RFB NO: 138/2026/EWSS/SAGE300/RFB

APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE SAGE 300 FINANCE UPGRADE, GL CONSOLIDATIONS, SEI REPORTS, INTERCOMPANY TRANSACTIONS AND BANK SERVICES CONFIGURATION, INVOICE DUPLICATION PREVENTION, SUPPORT AND MAINTENANCE FOR A PERIOD OF EIGHTEEN (18) MONTHS

Bid Number	**138/2026/EWSS/SAGE300/RFB**
Title of this RFB	Appointment of a Service Provider to Provide Sage 300 Finance Upgrade, GL Consolidations, SEI Reports, Intercompany Transactions and Bank Services Configuration, Invoice Duplication Prevention, and Support and Maintenance for a period of eighteen (18) months.
RFB Issue Date	27 November 2026
Clarification and enquiries	NB: Kindly send all clarification questions or enquiries to the receiving officers at tenders09@tcta.co.za on or before 13 January 2027
Non-Compulsory Briefing session	**Online: Microsoft Teams** Link **Join:** https://teams.microsoft.com/meet/317797433421943?p=Y0xBvabzntOEiGeDtU Meeting ID: 317 797 433 421 943 Passcode: 38Rn7VP3
Non-Compulsory Briefing Session Date and Time	9 December 2026 @ 10h00am
RFB Closing Time & Date	28 January 2027 @ 11h00am
Bid Validity Period	120 calendar days commencing from the RFB closing date
Delivery Address	Bids must be hand delivered at TCTA's offices located at the address indicated below and addressed to The Receiving Officer, and marked **138/2026/EWSS/SAGE300/RFB:** on or before the closing date and time: Trans Caledon Tunnel Authority (TCTA), Building 9, Byls Bridge Office Park, Olievenhoutbosch Rd, Centurion, ,0157
Communication	All communication relating to the RFB must be addressed to the following e-mail address: tenders09@tcta.co.za. TCTA shall not be held responsible for any eventuality resulting from the sending of RFB related communication to a different e-mail address.
1 Envelope System – Technical & Financial Proposal	Bidders must submit 1 physical original copy in English ('The master copy') and 1 electronic copy on an unencrypted USB in pdf format, in

	one envelope

TABLE OF CONTENTS

1. DEFINITIONS, ACRONYMS AND ABBREVIATIONS 1
2. PREPARATION OF BID SUBMISSIONS 3
3. BACKGROUND 3
4. PURPOSE 4
5. SCOPE OF WORK 4
5.1 IMPLEMENTATION APPROACH AND ASSUMPTIONS: 6
5.2 COMPANY EXPERIENCE REQUIRED 7
5.3 PERSONNEL EXPERIENCE REQUIRED 7
5.4 CONTRACT DURATION 7
5.5 DELIVERABLES 7
6. STAGE 1: RETURNABLE DOCUMENTS (SUBMISSION REQUIREMENTS) 9
7. INFORMATION REQUESTED 11
8. STAGE 2: FUNCTIONALITY EVALUATION 11
9. STAGE 3: PRICE AND B-BBEE 13
9.1 B-BBEE 13
9.2 PRICE 14
9.3 PREFERENTIAL POINTS CALCULATION 14
10. STAGE 4: SUPPLIER VETTING 14
11. CONDITIONS OF BID 15
11.1. COSTS OF BIDDING 15
11.2. CLARIFICATIONS 15
11.3. AMENDMENTS 15
11.4. MODIFICATION, ALTERATION OR SUBSTITUTION AND/OR WITHDRAWAL OF A BID SUBMISSION 16
11.5. VALIDITY PERIOD 16
11.6. DISCLAIMER – PROTECTION OF PERSONAL INFORMATION ACT 17
11.7. CONFLICTS OF INTEREST 21
11.8. RIGHT NOT TO AWARD 22
11.9. SUBCONTRACTING AFTER AWARD 22
11.10. NOTIFICATION OF UNSUCCESSFUL BIDDERS 23
11.11. PROHIBITION OF BRIBERY, FRAUDULENT AND CORRUPT PRACTICES 23
11.12. FRONTING 23
11.13. JOINT VENTURE OR CONSORTIUM 24
12. CONDITIONS OF CONTRACT 25
ANNEXURE A:-SCHEDULE OF THE BIDDER'S EXPERIENCE 31
ANNEXURE B: TEMPLATE FOR KEY PERSONNEL'S CV 32
ANNEXURE C: PRICING SCHEDULE 33
ANNEXURE D: SBD 1 – INVITATION TO BID 34
ANNEXURE E: SBD 4 – BIDDER'S DISCLOSURE 36
ANNEXURE F: SBD 6.1: PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 38

