

**TERMS OF REFERENCE: THE PROVISION, SUPPORT, MAINTENANCE AND MANAGEMENT OF SOFTWARE-DEFINED WIDE AREA NETWORK (SD-WAN) AND INTERNET SOLUTION TO ALL NDA OFFICES OVER A PERIOD OF 60 MONTHS**

**BID REF: NDA05/CS04/25**

<b>BRIEFING SESSION</b>	A NON-COMPULSORY BRIEFING SESSION WILL BE HELD ON <b>28 JANUARY 2026 @ 10H30</b>
<b>VENUE</b>	MICROSOFT TEAMS <a href="#">Join the meeting now</a>
<b>CLOSING DATE</b>	<b>10 FEBRUARY 2026</b>
<b>CLOSING TIME</b>	12H00
<b>SUBMISSION OF DOCUMENTS</b>	<p>All proposals must be delivered at the NDA Head Office on or before the closing date and time. The Head Office address is 26 Wellington Road, Parktown, Johannesburg, 2193. Submissions must be strictly submitted inside the tender box, which is at the main entrance and accessible 24/7.</p> <p><b><i>Service providers outside of Gauteng are advised to send their documents by courier. NDA will not take responsibility for documents sent via postal services.</i></b></p>
<b>SUPPLIER ENVELOPES</b>	<p>The supplier's envelope/s MUST clearly have the description of the <b>"THE PROVISION, SUPPORT, MAINTENANCE AND MANAGEMENT OF SOFTWARE-DEFINED WIDE AREA NETWORK (SD-WAN) AND INTERNET SOLUTION TO ALL NDA OFFICES OVER A PERIOD OF 60 MONTHS"</b></p>
<b>SUBMISSION PACKAGING</b>	<p>A TWO-ENVELOPE system will be used for the submission of bids:</p> <p>Commercial Envelope This envelope must contain price quotations plus all the <b>SCM Administrative Documents</b> listed in section 13 of this document.</p> <p>Technical Envelope This envelope must contain all info listed in section 5 of this document. <b>NB: All documents must be bound using Thermal and perfect bindings submission.</b></p> <p><b>Bidders must submit 1 original document, 1 copy and a labelled memory/flash drive</b></p>
<b>LATE BIDS</b>	Bids received after the closing date and time will not be accepted for consideration and where practicable, will be returned unopened to the Bidder(s).

Contact person for Commercial Queries is Ms Nomvula Moloi or Kedibone Sathekge on 011 018-5546 /5562 between 08h30 to 17h00 on weekdays. Queries can also be sent in writing to [Nomvulam@nda.org.za](mailto:Nomvulam@nda.org.za) and / or [Kedibones@nda.org.za](mailto:Kedibones@nda.org.za)

Contact persons for Technical Queries are:

Contact person for Technical Queries is Mr Sbusiso Hlaba [Tel:011018 5536](tel:0110185536) / [Sbusisoh@nda.org.za](mailto:Sbusisoh@nda.org.za)

## OVERVIEW OF NDA

The National Development Agency (NDA) reports to Parliament through the Department of Social Development. The NDA is classified as a public entity under schedule 3A of the Public Finance Management Act, 1999 (Act No. 1 of 1999), and was established in November 1998 by the National Development Act, 1998 (Act No. 108 of 1998) (NDA Act) as government's response to the challenge of poverty and its causes in South Africa.

The NDA derives its mandate from the National Development Agency Act, 1988 (Act No. 108 of 1998). In terms of the Act, the primary objective of the NDA is to contribute towards the eradication of poverty and its causes by granting funds to CSOs for the purposes of:

- (1) carrying out projects or programmes aimed at meeting the development needs of poor communities; and
- (2) strengthening the institutional capacity of other CSOs involved in direct service provision to poor communities.
- (3) The secondary objects of the NDA in terms of the Act are-
  - (i) consultation, dialogue and sharing of development experience between CSOs and relevant organs of State; and
  - (ii) debate on policy development
  - (iii) to undertake research and publication aimed at providing the basis for development policy. A
- (4) The NDA plays a critical role in contributing towards shifting the country from the scourge of poverty towards poverty eradication. Through the Act and various policies, the NDA contributes to – but is not limited to – the advancement of economic development, social cohesion, access to basic human rights and skills development. This contribution of the NDA supports the National Development Plan (NDP) 2030 outcomes for a greater and better South Africa.

## 1 BACKGROUND

The Agency currently operates offices in all nine (9) provinces, with its Head Office located in Parktown where the primary data centre is hosted. The NDA's ICT environment is centralised but provides ICT support and connectivity services to all provincial and district offices across the country. One of the NDA's critical ICT requirements is the availability of reliable internet services and secure interconnectivity of offices to enable efficient information sharing.

At present, the NDA utilises a converged Multiprotocol Label Switching (MPLS) network that connects all offices, including the Head Office. This MPLS solution enables each site to connect directly into the Current Service Provider's (CSP) telecommunications network and to access services from the CSP's core network.

