards.		
g. The Personalization Sub-System (PSS) shall have the capability to perform a photo and signature match after personalization of the primary photo and signature. The PS shall have the capability to verify the following for correctness prior to delivering the card.		
i. Compare the photo on the database and match with the picture on the card for correctness.		



Requirement	Submitted (Y/N)	Ref.
ii. Compare the signature on the database and match with the signature on the card for correctness.		
h. The Personalization Sub-System (PSS) shall have the capability to verify the P-ICC personalization data correctness prior to delivering of the card, by:		
i. Reading data on the chip for comparison with target data from the database.		
ii. Perform optical data verification (OCV) by comparing actual data (e.g. name, surname) on the card against individual target data from the data-record.		
i. The Personalization Sub-System (PSS) shall have the capability to verify the barcodes (both PDF 417 and linear type barcodes) for correctness prior to delivering of the card.		
j. The Personalization Sub-System (PSS) shall have the capability to verify the X-Y position measurements of personalized data against pre-determined limits for specific zones before delivering the card.		
k. The Personalization Sub-System (PSS) shall have the functional capability to perform an automated rejection of a card which registers a verification mismatch on any verification condition. The system shall provide a rejection report with associated rationale for rejecting a card.		



Requirement	Submitted (Y/N)	Ref.
l. The Personalization Sub-System (PSS) shall allow the operator to reject a document manually by providing reasons for such rejection.		
m. Should an operator manually inspect a rejected card and determine the document to bear only minor defects, the system shall allow for the operator to assign the document as valid to avoid reproduction of such card.		

4.3.6 FC4: Packaging and shipping capabilities

Requirement	Submitted (Y/N)	Ref.
a. The Personalization Sub-System (PSS) shall have a packaging and shipping function which shall enable DLCA workers with the capability to prepare P-ICC card shipment batches according to predefined shipment criteria		
b. The Production System (PS) shall have the packaging and shipping capability to enable DLCA packaging and shipment workers to confirm shipment batches for correctness, against the approved shipping database;		
c. The Production System (PS) shall have a shipping capability to enable DLCA shipment workers to package P-ICC cards in a suitable batch size format for the purpose of sending and distribution to designated courier services for delivery. A premium courier service shall provide for P-ICC delivery		



Requirement	Submitted (Y/N)	Ref.
to the applicant's preferred address, as well as a standard service for a regular batch delivery service which shall deliver to enrolment centers across the RSA.		
d. The Bidder shall have the capability to provide a fit-for-purpose P-ICC card materials handling capability for the manual and/or automatic continuous transitioning of completed cards from the personalisation sub-system to the packaging and shipment capability.		
e. The Personalization Sub-System (PSS) shall have a card mailing system capability with the functionality to provide for the following: i. Flexible personalization (printing) of the address field in a defined zone on a pre-printed carrier sheet (80 g/m ² A4-format paper), using variable/fixed data from a database. ii. Pick finished cards and automatically attach individual cards accurately onto a pre-defined zone on the carrier sheet.		
f. The Personalization Sub-System (PSS) shall have the production capability to (1) fold the carrier sheet with its attached card, (2) insert the folded carrier sheet into a window type envelope,(3) seal each individual envelope and (4)stack the sealed envelopes into an output tray.		
g. The Personalization Sub-System (PSS) mailing sub-system shall have the capability to automatically feed the		



Requirement	Submitted (Y/N)	Ref.
pre-printed 80 g/m ² A4-format paper carrier sheets into a printing device for personalization.		
h. The Personalization Sub-System (PSS) mailing sub-system shall have the capability for an additional in-feed (e.g. information leaflet in 80 g/m ² A4-format paper) when required.		
i. The Personalization Sub-System (PSS) mailing sub-system shall have an automated feeding capability for DL-format (110 mm x 220 mm) ISO/IEC 269 standard window envelopes into the mailing system.		
j. The mailing system's in-line printing device shall have the capability to:		
i. to print high quality barcodes (minimum 600 dpi) on a carrier sheet when required.		
ii. print variable data e.g. names as may be applicable to individual cards, in a fixed zone on the carrier sheet		
iii. print mono-chrome colour on stationary (no colour printing is required on stationary)		
k. The mailing sub-system shall interface with the card personalization system to ensure correct assignment of a card, mailing address and covering (carrier sheet) letter.		