ANNEXURE G– VALID SWORN AFFIDAVIT REQUIREMENTS 43
ANNEXURE H: ICT EME SWORN AFFIDAVIT 44
ANNEXURE H1: ICT QSE SWORN AFFIDAVIT 46
ANNEXURE I: REQUEST FOR ACCESS TO TCTA PREMISES 47
ANNEXURE J: TENDER RECEIVING FORM 48
ANNEXURE K: INFORMATION REQUESTED 49

1. DEFINITIONS, ACRONYMS AND ABBREVIATIONS

B-BBEE	Broad Based Black Economic Empowerment in terms of the Broad Based Black Economic Empowerment Act 53 of 2003 (B-BBEE Act).
B-BBEE STATUS LEVEL OF CONTRIBUTOR	Means the B-BBEE status received by a measured entity issued in terms of section 9(1) of the B-BBEE Act.
BEQUESTER	Cloud-based platform for end-to-end procurement and supplier management compliant with PFMA/MFMA requirements.
BI	Business Intelligence
BID SUBMISSION	A bidder's written proposal in response to an Invitation for Bids
BLACK PEOPLE	African, Coloureds and Indians as defined in the Broad Based Black Economic Empowerment Act 53 of 2003
CONSORTIUM or JOINT VENTURE OR CONSORTIUM	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;
CONSULTANT	A consultant means a professional person appointed to provide Technical and specialist advice or to assist with the design and implementation of projects. The legal status of this person can be an individual, a partnership, a corporation or a company.
CONTRACT	Means the legal agreement signed between two parties, including service level agreement. This term does not refer to the actual bid
CONTRACT MANAGER	Means the representative from the RD that will be monitoring the day to day activities related to the contract
CPA	Contract Price Adjustments
CSD	Central Supplier Database
DESIGNATED SECTORS	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.
EME	means exempt micro enterprises with an annual total revenue of R10 million or less in terms of the B-BBEE Codes of Good Practice of 2019 and an entity with a turnover of less than R 10 million in terms of the amended B-BBEE Codes;
GCC	General Conditions of Contract
GL	General Ledger
NDA	Non-Disclosure Agreement
NPA	National Prosecuting Authority
Orchid Extender	A Sage 300 add-on by Orchid Systems, which is a cost-effective way to configure, customize, and extend Sage 300
PAIA	Promotion of Access to Information Act
PIN	Personal Identification Number

PO	Means a Purchase Order which is a document prepared by and issued by Procurement stating the contract amount
POPI	Protection of Personal Information
PPPFA	Preferential Procurement Policy Framework Act
PROCUREMENT SPECIALIST	Duly appointed person in the Procurement unit responsible for Procurement related transactions and processes including RFQs
PO	Means a Purchase Order which is a document prepared by and issued by Procurement stating the contract amount
QSE	means qualifying small enterprises with an annual total revenue of between R10 million and R50 million in terms of the B-BBEE Codes of Good Practice of 2019 in terms of the amended B-BBEE Codes;
RD	Is the requesting department or representative from the requesting department
RSA	Republic of South Africa
SBD	Standard Bidding Document
SCM	Supply Chain Management
SEI	Sage Enterprise Intelligence
SLA	Service Level Agreement
SUPPLIER	A supplier is the private juristic person or legal entity that provides goods, services or works to TCTA.
TCTA	Trans Caledon Tunnel Authority
UAT	User Acceptance Testing
VAT	Value Added Tax
ZAR	South African Rand