The NDA has a total of twelve (12) offices (1 Head Office, 9 Provincial and 2 district Offices) interconnected via the MPLS network through fibre and/or wireless (LTE) connections. The organisation currently makes use of routers that are owned and managed by the network service providers. The NDA owns and manages its own Power-over-Ethernet (PoE) FortiGate switches (224D), which support fibre uplinks.

A centralised FortiGate - 401F is hosted at the service provider's premises and managed by the provider, while additional FortiGate Firewall devices (100F at the Head Office and 60F units at the Provincial and District Offices) are maintained internally by the NDA. Bandwidth capacities across offices currently range between 4Mbps and 10Mbps, with a central internet breakout of 20Mbps. District Offices connect via a 5G-enabled Access Point Name (APN) Point-to-Point configuration, using Huawei LTE routers in an office-based setup. In addition, the NDA operates a separate Voice over IP (VoIP) network through a different service provider. The current internet service provider has implemented routing rules to permit VoIP IP addresses per NDA office.

## **2 PURPOSE OF THE BID**

The NDA seeks to transition from its traditional MPLS network to a more agile, scalable, and cost-effective Software-Defined Wide Area Network (SD-WAN) solution. This initiative will leverage internet-based technologies to securely interconnect the NDA's national footprint, enhancing operational efficiency and improving network resilience.

### **Scope of the Bid**

The purpose of this bid is to appoint a qualified service provider to deliver the following services over a period of 60 months:

#### **a) Provision, support, maintenance, and management of an SD-WAN solution**

- Ensuring failover and high availability capabilities.
- Providing full central internet breakout for secure access.
- Enabling secure office interconnectivity across all NDA sites.

#### **b) Provision, support, maintenance, and management of reliable internet services**

- Ensuring high-performance connectivity with redundancy.
- Supporting the NDA's digital transformation and business continuity requirements.

The appointed service provider will be expected to deliver a secure, scalable, and future-ready network infrastructure that enables the NDA to meet its mandate effectively.

### 3 OBJECTIVES

The key objectives of this bid are to:

- a) Replace legacy MPLS infrastructure with a modern, cloud-optimised SD-WAN.
- b) Ensure high-speed fibre-based internet access at all NDA sites.
- c) Provide secure, resilient connectivity with LTE/wireless failover options.
- d) Enable centralised management and monitoring of WAN performance.
- e) Improve access to cloud-based services such as Microsoft Teams, Office 365, and Azure.

### 4 SCOPE OF WORK

#### 4.1 SD-WAN Requirements

The service provider is required to design and implement a fully managed SD-WAN solution across all NDA offices that includes Dynamic path selection, WAN optimization, Application-aware routing, Integrated security features, and Failover and redundancy mechanisms (where applicable).

- 4.1.1 Primary Connection: Fibre-based Internet.
- 4.1.2 Failover (Secondary): 5G/LTE / Microwave Wireless.
- 4.1.3 Network architecture covering all sites as per the addresses on the table below.
- 4.1.4 Zero-touch provisioning and centralised policy control.
- 4.1.5 Enable segmentation for user groups, applications, and security zones.
- 4.1.6 Integration with Azure gateways (Cloud Optimisation).

**Refer to the full office list and capacity requirements table below:**

Office	Physical Address	Lease Expiry Date	Primary Connection Minimum Requirements	Failover with high availability (Secondary Connection)
<b>Parktown (Head Office)</b>	26 Wellington Road, Parktown Johannesburg	Possible Relocation withing Gauteng withing 6 Months	100 Mbps Fibre	Yes
<b>Provincial Offices</b>				
<b>Gauteng</b>	88 Jorisson Street, Braamfontein	2030/02/28	10 Mbps Fibre	Yes

Office	Physical Address	Lease Expiry Date	Primary Connection Minimum Requirements	Failover with high availability (Secondary Connection)
<b>Mpumalanga</b>	16 Branders Street, Nelspruit	Possible Relocation withing Gauteng withing 6 Months	10 Mbps Fibre	Yes
<b>Eastern Cape</b>	Vincedon Office Park, 08 Donald Road, East London	Possible Relocation withing Gauteng withing 6 Months	10 Mbps Fibre	Yes
<b>Northern Cape</b>	5 Du Toitspan Road, Kimberly	2028/06/30	10 Mbps Fibre	Yes
<b>KwaZulu-Natal</b>	5 Durban Place Chambers, Durban Club Street, Durban	2028/11/30	10 Mbps Fibre	Yes
<b>Limpopo</b>	1 Schoeman Street, Polokwane	2029/03/31	10 Mbps Fibre	Yes
<b>Western Cape</b>	Cnr Plein & Darling Street, Grand Central building, Cape Town	2030/01/31	10 Mbps Fibre	Yes
<b>Free State</b>	Cnr Charlotte Maxeke & St Andrews Street, Bloemfontein	2029/03/31	10 Mbps Fibre	Yes
<b>Northwest</b>	4059 Joukes Street, Mahikeng	2030/02/28	10 Mbps Fibre	Yes
<b>District Offices</b>				
<b>Jane Furse</b>	24 Jane Furse, Sekhukhune District, Limpopo	Three months notice	500Gig 4G LTE Mobile connection	No Failover