Requirement	Submitted (Y/N)	Ref.
I. The mailing sub-system shall incorporate stop/start manual intervention functions to assist the operator with issues such as paper/envelope jams, etc.		



4.3.7 FC5: Card disposal capabilities

Requirement	Submitted (Y/N)	Ref.
a. The Personalization Sub-System (PSS) shall have a disposal capability to ensure that all discarded invalid license cards are destroyed in accordance with acceptable best practice processes.		
b. The disposal capability shall have the capability to enable DLCA disposal workers to verify the rejected status of P-ICC cards against an approved disposal request database, prior to disposal.		
c. The Bidder shall have the capability to supply DLCA with disposal equipment and operating procedures to enable DLCA disposal workers to destroy the rejected P-ICC cards in accordance with best practice procedures.		
d. The Bidder shall have the capability to supply DLCA disposal workers with the equipment, software and procedures to keep an electronic secure database of all disposed SDLC cards.		
e. The Production System (PS) shall have a database interface capability to enable the capture (recording) of P-ICC stock levels onto the production system database.		



Section 5: Non-functional Requirements

5.1 Implementation methodology

The Bidder shall provide a Production System (PS) implementation plan, with required time-scales and objectives for the installation and commissioning of the Production System (PS) at the DLCA designated facilities in Pretoria. The plan shall make provision for the following estimated timeline.

Item	Start Date	Duration
Manufacturing/Assembly of equipment	January 2022	3 months
Implementation	April 2022	3 months
Testing & Piloting	July 2022	3 months
Live	October 2022	

Requirement	Submitted (Y/N)	Reference
The Bidder must provide a detailed project plan for successful and timely project implementation in line with the provided outline schedule which include: a. Comprehensive work breakdown structure identifying activities, roles, related responsibilities and information		



Requirement	Submitted (Y/N)	Reference
<p>flow encompassing the phases in the production process.</p> <p>b. For each phase, the Bidder should identify and explain:</p> <ul style="list-style-type: none"> -principal activities with milestones and dependencies, -principal contractor/client roles and related responsibilities <p>c. The implementation plan should form the basis for the pricing.</p> <p>d. Must include costs related to the phases in the production.</p> <p>e. State the delivery lead time (in weeks) for the Solution offered, with an equipment delivery timescale requirement not exceeding.</p>		

5.2 Local content

Requirement	Submitted (Y/N)	Reference
<p>a. The Bidder shall indicate the current proposed percentage of parts sourced locally for the Production System (PS).</p>		
<p>b. The Bidder shall submit a local content development plan to develop local capabilities, which shall include the development of local service technicians to provide maintenance services to at least maintenance level 2. The plan shall indicate the progression from the current local content percentage to the future local content of 100% for level 2 maintenance in a period of 2 years. The plan must indicate any but not limited to SMME development, skills development and any other relevant capacity</p>		



Requirement	Submitted (Y/N)	Reference
building areas. The development plan shall be included in the contract for the successful Bidder and penalties will be levied in the case of non-compliance.		

5.3 Financials

- 5.1.1 DLCA reserves the right to negotiate the price escalation, however, the escalations should not be above the CPI of that particular period.
- 5.1.2 The value of this bid is estimated to exceed R50 000 000 (all applicable taxes included) and therefore the 90/10 points system shall be applicable.
- 5.1.3 All monetary amounts must be in South African Rands and inclusive of Value Added Tax (VAT).
- 5.1.4 The Bidder must comply with the following requirements:

Requirement	Submitted (Y/N)	Reference
a. The Bidder must provide audited financial statement for the past 2020, 2019, 2018 In the case of JV/Consortium, the financial statements of the Principal Bidder as well as the member responsible for financial support must be submitted.		
b. A bid security to the amount of R50 million must be submitted with the bid. This is a mandatory requirement.		
c. The finance proposal shall be submitted in a separate envelope, and marked "Finance Proposal". Pricing should		



Requirement	Submitted (Y/N)	Reference
only be submitted as per Annexure B. This is a mandatory requirement.		