2. PREPARATION OF BID SUBMISSIONS

2.1. Bidders are required to comply fully with this Request for Bid including annexures during submission to TCTA;

2.2. For a Bid Submission to be acceptable, it must:

2.2.1. Not be late and delivered to the address stated on the front page. TCTA shall not accept nor be obliged to accept Bid Submissions submitted after the stipulated closing date and time, even if that such late submission is as a result of circumstances beyond the Bidder's control;

2.2.2. Clearly reflect the Bid description and bid number on the outer packaging;

2.2.3. Bidders must submit 1 physical original copy in English ('The master copy') and 1 electronic copy on an unencrypted USB in pdf format. The information in the USB must be identical to the original submission. TCTA will rely on the physical original submission for evaluation.

2.2.4. Contain a firm and unconditional price;

2.3. TCTA reserves the right to reject bids that are not acceptable and to not evaluate them. This section is subject to the provisions of the Conditions of Bid.

2.4. This Bid has **5** evaluation stages which is summarised in the RFB. Each stage reflects the process of evaluation. Bid submissions must be neat and legible and prepared in the same order as the stages of evaluation. Each stage must be clearly marked.

3. BACKGROUND

TCTA is a South African public sector entity that implements bulk raw water infrastructure development on behalf of the Department of Water and Sanitation. It was established by Notice No. 2631 published in Government Gazette No. 10545 dated 12 December 1986 (as amended by Notice No. 277 published in Government Gazette No. 21017 dated 24 March 2000) (The Notice of Establishment), promulgated in terms of Chapter 10 of the National Water Act, 1998 and is listed in Schedule 2 of the Public Finance Management Act, 1999, (PFMA).

TCTA utilises the Sage 300 Finance system as a core financial management platform, together with various integrated third-party software components.

TCTA intends to appoint an experienced Sage Enterprise Intelligence (SEI), accredited, and authorised Sage business partner to provide a technical and functional upgrade of the Sage 300 Finance system version 2023 to the latest version, perform GL Consolidations, implement and configure SEI Reports, and thereafter provide maintenance and support for a period of 18 months (ending 30 April 2028). The maintenance and support will be inclusive of the Sage 300 Finance system, SEI reports, future upgrades / patches, customisation, and enhancements that will be required by TCTA, ensuring the continued stability, supportability, and optimisation of the environment.

The Finance team requires Sage Enterprise Intelligence (SEI) Reports to integrate with the Sage ERP system, enabling real-time data access, interactive dashboards, and customised financial and operational reporting. This integration will allow the team to convert raw transactional data into meaningful, actionable insights.

4. PURPOSE

The purpose of this RFB is to solicit proposals from potential bidder(s) for the appointment of a service provider to provide Sage 300 Finance upgrade, GL consolidations, SEI reports, intercompany transactions and bank services configuration, invoice duplication prevention, support and maintenance for a period of 18 months

5. SCOPE OF WORK

The appointed service provider shall upgrade the Sage 300 Finance system to the latest version, implement and configure GL consolidations SEI reports, Intercompany Transactions, bank services, and cross-entity supplier invoice duplication prevention; and provide maintenance and support for the duration of the contract.

The scope shall include, but is not limited to, the following integrations:

- **Bequester (Supply Chain Management Integration)** – Maintain and validate the integration between the Bequester SCM solution and Sage 300 Finance to ensure the continued processing of procurement and financial transactions.
- **Orchid Extender** – Ensure the continued compatibility, configuration, and operation of Orchid Extender with the upgraded Sage 300 Finance environment.
- **Sage 300 People to Sage 300 Finance API Integration** – Validate, test, and ensure the continued operation of the existing API integration between Sage 300 People and Sage 300 Finance, including the successful transfer of payroll and related financial information.