Office	Physical Address	Lease Expiry Date	Primary Connection Minimum Requirements	Failover with high availability (Secondary Connection)
King Cetshwayo District,	Corner Pearce Crescent and Turn Bull Road Empangeni	Three months notice	500Gig 4G LTE Mobile connection	No Failover

**\*\* Some NDA offices may relocate during the contract period. The addresses provided are for proposal purposes. The NDA will notify the successful bidder of any changes.**

## 4.2 Internet Connectivity

The service provider is required to provision, support, maintain, and manage internet connectivity with the following minimum standards:

### 4.2.1 Centralised Internet Breakout

- Provide 100 Mbps centralised internet breakout with a 100:100 local/international split.
- All traffic must route securely through the SD-WAN overlay.

### 4.2.2 SD-WAN Appliances

- Supply and configure enterprise-grade, SD-WAN-compatible routers (Fortinet or Cisco, or equivalent).
- Appliances must include firewall, VPN (IPSec/SSL), and application-aware routing capabilities.
- Provide minimum of 10 public IP addresses.

### 4.2.3 Bandwidth Requirements

- Minimum link speeds:
  - 20 Mbps for rural locations.
  - 100 Mbps for urban locations.
- Head Office (Parktown) must have a minimum of 100 Mbps fibre, scalable as demand grows.

### 4.2.4 Failover and High Availability

- Each fibre-connected site must include a **secondary connection** for failover (preferably LTE, microwave, or secondary fibre).
- Failover must be automatic and support session persistence.
- District offices with LTE-only connectivity must support 500 GB monthly data with monitoring and usage alerts.

#### **4.2.5 Cloud Application Optimisation**

- SD-WAN must provide direct cloud on-ramp optimisation for Microsoft Teams, Office 365, and Azure.
- Local peering or Azure Virtual WAN integration is preferred to ensure low-latency access.

### **4.3 Service Management Requirements**

The service provider must ensure effective monitoring, management, and reporting of services through the following:

#### **4.3.1 Reporting and Monitoring Portal**

- Provide a web-based reporting portal/dashboard, accessible 24/7 to NDA.
- Portal must include:
  - Real-time link status.
  - Application performance analytics.
  - Bandwidth utilisation and usage trends.
- Bidders must provide a sample screenshot of the proposed portal.

#### **4.3.2 Reports**

- The solution must provide scheduled and on-demand reports, including at least:
  - Utilisation reports with graphs.
  - Link quality reports (latency, jitter, packet loss).
  - Bandwidth consumption by site/application.
- Bidders must attach three sample reports.

#### **4.3.3 Scalability**

- The solution must be scalable to allow bandwidth upgrades per site.
- Bandwidth requirements will be reviewed annually to align with NDA's digital transformation.

#### **4.3.4 Service Level Agreement (SLA)**

- SLA must clearly define performance parameters, uptime, response times, and penalties for non-performance.
- Penalty/rebate formula must be included in the bidder's submission.

#### **4.3.5 Availability and Support**

- The service must achieve 99% overall uptime across the NDA environment.
- 24/7/365 support with Tier 1–3 escalation.
- Real-time monitoring with proactive incident alerts.

#### **4.3.6 Quality of Service (QoS)**

- The solution must enable traffic prioritisation and shaping for voice, video, and data.
- Policies must be configurable to prioritise business-critical applications.

## 4.4 Security Requirements

The solution must incorporate enterprise-grade security controls that align with NDA's compliance obligations and protect all network traffic. The following requirements are mandatory:

### 4.4.1 Firewall Administration and Integration

- The bidder is expected to maintain and administer the FortiGate 401F firewall.
- The FortiGate 401F will be reused for the Head Office connection and must be located at the bidder's data centre.
- The bidder must provide their own enterprise firewall solution for service delivery.
- The NDA-provided FortiGate firewalls must be reflected in the proposed solution architecture and network diagram, but configuration responsibility remains with NDA.

### 4.4.2 Security Features

- The solution must provide a **secure private network** with:
  - Next-generation firewall (NGFW).
  - End-to-end encryption (IPSec/SSL).
  - Network segmentation between user, management, and guest traffic.
- Integrated firewall, anti-malware, intrusion detection/prevention (IDS/IPS), encryption, and Data Loss Prevention (DLP).
- POPIA-compliant data handling, including encryption of data in transit and at rest.
- Support for centralised firewall policy management across all sites.
- Deep Packet Inspection (DPI) to ensure application visibility and control.
- Built-in or integrated Secure Web Gateway (SWG) or support for a Secure Access Service Edge (SASE) framework.

### 4.4.3 Authentication & Access Control

- The solution must support a proxy-based architecture, where devices/users must authenticate before accessing NDA systems.
- Integration with NDA's Active Directory/LDAP (or equivalent) is required for centralised identity and access management (Where necessary).
- Wi-Fi access points must be supported with WPA3 enterprise-grade security, and optional guest Wi-Fi segregation.