5.4 Maintenance & Support

Requirement	Submitted (Y/N)	Reference
<p>a. Level 1 maintenance requirements: The Bidder shall have the capability to train DLCA maintenance team(s) with the capability to diagnose production system failures on-site by means of diagnostic software and/or hardware test equipment. It shall be possible for on-site maintenance teams to re-configure, repair or replace identified Level 1 parts, and consumables as required, and to be suitably skilled to know when to escalate the maintenance task to a level 2 status;</p>		
<p>b. Level 2 maintenance requirements: It is required that the Bidder has local infrastructure to provide DLCA with access to the services of at least two (2) competent technicians, who will provide on-site maintenance services to DLCA upon request. The local supplier maintenance personnel shall have the capability to escalate a required maintenance intervention to a level 3 status intervention, according to service level agreements, when required.</p>		
<p>c. Level 3 maintenance requirements: The Bidder shall have an expert diagnosis and support capability to resolve Level 3 problems by</p>		



Requirement	Submitted (Y/N)	Reference
means of in-depth analysis and troubleshooting techniques.		
d. The supplier shall provide a maintenance plan for the Production System (PS) and also indicate all required spares levels that DLCA will have to keep in-stock to support the maintenance of the Production System (PS).		
e. The Bidder shall provide a document to identify all the required Production System (PS) consumables, i.e. Spares, Envelopes, paper, printer toners, ink etc.		

5.5 Training and development

Requirement	Submitted (Y/N)	Reference
a. It shall be the responsibility of the Bidder to train operating and maintenance staff of DLCA in the operation, servicing and maintenance of the entire personalisation and mailing solutions offered.		
b. It shall be the responsibility of the Bidder to train operating and maintenance staff of DLCA in the operation, servicing and maintenance to perform level maintenance and support of the entire personalization and mailing solutions offered..		
c. DLCA will provide the staff needed to operate the Solution offered, whom will be trained by the Bidder.		



Requirement	Submitted (Y/N)	Reference
d. It is required for the Bidder to provide specialised training as per designated DLCA staff members on site.		
e. The Bidder shall be required to provide a training plan to define the training skills development requirements. The training plan shall address, as a minimum, the required skills of the various production system roles, production operator training requirements, required production management and operational dashboard requirements, the training of maintenance personnel to provide service levels 1,2,3, operator training, back-office skills, and material management		

5.6 Experience

Requirement	Submitted (Y/N)	Reference
a. The Bidder must have a minimum of 5 years' experience in the manufacturing and/or supply of card personalisation production machines with the capability to process contactless 100% polycarbonate security identity cards (driving license, identity document, health cards etc).		



Requirement	Submitted (Y/N)	Reference
b. The Bidder must have supplied card personalisation production machines to at least 3 different customers in the past 5 – 7 years i.e. since 2014.		

5.7 Warranty

Requirement	Submitted (Y/N)	Reference
a. The DLCA requires a warranty on the Solution, to be at least twelve (12) months or one thousand eight hundred production hours (1800 hours) whichever occurs soonest, subject to wear & tear and providing the prescribed servicing is maintained by authorized personnel.		
b. The warranty shall cover faulty manufacture, design, materials and workmanship for the applications for which the total items comprising the production system solution are intended according to specification		
c. The DLCA requires the warranty to cover all expenditure for labour, spares and transport necessary to correct any defects to the Production Solution, at the DLCA premises		



Requirement	Submitted (Y/N)	Reference
d. The DLCA requires the warranty period to commence from the date of commissioning the Production System (PS) Solution.		
e. The supplier shall have the capability to provide maintenance and support services to DLCA from year 2, for all hardware and software sub-systems of the Production System (PS).		
f. The products/equipment/ services to be offered must have a supported life expectancy of more than 5 years.		

5.8 Commissioning Service

Requirement	Submitted (Y/N)	Reference
a. The Bidder shall take note that the standard utility power supply is 220 Volt, AC. The Electricity from the mains supply to the equipment will be provided by the DLCA and the successful Bidder will be responsible for the wiring and connecting up of the total items of equipment offered.		
b. The Bidder shall provide a floorplan of the required Production System (PS) equipment layout.		
c. The Bidder shall provide a document with the required electrical utility power requirements of the Production System (PS) solution.		