Table 1: Functional Requirements

Nr	Functional Requirement Name	Functional Requirement Description
FR01	SAGE 300 Finance upgrade from 2023 version	Provide technical and functional upgrade of SAGE 300 version 2023 into the latest version with the solution accessible via the web. The modules are Accounts Payable, Accounts Receivable, Administrative Services, Bank Services, Common Services, General Ledger, GL Consolidation, Intercompany Transactions, Inventory Control, Order Entry, Payment Processing, Tax Services, Visual Process Flow, and Orchid Extender.

Nr	Functional Requirement Name	Functional Requirement Description
FR02	SEI Reports	This requirement entails deploying and configuring Sage Enterprise Intelligence (SEI) as the primary business intelligence and analytical layer across the group's 21 databases. The implementation will deliver dynamic, real-time financial reporting, automated data extraction, and visual dashboards (such as consolidated income statements and balance sheets) allowing executives to slice and dice data across multiple entities without manual Excel intervention.
FR03	GL Consolidations	This requirement focuses on configuring the automated system framework necessary to roll up financial data from 21 separate databases into a single, centralized corporate reporting entity at month-end. The solution must handle automatic account mapping for varying Charts of Accounts, manage compliant multi-currency translations, and process group-level elimination entries to produce audit-ready, consolidated financial statements seamlessly.
FR04	Intercompany Transactions	This requirement involves implementing the automated Intercompany Transactions (ICT) engine to eliminate manual double-entry and prevent out-of-balance book errors across the 21 isolated databases. The system must allow users to capture a transaction once in an originating company and automatically route, balance, and post the corresponding mirror-image entries (via automated Due-To/Due-From loan accounts) in the destination entities.
FR05	Bank Services	This requirement dictates the configuration of a centralized cash management and banking hub tailored for a complex 21-database environment. The solution must move the organization away from manual capturing by implementing automated electronic bank feeds, secure Host-to-Host Electronic Funds Transfers (EFT) with strict approval workflows, and an algorithmic auto-matching reconciliation engine to drastically reduce month-end administrative labor.
FR06	Cross-Entity Supplier Invoice Duplication Prevention	The solution must provide a centralized, cross-database validation mechanism to prevent duplicate supplier invoices from being processed across the group's entire multi-entity environment. The system must ensure that a vendor invoice number cannot be captured or posted more than once against the same supplier (based on core registration data like Tax/VAT registration numbers or standardized vendor codes), regardless of which specific entity or database the transaction is being initiated in.
FR07	Third-Party Integrations	Assess, configure, validate, and test all existing integrations with the Sage 300 Finance environment, including the Bequester (SCM) integration, Orchid Extender, and the Sage 300 People to Sage 300 Finance API, ensuring compatibility with the upgraded environment and uninterrupted business operations.

Nr	Functional Requirement Name	Functional Requirement Description
FR08	Maintenance and support for the duration of the contract.	The maintenance and support services shall include the Sage 300 Finance System, SEI reports, software updates, future upgrades and patches, as well as any customizations and enhancements that may be required by TCTA from time to time. The services shall further encompass ongoing technical support, advisory services, and issue resolution. Support may be required outside of normal business hours, including afterhours assistance where necessary.

5.1 IMPLEMENTATION APPROACH AND ASSUMPTIONS:

The successful bidder shall be required to provide an updated detailed implementation approach for the execution of the project. The proposed methodology must, at a minimum, address the following:

- Project initiation and governance, including the project plan, timelines, milestones, and resource allocation.
- Upgrade of the Sage 300 Finance environment from the current 2023 version to the latest supported version, including pre-upgrade assessments, testing, deployment, and post-upgrade validation.
- Implementation and configuration of Sage Enterprise Intelligence (SEI), including dashboard development, report design, user acceptance testing, and deployment.
- Configuration and implementation of General Ledger (GL) Consolidations.
- Configuration and implementation of Intercompany Transactions and Bank Services.
- Data migration (where applicable), integration, and system configuration.
- User Acceptance Testing (UAT), defect resolution, and production go-live support.
- End-user and system administrator training, including the provision of user manuals and technical documentation.
- Knowledge transfer to TCTA personnel to ensure sustainable system administration and support.
- Post-implementation support, hypercare, and ongoing maintenance services, including service level commitments.
- Key success factors.