#### 4.4.4 Network Segmentation & Visibility

- The solution must enable traffic segmentation (e.g., user, management, and guest networks).
- Centralised logging, monitoring, and alerting for all firewall and security events must be included.
- Logs must be exportable to NDA's SIEM (if required).

#### 4.4.5 Compliance and Governance

- Solution must ensure compliance with:
  - POPIA (Protection of Personal Information Act).
  - Industry-standard data privacy and security regulations.
- The bidder must provide quarterly security reports and participate in NDA's security review process.

### 5 TECHNICAL EVALUATION

**The following criteria will be used: After the closing date for the bid invitation, an appointed evaluation committee of NDA officials will evaluate the proposals.**

A minimum threshold of **80 points** should be obtained to qualify for the second phase of evaluation "Commercial Evaluation".

The committee will evaluate each of the bid proposals received against the Technical/Functional criteria as stated below:

DESCRIPTION		WEIGHT
<b>SD-WAN Solution Overview &amp; Network Diagram</b>	<p>Ability to meet all <b>Section 4.1 requirements:</b></p> <p><b>Technology, Architecture &amp; Features Compliance (Section 4.1):</b> Demonstrates ability to meet all Section 4.1 requirements: SD-WAN technology stack, architecture, controller functionality, routing features, security, visibility, and analytics. <b>(10)</b></p> <p><b><i>NB bidders must comply with all requirements ,failure to comply will result to a score of 0</i></b></p> <p><b>Deployment Model &amp; Redundancy Design</b></p> <p>A deployment model covering overlay/underlay integration, primary and secondary link configuration <b>(must be readable) (5)</b></p>	40

DESCRIPTION	WEIGHT
<p><b>Connectivity Design</b> Use of primary fibre-based Internet plus secondary failover via 5G/LTE or Microwave. Demonstrates automated failover, load balancing, and link health monitoring. (5)</p> <p><b>Network Architecture Covering All NDA Sites</b> Network topology mapped to all listed addresses, including branch connectivity, head office, DR site, and cloud integration. (5)</p> <p><b>Zero-Touch Provisioning &amp; Centralised Policy Control</b> Demonstrates ability to provision devices centrally, push global/local policies, automate configuration and updates. (5)</p> <p><b>Segmentation Capability</b> Ability to segment users, applications, and security zones across the SD-WAN fabric.(5)</p> <p><b>Cloud Integration (Azure Gateways / Cloud Optimisation)</b> Ability to integrate with Azure Virtual WAN, Azure gateways, cloud security services, and optimise SaaS/IaaS traffic. (5)</p> <p>Bidder must complete and sign <b>Annexure A</b> and provide <b>a Network Diagram, and it must reflect the following:</b></p> <ul style="list-style-type: none"> <li>✓ All NDA sites</li> <li>✓ Primary Fibre + Secondary LTE/5G/Microwave</li> <li>✓ SD-WAN Edge + Controller</li> <li>✓ Security zones &amp; segmentation</li> <li>✓ Azure gateway integration</li> <li>✓ DR connectivity.</li> </ul> <p><b>Failure to provide these two documents will result into a zero score.</b></p>	

DESCRIPTION		WEIGHT
<b>Internet Connectivity Solution</b>	<p>Ability to meet the requirements of <b>Section 4.2 Internet Connectivity.</b></p> <p><b>Centralised Internet Breakout</b> - 100 Mbps breakout, security routing requirements (2)</p> <p><b>SD-WAN Appliances</b> Provisioning, firewall, VPN, public IPs (3)</p> <p><b>Bandwidth Requirements</b> Rural/urban minimums + scalable Head Office fibre (3)</p> <p><b>Failover and High Availability</b> Secondary links, automatic failover, LTE data (2)</p> <p><b>NB* The bidder will be allocated points only if the requirements are also represented on the Network Diagram</b></p>	10
<b>Service Management Requirements</b>	<p>Ability to meet the requirements of <b>Section 4.3 Service Management.</b></p> <p><b>Reporting and Monitoring Portal – (3)</b> Portal accessibility &amp; dashboard completeness with Real-time analytics (status, performance, utilisation). Bidder to provide sample screenshot quality/relevance.</p> <p><b>Reports – (3)</b> Scheduled + on-demand reporting capability and required report types (utilisation, link quality, consumption). Bidder to provide three sample reports attached and relevant.</p> <p><b>Scalability – (3)</b> Ability to scale bandwidth per site and annual bandwidth review alignment with NDA digital strategy.</p> <p><b>Service Level Agreement (SLA) – (2)</b> Defined performance parameters, uptime, response times and penalty/rebate formula included and detailed.</p>	15