Section 6: Evaluation Criteria

Bids will be evaluated on 90/10 point system as outlined in the Preferential Procurement Regulations of 2017. The proposals will be evaluated in three (3) phases:



Phase 1 - Mandatory documents: Only Bidders who have complied with mandatory requirements will be evaluated for functionality. Bidders must, as part of their bid documents, submit supportive documentation for all functional requirements as indicated hereunder. The Bid Evaluation Committee (BEC) responsible for scoring the respective bids will evaluate and score all bids based on their submissions and the information provided.

Phase 2 – Functionality: - The evaluation of the functionality will be evaluated individually by members of Bid Evaluation Committee (BEC) in accordance with the below functionality criteria and values. The evaluation will include the functionality response and site visits. Bidders may be requested to do a presentation to the BEC members to clarify questions related to the functional proposal. The functional evaluation will be conducted in three parts:

- **Part 1 – Technical evaluation** - The Bidder must score at least 50% on each points of the technical evaluation in order to move to the non-technical evaluation.
- **Part 2 – Non-technical evaluation** - this refers to the non-technical requirements of the bid.
- **Part 3 – Site Visit:** site visit shall be conducted for those Bidders that have scored the minimum functionality points. The purpose of the site visit is to perform due diligence.

Phase 3 – Pricing: Bids will be evaluated on 90/10-points system as outlined in the Preferential Procurement Regulations of 2017.



6.1 Phase 1: Mandatory Documents

The Bidder must submit the following mandatory requirements. Documentary evidence (certificates and/or test reports) SHALL be submitted to show proof of compliance.

	Item	Submitted (Y/N)	Reference
1.	SARS Tax Clearance Pin (In bids where Consortia/ Joint Ventures/ Sub-contractors are involved, each party must submit a separate Tax Clearance Pin		
2.	A CSD report must be submitted for South African registered companies. In the case of a Joint Venture / Consortium, original certified copies (copy with original stamp) of Company Registration documents listing all members with percentage must be submitted for each member company.		
3.	Completed Price Schedule with Detailed Breakdown as per Appendix B to be submitted in a separate envelope.		
4.	Signed copy of the original bid document.		
5.	SBD 1 – Invitation to bid		
6.	SBD 3.1 - Pricing schedule – firm prices		
7.	SBD 4 - Preferential Points Claim Form.		
8.	SBD 5 – The National Industrial Participation Programme		
9.	SBD 6.1 - Declaration of Bidder’s Past Supply Chain Management (SCM) Practices.		
10.	SBD 6.2 - Declaration certificate for local production and content		



	Item	Submitted (Y/N)	Reference
11.	SBD 8 – Declaration of Bidder’s past supply chain management practices.		
12.	SBD 9 - Certificate of independent bid determination.		
13.	Bidders must provide details of ownership structure of any subcontracted company		
14.	Bid Security to contain information indicated in Annexure A.		
15.	The Bidder, parent organisation or consortium/JV member must have produced cards that have been tested in line with ISO 10373-1. Certificate of compliance must be submitted from an independent organisation.		
16.	The Bidder, parent organisation or consortium/JV member must have produced cards been tested in line with ISO 10373-1. Certificate of compliance must be submitted		
17.	The Bidder or Principal Bidder in the case of a consortium/JV must be ISO 9001: 2015 compliant. Certificate of compliance from an independent organisation must be submitted.		
18.	The Bidder or Principal Bidder in the case of a consortium/JV must be ISO 14001:2015. Certificate of compliance from an independent organisation.		
19.	Bidder to confirm premises and processes for materials and information according to ISO 14298:2013 or equivalent. Certificate of compliance from an independent organization.		
20.	Certified electronic copy of required on-card software applets must be submitted to DLCA		



	Item	Submitted (Y/N)	Reference
21.	Bidder must provide a certificate of conformance indicating that the stock control number is a unique and unchangeable number assigned to each blank card and is stored on the chip.		

Note: Bidders who fail to comply with the mandatory requirements will be disqualified.

6.2 Phase 2: Functionality

An assessment of Functionality will be based on the evaluation criteria noted in the table below. The evaluation will be conducted based on the information provided, and referenced content, provided in Section 4 (Functional) and Section 5 (Non-Functional) respectively.