DESCRIPTION		WEIGHT
	<p><b>Availability and Support – (3)</b> 99% uptime guarantee and 24/7/365 support with escalation tiers Real-time monitoring proactive alerts.</p> <p><b>Quality of Service (QoS) – (1)</b> Traffic prioritisation and shaping capability with configurable policies for critical applications.</p>	
<b>Security Requirements</b>	<p>Ability to meet <b>Section 4,4, 5.4 Security Requirements</b>.</p> <p>The bidder must demonstrate capabilities for:</p> <p>Firewall Administration &amp; Integration <b>(2)</b></p> <p>Security Features <b>(4)</b></p> <p>Authentication &amp; Access Control <b>(2)</b></p> <p>Segmentation &amp; Visibility <b>(1)</b></p> <p>Compliance &amp; Governance <b>(1)</b></p>	10
<b>Service Take-on / Migration Plan</b>	<p>Bidder must provide a detailed transition/migration plan covering:</p> <ul style="list-style-type: none"> <li>- Activities, timelines, and deliverables.</li> <li>- Steps for smooth takeover of current services with minimal disruption to NDA operations.</li> </ul> <p><b>Bidders must comply with all requirements , failure will result to a score of 0 points.</b></p>	5
<b>Experience</b>	<p>At least <b>5 years proven experience</b> delivering SD-WAN and ISP services in South Africa.</p> <p>- Company profile (<b>One page with relevant to scope</b>).</p>	5
<b>Client References</b>	<p>Three (3) written references from current or previous clients covering:</p> <ul style="list-style-type: none"> <li>- Nature of work performed.</li> <li>- Duration of contract.</li> <li>- Performance delivered.</li> </ul> <p><b>References must be on client's official letterhead, signed by a duly authorized person (not older than 5 years).</b></p>	15
<b>Total Score</b>		<b>100</b>
<b>Minimum qualifying score for functionality</b>		<b>80</b>

## 6 COMMERCIAL EVALUATION

- (a) Bids will be evaluated in accordance with the NDA's Supply Chain Management Policy and Preferential Procurement Policy, 2023, using the 80/20 preference points system as prescribed in the Preferential Procurement Policy Framework Act (PPPFA, Act 5 of 2000). The lowest acceptable bid will score 80 points for price (the lowest acceptable bid will score 80 points and bidders that quoted higher prices will score lower points for price on a pro-rata basis).
- (b) Bid proposals received will be evaluated in Three (3) phases, namely **Phase 1: SCM administrative compliance**, **Phase 2: functionality**, and **Phase 3: evaluation in accordance with the 80/20 preference point system**.
- (c) Bid proposal must score a minimum of eighty (80) points out of hundred (100) points on functionality in order to qualify for advancement to the next phase of evaluation. Third phase, a bid proposal scoring less than eighty (80) out of 100 will not be considered for further evaluation and will be disqualified.
- (d) Phase Three: During this phase, bid proposals that passed the second phase of the evaluation will be further evaluated based on the 80/20 preference points system in accordance with the PPPFA Act, where 80 points will be attained in respect of price (the lowest acceptable bid will score 80 points and bidders that quoted higher prices will score lower points for price on a pro-rata basis), 10 points will be awarded for Enterprises owned by black people, 4 points for enterprise located in Gauteng Province, 2 points for Enterprises owned by black African women, 2 points for Enterprises owned by black African youth and 2 points for Black African with disability. The CSD I AM register report will be used to allocate points and the (80/20 system) will be applied in accordance with the table below:

Specific Goal	Number of points (80/20 system)
Enterprises owned by black people	<b>10 points</b> % shareholding by black people will determine the points
<b>Enterprises located in Gauteng Province</b> A certified proof of address (municipal rates/stamped letter from a councillor) must be attached to claim points. The NDA will verify location using CSD report	<b>4 points</b> Should no declaration or proof be supplied, the bidder will score zero but will not be disqualified.
• Enterprises owned by black African women.	<b>2 points</b>

Specific Goal	Number of points (80/20 system)
	% shareholding by the targeted group will determine the points that are scored
• Enterprises owned by black African youth.	<b>2 points</b>  % shareholding by the targeted group will determine the points that are scored
• Enterprises owned by black African with disability	<b>2 points</b>  % shareholding by the targeted group will determine the points that are scored

- (e) The highest ranked bidder will be awarded the bid. It should be noted also that the NDA reserves the right not to appoint any service provider, and no service provider will be reimbursed for any costs incurred whilst participating in this bid.

## 7 JOINT VENTURES, CONSORTIUMS, TRUSTS, PARTNERSHIP OR ANY FORM OF AGREEMENT

- a) A joint venture, consortium, trust, partnership or any form of agreement will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- b) A joint venture, consortium, trust, partnership or any form of agreement will qualify for points for their B-BBEE status level as an unincorporated entity if the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- c) Bidders must submit concrete proof of the existence of a joint venture, consortium, trust, partnership or any form of agreement. The NDA will accept signed agreements as acceptable proof of the existence of a joint venture and/or consortium arrangement.
- d) When bidding through a Joint Venture, the Joint Ventures must submit a Consolidated B-BBEE certificate if it is not an incorporated entity when responding to tenders. This means that the bidder will have to obtain a new B-BBEE certificate for the Joint Venture, which consolidates each participant's B-BBEE status level.

## 8 CLIENT BASE

The NDA reserves the right to contact references “**conduct due diligence**” during the evaluation and adjudication process to obtain information.

## **9 PACKAGING OF THE BID DOCUMENTS**

The bidder shall place both the sealed Technical Proposal and Price/ Commercial Proposal envelopes into an outer sealed envelope or package, and must be clearly marked as follows:

### **9.1 *Functionality/Technical Envelope***

**Bid Ref: NDA05/CS04/25**

**THE APPOINTMENT OF A SERVICE PROVIDER FOR PROVISION, SUPPORT, MAINTENANCE AND MANAGEMENT OF SOFTWARE-DEFINED WIDE AREA NETWORK (SD-WAN) AND INTERNET SOLUTION TO ALL NDA OFFICES OVER A PERIOD OF 60 MONTHS.**

Bid closing date and time: **10 FEBRUARY 2026 at 12h00**

#### **Name and address of the bidder:**

In this envelope, the bidder shall only address the technical aspects of the bid as per Section 5 of this document.

### **9.2 *Pricing/Commercial Envelope***

**Bid Ref: NDA05/CS04/25**

**APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION, SUPPORT, MAINTENANCE AND MANAGEMENT OF SOFTWARE-DEFINED WIDE AREA NETWORK (SD-WAN) AND INTERNET SOLUTION TO ALL NDA OFFICES OVER A PERIOD OF 60 MONTHS.**

Bid closing date and time: **10 FEBRUARY 2026 at 12h00**

#### **Name and address of the bidder:**

In this envelope, the bidder shall only provide the price/commercial proposal, and the SCM Administrative Documents outlined in section 13 of this document.

## **10 PRICING**

- (a) Bidders must submit a detailed cost breakdown for all applicable costs e.g. Initial setup costs, monthly costs, and any other applicable costs. All prices submitted must be inclusive of VAT.
- (b) Prices must be fixed and firm for the duration of the proposed contract period.

- (c) Bidders must ensure that the quotes submitted have no arithmetic errors as NDA will not rectify any errors and no adjustments to quotations received will be permitted.
- (d) Bidders will carry the responsibility of ensuring that the proposals submitted have been signed by a duly authorised person. Should it be established after the submission of proposals that the signatory authorising the proposal is not legally appointed by the service provider, the offer/proposal will be disqualified from the evaluation process.
- (e) All prices submitted should be typed in black ink or written in pen, proposals written in pencil will not be accepted and evaluated.
- (f) A two-envelope system will be used for the submission of proposals.

## 11 TENDER VALIDITY

All submitted bids must be valid for 150-days from the closing date of this bid.

## 12 NDA PAYMENT TERMS

Invoices will be paid 30-days from the date of submission and approval. All invoices must be sent to the following e-mail address: [ictaccounts@nda.org.za](mailto:ictaccounts@nda.org.za) / [Bridgetm@nda.org.za](mailto:Bridgetm@nda.org.za)

## 13 SCM ADMINISTRATIVE DOCUMENTS – COMPLIANCE

- (a) Valid Tax Clearance Certificate issued by the South African Revenue Services (SARS). Where consortium/joint ventures/sub-contractor are involved in each party to the association must submit a separate valid original Tax Clearance Certificate or SARS tax Pin or a CSD report. Alternatively, service providers must fully complete Standard Bid Document 1 (SBD 1) to give effect to the tax compliance status system.
- (b) Signed agreements for joint ventures and/or consortium arrangements.
- (c) Company registration documents (CIPC).
- (d) A letter/resolution authorising the person signing the bid documents and contracts.
- (e) All participating bidders must fully complete, sign and return ALL the attached SBD forms (SBD1, 3.3 (supported with a detailed cost break-down, indicating a total bid price corresponding to SBD 3.3), 4 & 6.1) together with their proposals.

*Failure to submit a completed SBD 3.3 in full will render the bid non-responsive. Bidders must submit a detailed itemised price breakdown together with the SBD 3.3. The total bid offer amount reflected on the SBD 3.3 must correspond with the submitted price breakdown.”*

***Bidders who fail to submit any of the above required administrative documents or fail to comply with administrative requirements will be disqualified.***



## **14 CENTRAL SUPPLIER DATABASE**

The NDA will not appoint any supplier who is not registered as a prospective supplier on the central supplier database as required in terms of National Treasury Circular No. 3 of 2015/2016 and National Treasury SCM Instruction note 4 of 2016/2017.

## **15 CONTRACT AWARD**

A binding contract will be signed after both parties have fully agreed to the scope of work and all terms and conditions. The NDA legal department will develop a draft contract that shall be used as the basis to finalise contract terms and conditions.