Each of the evaluation criteria in the table will carry a weighting as indicated. The Bidder must score a minimum overall 80%, functionality in order to qualify to proceed to Stage 3 of Pricing. The allocation is summarized as follows:

Area	Total Score
Part 1 – Technical requirements	50%
Part 2 – Non-technical requirements	40%
Part 3 – Site Visit	10%
Total	100%



6.2.1 Part 1 – Technical Requirement

The Bidder must score at least 50% for the technical evaluation in order to move to the non-technical evaluation

Area	Criteria	Weight
1. FC0 – Personalisation Production system	<p>The Bidder must provide an overview of the 4IR technology that to be implemented as part of the proposed solution (FC1 – FC5)</p> <ul style="list-style-type: none">No information provided = 0 pointsNot all functional capability covered = 1 pointAll functional capability covered (FC 1 – FC5) – 3 points.More (than FC1 – FC5) functional capability covered = 6 points.	9%
2. FC1: Queue Manager, Database (DB) server and interface capability	<p>The Bidder must provide capability addressed in FC1.</p> <ul style="list-style-type: none">No information provided = 0 pointsAll information provided = 6 points <p>All or nothing</p>	8%
3. FC2: Smart card Personalization Sub-System (PSS) capabilities	<p>The Bidder must provide capability addressed in FC 2.</p> <ul style="list-style-type: none">No information provided = 0 pointsAll information provided = 6 points <p>All or nothing</p>	9%
4. FC3: Quality Control Capabilities	<p>The Bidder must provide capability addressed in FC 3.</p> <ul style="list-style-type: none">No information provided = 0 points	8%



Area	Criteria	Weight
	<ul style="list-style-type: none"> All information provided = 6 points <p>All or nothing</p>	
5. FC4: Packaging and shipping capabilities	<p>The Bidder must provide capability addressed in FC 4.</p> <ul style="list-style-type: none"> No information provided = 0 points All information provided = 6 points <p>All or nothing</p>	8%
6. FC5: Card disposal capabilities	<p>The Bidder must provide capability addressed in FC 5.</p> <ul style="list-style-type: none"> No information provided = 0 points All information provided = 6 points <p>All or nothing</p>	8%
	TOTAL	50%

6.2.2 Part 2 – Non-Technical Requirement

The term “More” refers to compliance to requirements but also provide further enhancements/information that will result in efficiencies and effectiveness

Area	Criteria	Weight
7. Implementation methodology	<p>The Bidder must provide an implementation methodology and detailed implementation plan based on the components and requirements as stated in 5.1</p> <ul style="list-style-type: none"> No information provided = 0 points Not all requirements covered = 1 point All requirements = 3 points. Additional value adding information = 6 points. 	10%



Area	Criteria	Weight
8. Local content	The local sourcing of spares and consumables. <ul style="list-style-type: none"> ▪ No information provided = 0 points ▪ All information provided = 6 points All or nothing	2%
	The Bidder must have technicians (that are South African Citizens) to provide level 2 maintenance. <ul style="list-style-type: none"> ▪ No information provided = 0 points ▪ All information provided = 6 points All or nothing	3%
9. Maintenance & support	The supplier shall provide a maintenance plan for the Production System (PS) and also indicate all required spares levels that DLCA will have to keep in-stock to support the maintenance of the Production System (PS); <ul style="list-style-type: none"> ▪ No information = 0 points ▪ Preventative maintenance schedule with stock levels = 1 point ▪ Preventative maintenance schedule with stock/parts levels and performance measurements (availability, uptimes, capacity etc) that are in place = 3 points ▪ Preventative maintenance schedule with stock/parts levels and performance measures and operational improvements are included = 6 points 	10%



Area	Criteria	Weight
10. Training and Development	<p>The supplier shall be required to provide a training plan to define the training skills development requirements. The training plan shall address requirements in item 5.5.</p> <ul style="list-style-type: none">▪ No information provided = 0 points▪ Some information covered = 1 point▪ All information provided (FC 1 – FC5) = 3 points.▪ More information provided = 6 points.	8%
11. Financial Stability	<p>11.1 The Bidder and/or JV must have been financially stable for the financial years ending 2020, 2019 and 2018. Evaluation will be based on the average current ratio (current assets / current liabilities) for the required years</p> <ul style="list-style-type: none">▪ No information or negative current ratio = 0 points▪ Positive current ratio = 6 points▪ All or nothing. <p>Positive current ratio is anything equal to or higher than the industry norm of 2:1 Anything less than the industry norm will be considered as negative in terms of this criterion.</p> <p>The bidder must provide three sets of audited or independently reviewed financial statements for the financial year ending 2020, 2019, 2018. In the case of JV/Consortium, the financial statements of the Principal bidder as well as the member responsible for financial support must be submitted.</p>	2%
12. Experience	<p>12.1 The Bidder must have of 5 years' experience in the supply of personalization equipment. In the case of a</p>	3%



Area	Criteria	Weight
	<p>consortium or joint venture, the combined experiences must be at least 5 years.</p> <ul style="list-style-type: none"> ▪ Less than 5 years or no information = 0 points ▪ 5 - 10 year = 3 points ▪ 10+ years = 6 points <p>Submit reference letters which must contain the following information failing which, the letter is invalidated:</p> <ol style="list-style-type: none"> a. The scope of work (ie, card type, volume of cards provided etc) b. Duration of contract (commencement and completion date) c. Contract amount d. Details of contact person (name, email address and telephone numbers) <p>Reference letter must be on the client's letterhead and signed.</p>	
	<p>12.2 The Bidder must have supplied card personalisation equipment to at least 3 different customers in the past 5 – 7 years i.e. since 2014.</p> <p>The Bidder must provide a reference letter and sample cards for each implementation. The reference letters must be on the client's letterhead, signed and contain the following information, failing which, the letter is invalidated:</p> <ol style="list-style-type: none"> a. The scope of work (ie, card type, volume of cards provided etc) 	2%



Area	Criteria	Weight
	b. Duration of contract (commencement and completion date) c. Contract amount d. Details of contact person (name, email address and telephone numbers) ▪ No information provided = 0 points ▪ 3 reference letters from customers = 1 point ▪ 4 – 5 customer reference letters = 3 points ▪ More than 5 customer reference letters = 6 points.	
	TOTAL	40%

6.2.3 Part 3 – Site Visit

Only Bidders who have scored a minimum score of 70 in functionality will be considered for site visit. The purpose of the site visit is to perform due diligence on the following:

Area	Criteria	Weight
13. Site visit	13.1 Presence in South Africa – 2 points 13.2 Production capability – a visit to 1 implementation site to confirm capability to produce a similar card. a. Personalisation equipment - 2 points b. Personalisation process – 2 points c. Quality control and packaging - 2 points d. Maintenance and support – 2 points	10%



Area	Criteria	Weight
	TOTAL – PART 3	10%

6.3 Phase 3: Price and PPPFA Calculations

Only bids that achieve the minimum qualifying score of 90 points for functionality will be evaluated further for Pricing in accordance with the 90/10 preference points system where 90 points will be for **Price** and 10 points will be for your **B-BBEE status**. The contract would be awarded to the service provider scoring the highest score.

Bidders must provide a B-BBEE Certificate issued by Registered Auditors approved by SANAS Accredited BEE Verification Agency or Affidavit detailing the B-BBEE status (South African Bidders only). In bids where Consortia/ Joint Ventures are involved Bidders must submit a consolidated B-BBEE Certificate.

NB! This document will not be requested if not submitted together with the Bid Proposal. Non-submission of B-BBEE will not lead to disqualification but will lead to forfeiture of points in Phase 3: Pricing.

The points scored in respect of B-BBEE contribution (i.e. HDI status) will be added to the points scored for price.

The following formula will be used to calculate the points for **Price**:

Ps = 90 {1- (Pt – P min)}

P min

Where

Ps = Points scored for comparative price of bid or offer under consideration.



Pt = Comparative price of bid or offer under consideration.

P min = Comparative price of lowest acceptable bid or offer

Points must be awarded to a Bidder for attaining the BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of contributor	Number of points 90/10 system
1	10
2	9
3	6
4	5
5	4
6	3
7	2
8	1
Non-compliant contributor	0

Bidders must submit original and valid B-BBEE status level verification certificate or certified copies thereof, issued by accredited Verification Agencies by SANAS or a sworn affidavit as prescribed by the B-BBEE Codes of Good Practice together with their bids to substantiate their B-BBEE claims. The Exempted Micro Enterprise must submit a letter from Accounting Officer when is appointed in terms of Companies Act.