## **16 DISCLAIMER**

- (a) Whilst all due care has been taken in connection with the preparation of this bid, the NDA makes no representations or warranties that the content in this bid or any information communicated to or provided to bidders during the bidding process is, or will be, accurate, current or complete. The NDA and its officers and employees will not be liable for any information communicated which is not accurate, current or complete.
- (b) If a bidder finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in the bid or any other information provided by the NDA (other than minor clerical matters); the bidder must promptly notify NDA in writing of such discrepancy, ambiguity, error or inconsistency to allow the NDA to consider what corrective action is necessary (if any).
- (c) Any actual discrepancy, ambiguity, error or inconsistency in this bid or any other information provided by the NDA will, if possible, be corrected and provided to all bidders without attribution to the bidder who provided the written notice.
- (d) No representations made by or on behalf of NDA about this bid will be binding on the NDA unless that representation is expressly incorporated into the contract ultimately entered into between NDA and the successful bidder.

## **17 ADDITIONS AND AMENDMENTS TO THE BID**

- (a) The NDA reserves the right to change any information in, or to issue an addendum to this bid before the closing date and time. The NDA its officers and employees will not be liable in connection with either the exercise of or failure to exercise this right.

- (b) Should the NDA exercise its right to change the information in terms of clause 22.1 all amendments will be communicated to all bidders.

## **18 CONTENT PAGE**

Participating bidders are required to submit a detailed content page and page dividers clearly indicating (cross-referencing) where each of the technical requirements is placed in their bid documents exactly as outlined in **section 5** (technical evaluation criteria) of this TORs. Any additional information that the supplier would like to provide should be referenced as well on the content page.

## **19 PRICE NEGOTIATIONS**

- (a) Where the bidder that scored the highest total points did not quote a reasonable or a market-related price, the NDA may negotiate with the bidder to offer a reasonable or market-related price, should the adjudicator agree to this.
- (b) Should the bidder scoring the highest total points not agree on a reasonable or market-related price, the NDA may cancel the bid or negotiate with the bidder that scored the second highest total points or the third highest total points, in that order.

## **20 SPECIAL COMMERCIAL CONDITIONS OF THIS BID**

The NDA reserves the right to:

- (a) To accept part of a tender rather than the whole tender.
- (b) To carry out site inspections, product evaluations or explanatory meetings in order to verify the nature and quality of the services offered by the bidder(s), whether before or after adjudication of the Bid.
- (c) To correct any mistakes at any stage of the tender that may have been in the Bid documents or occurred at any stage of the tender process.
- (d) To cancel and/or terminate the tender process at any stage, including after the Closing Date and/or after presentations have been made, and/or after tenders have been evaluated and/or after the preferred bidder(s) have been notified of their status as such.
- (e) Award to multiple bidders based either on size or geographic considerations.

## 21 ETHICS AWARENESS TO SERVICE PROVIDERS

### ***NDA pledges towards high ethical conduct in dealing with Service Providers***

- *NDA is committed to highest standard of ethics in conducting its business and encourages all stakeholders to contribute towards building ethical culture within the organization.*
- *NDA shall not demand money from Service Providers to get work (tenders and quotations) from the organization.*
- *Suppliers are prohibited to induce NDA employees through gifts in order to directly and indirectly benefit business from NDA.*
- *NDA has a strict gift policy to ensure that gifts received from Suppliers are properly declared to ensure transparency.*
- *Any unethical behaviour that is compromising by NDA employees shall be reported to Fraud/ethics Hotline:0800 701 701*

**I HAVE READ AND UNDERSTOOD THE NDA PLEDGE THAT PROMOTE HIGHLY ETHICAL CULTURE. I WILL, TO THE BEST OF MY ABILITY, ADHERE TO AND HONOUR THIS PLEDGE IN MY PROFESSIONAL DEALINGS WITH NDA.**

\_\_\_\_\_  
Signature: Representative of the Service Provider

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name: Representative of the Service Provider

## **ANNEXURE A: CONFIRMATION OF SERVICES**

Office	Physical Address	Primary SD-WAN Connection	Secondary / Failover	SD-WAN Equipment Proposed	Bandwidth (Mbps)	Availability & SLA Commitment
<b>Parktown (HO)</b>	26 Wellington Road, Parktown Johannesburg					
<b>Provincial Offices</b>						
<b>Gauteng</b>	88 Jorisson Street, Braamfontein					
<b>Mpumalanga</b>	16 Branders Street, Nelspruit					
<b>Eastern Cape</b>	Vincedon Office Park, 08 Donald Road, East London					
<b>Northern Cape KwaZulu-Natal</b>	5 Du Toitspan Road, Kimberly					
	5 Durban Place Chambers, Durban Club Street, Durban					
<b>Limpopo</b>	1 Schoeman Street, Polokwane					

Office	Physical Address	Primary SD-WAN Connection	Secondary / Failover	SD-WAN Equipment Proposed	Bandwidth (Mbps)	Availability & SLA Commitment
<b>Western Cape</b>	Cnr Plein & Darling Street, Grand Central building, Cape Town					
<b>Free State</b>	Cnr Charlotte Maxeke & St Andrews Street, Bloemfontein					
<b>Northwest</b>	4059 Joukes Street, Mahikeng					
<b>Gauteng</b>	88 Jorisson Street, Braamfontein					
<b>District Office</b>						
<b>Jane Furse</b>	24 Jane Furse, Sekhukhune District, Limpopo					
<b>King Cetshwayo District,</b>	Corner Pearce Crescent and Turn Bull Road Empangeni					