THE TOTAL COST WILL BE USED TO CALCULATE POINTS FOR PRICE CLARIFICATION



1.1 The DLCA may request clarity of further information regarding any aspect of the bid. The service provider should supply the requested information within forty-eight (48) hours after the request has been made.

1.2 The DLCA reserves the right to conduct a security background check or screening of the service provider.

1.3 The DLCA reserves the right to conduct mandatory site inspection to the offices of the service provider.



Section 7 – Annexures

Annexure A – Bid Security

The bid security must be submitted on the letterhead of the bank and must contain the following.

Whereas _____ [name of Bidder] (hereinafter called the "Bidder") has submitted its bid in response to DLCA bid DLCA/2021/04 for the provision of blank smart polycarbonate cards for a period of 5 years

We, _____ [name of bank], having our registered office at [address of bank] (hereinafter called "the Bank"), are bound unto the Driving Licence Card Account (hereinafter called "the Purchaser") in the sum of **R50,000,000 (fifty million Rands)** for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors, and assigns by these presents.

THE CONDITIONS of this obligation are:

- 1. If the Bidder withdraws its bid during the period of bid validity specified on the Bid Submission Form: or
- 2. If the Bidder, having been notified of the acceptance of its Bid by the Purchaser during the period of validity of the bid:
 - (a) fails or refuses to execute the Contract Form, or
 - (b) fails or refuses to furnish the Performance Security, in accordance with the Instructions to Bidders;



We undertake to pay to the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including thirty (30) days after the period of validity of the bid, and any demand in respect thereof should reach the Bank not later than the above date. Hence, this Bid Security is considered expired from **[INSERT DATE]**.

Nothing in this Bid Security shall be deemed a waiver of any privileges and immunities of the United Nations, including any of its subsidiary organs.



Annexure B – Pricing Schedule

1. This document, containing the price details, to be submitted in a separate envelope from other documentation and clearly marked “bid price details”
2. Bidders must provide one pricing sheet for the solution.
3. Pricing for Colour
4. Maintenance and support
 - a. Preventative maintenance must be costed on an annual basis
 - b. Support services must be costed on a time and material basis ie at an hourly rate.
5. Once-off cost must be accounted for in the year it occurs.

Note

1. The cost per card should be inclusive of all the components of the solution to be provided.
2. Bidders must quote prices in ZAR.
3. Please note that, at the time of payment, the DLCA will effect payment at the actual exchange rates on the day of payment.
4. Prices should escalate at an annual basis based on inflation at the time.
5. All prices quoted must be VAT inclusive.

For an on behalf of

Name

Signature



Cost Components		Year 1	Year 2	Year 3	Year 4	Year 5	Total (VAT EXCL)	VAT	Total (VAT INCL)
1. Hardware * Provide Product Detail per row and specify the capability	FC1 (Database / Server)								
	FC2 (P-ICC Personalization Subsystem)								
	FC3 (P-ICC Quality Control Subsystem)								
	FC4 (P-ICC Packaging and Shipping Capability)								
	FC5 (Card Disposal Capability)								
	Other (Specify)								
2. Software Licenses	Personalization								
	Workflow & Control								
	API (Integration to external Applications)								
	Reporting								
	Other (Specify)								
3. Services	Maintenance								
	Consumables (Printing, Mailing, etc.)								
	Preventative Maintenance								
	Spares								
	Level 2 Support (rate per hour)								
	Level 3 Support (rate per hour)								
Other (Specify)									



Cost Components		Year 1	Year 2	Year 3	Year 4	Year 5	Total (VAT EXCL)	VAT	Total (VAT INCL)
4. Implementation & Project Management	Training & Development								
	Hardware installation & commissioning								
	Inbound API for Personalization Configuration & Stock Management								
	Personalization of DLC according to Specifications								
	Outbound API configuration for Packaging / Waste management								
	Testing and Piloting								
	Handover								
	Other Price Items (Specify)								
	Other 1 (Specify)								
	Other 2 (Specify) - add rows if needed								
5. Totals	Total (EXCL VAT)								
	VAT								
	Total (INCL VAT)								
	Average Cost per Card @ 2.5 million cards)								