**Signature:** \_\_\_\_\_ **Signed by:** \_\_\_\_\_

## PART A INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:	NDA05/CS04/25	CLOSING DATE:	10 February 2026	CLOSING TIME:	12:00
DESCRIPTION	THE APPOINTMENT OF A SERVICE PROVIDER FOR PROVISION,SUPPORT,MAINTENANCE AND MANAGEMENT OF SOFTWARE-DEFINED WIDE AREA NETWORK (SD-WAN) AND INTERNET SOLUTION TO ALL NDA OFFICES OVER A PERIOD OF 60 MONTHS				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
26 WELLINGTON ROAD					
PARKTOWN					
JOHANNESBURG					
2193					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	MS NOMVULA MOLOI		CONTACT PERSON	Ms Lerato Dhlamini	
TELEPHONE NUMBER	011 018 5562		TELEPHONE NUMBER	011 018 5652	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	<a href="mailto:Nomvulam@nda.org.za">Nomvulam@nda.org.za</a>		E-MAIL ADDRESS	<a href="mailto:Leratod@nda.org.za">Leratod@nda.org.za</a>	
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW ]
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> NO	

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

## PART B TERMS AND CONDITIONS FOR BIDDING

<b>1. BID SUBMISSION:</b>
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER: .....

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

DATE: .....

**PRICING SCHEDULE**  
**(Professional Services) -NDA05/CS04/25**

NAME OF BIDDER: ..... BID NO.: **NDA05/CS04/25**

CLOSING TIME **12:00**

CLOSING DATE: **10 February 2026**

OFFER TO BE VALID FOR ...**150** .....DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY	
1.	The accompanying information must be used for the formulation of proposals.		
2.	Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project	R.....	
3.	PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)		
4.	PERSON AND POSITION	HOURLY RATE	DAILY RATE
	.....	R.....	.....
	.....	R.....	.....
	.....	R.....	.....
	.....	R.....	.....
	.....	R.....	.....
5.	PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT		
	.....	R.....	.....days
	.....	R.....	.....days
	.....	R.....	.....days
	.....	R.....	.....days
5.1	Travel expenses (specify, for example rate/km and total km, class of airtravel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.		
	DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY AMOUNT
	.....	.....	..... R.....
	.....	.....	..... R.....
	.....	.....	..... R.....
	.....	.....	..... R.....
		TOTAL: R.....	

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



Name of Bidder: .....

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

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

6. Period required for commencement with project after acceptance of bid  
.....
7. Estimated man-days for completion of project  
.....
8. Are the rates quoted firm for the full period of contract? \*YES/NO
9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.  
.....  
.....  
.....  
.....

Any enquiries regarding bidding procedures may be directed to the Supply Chain Management Department.

Name: Ms.Nomvula Moloi  
Email :[Nomvulam@nda.org.za](mailto:Nomvulam@nda.org.za)  
Tel: 011 018-5562

Or for technical information/Enquiries

Name: Ms.Lerato Dhlamini  
Email: [Leratod@nda.org.za](mailto:Leratod@nda.org.za)  
Tel: 011 018 5652



**SBD4**

## **BIDDER'S DISCLOSURE**

### **1. PURPOSE OF THE FORM**

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

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

### **2. Bidder's declaration**

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

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

---

<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.



**SBD4**

Full Name	Identity Number	Name of State institution

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

2.2.1 If so, furnish particulars:

.....  
 .....

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

2.3.1 If so, furnish particulars:

.....  
 .....

### 3 DECLARATION

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

3.1 I have read and I understand the contents of this disclosure;



#### **SBD4**

- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

**I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS**

---

<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.



**SBD4**

1, 2 and 3 ABOVE IS CORRECT.

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

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

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

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

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

### 1. GENERAL CONDITIONS

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

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**

*(delete whichever is not applicable for this tender).*

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	
SPECIFIC GOALS	
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

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

## 2. DEFINITIONS

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

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

#### 3.2.1. POINTS AWARDED FOR PRICE

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

$$\begin{array}{ccc} 80/20 & \text{or} & 90/10 \\ Ps = 80 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right) & \text{or} & Ps = 90 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right) \end{array}$$

Where

- Ps = Points scored for price of tender under consideration  
Pt = Price of tender under consideration  
Pmax = Price of highest acceptable tender

#### 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

***(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)***

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



The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Enterprises owned by Black People (% shareholding by black people will determine the points)		10		
Enterprises located in <b>Gauteng Province</b> . NB: A certified proof of address (municipal rates/stamped letter from councilor) must be attached to claim points. The NDA will verify location using CSD report.		4		
Enterprises owned by black African youth (% shareholding by the youth will determine the points)		2		
Enterprises owned by black African woman (% shareholding by black African woman will determine the points)		2		
Enterprises owned by black African people with disability(% shareholding by black African people with disability will determine the points)		2		

#### DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

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

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

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

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

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

.....

.....

.....