The bidder shall clearly identify project deliverables, dependencies, assumptions, risks, mitigation strategies, and the proposed project governance structure.

5.2 COMPANY EXPERIENCE REQUIRED

The Bidder must be a certified Sage Business Partner having the capabilities to upgrade the Sage 300 Finance system, configure SEI reports, consolidate GL accounts and support and maintain the system.

The bidder must have successfully completed the following projects within the last ten (10) years:

- At least five (5) Sage 300 Finance upgrade projects;
- At least one (1) SEI Report implementations;
- At least two (2) Sage 300 General Ledger (GL) consolidation projects;
- At least one (1) Sage 300 Intercompany Transactions implementations; and
- At least one (1) Sage 300 Bank Services implementations.

Bidders must provide a minimum number of contactable client references for each project as outlined above, on official client letterhead. References must include the client organisation's name, service offered, contract duration (start date/month/year), contract duration (end date/month/year), contact person, contact number, and email address. Alternatively, the bidder must fully complete and submit **Annexure A**

5.3 PERSONNEL EXPERIENCE REQUIRED

The appointed service provider must assign suitably qualified and experienced personnel capable of upgrading Sage 300 Finance, configuring SEI Reports and consolidating GL accounts. All certifications must be valid (current, not expired, suspended, or revoked, and verifiable with the issuing accredited certification body) and issued by accredited certification bodies.

The proposed **Technical Lead** must have:

- A minimum of **five (5)** years' experience working with Sage 300 Finance.
- At least **one year** in SEI Reports implementations or comparable Business Intelligence (BI) reporting tools.
- A minimum of **two years** in Sage 300 Finance General Ledger (GL) Consolidation projects.

5.4 CONTRACT DURATION

The contract duration is 18 months.

5.5 DELIVERABLES

a) **Sage 300 Finance upgrade**

b) The successful bidder shall upgrade the current Sage 300 Finance to the latest available version.

c) **SEI Reports**

The successful bidder shall deliver a configured SEI environment from which various reports will be drawn.

d) **GL Consolidations**

Consolidated Configuration of General Ledger (GL) .

e) **Intercompany Transactions**

The successful bidder shall provide a centralized, automated **Intercompany Transactions (ICT)** engine capable of processing, balancing, and routing financial transactions across our twenty-one (21) separate legal entity databases.

f) **Bank Services**

The successful bidder shall provide a robust Bank Services framework capable of managing diverse bank accounts across all twenty-one (21) entities. The system must move away from manual bank statement capturing and manual check matching, replacing them with automated electronic bank feeds, algorithmic reconciliation matching, and secure multi-bank connectivity.

g) **Cross-Entity Supplier Invoice Duplication Prevention**

The successful bidder's solution shall deliver the following capabilities:

- **Real-Time Cross-Database Validation:** When an Accounts Payable invoice, debit note, or credit note is entered into *any* of the 21 company databases, the system must perform a real-time lookup across all other 20 databases to verify if that specific invoice number already exists for that supplier.
- **Standardized Vendor Identification:** The validation rule must not rely solely on database-specific vendor IDs. It must match suppliers across entities using a unique global identifier, such as the company **Tax/VAT Registration Number** or a standardized Group Vendor Code.
- **Hard Stop Prevention:** If a match is detected anywhere within the group ecosystem, the system must trigger a configurable alert. To satisfy audit remediation, the default behavior must be a **Hard Stop (Error)** that blocks the user from saving or posting the transaction until it is reviewed and authorized by a supervisor.
- **Audit Trail Integration:** Every blocked duplication attempt must be logged in an audit trail, capturing the user ID, timestamp, the database where the duplicate was attempted, and the database where the original transaction resides.

h) **Third-Party Integrations**

Assess, configure, validate, and test all existing integrations with the Sage 300 Finance environment, including the Bequester (SCM) integration, Orchid Extender, and the Sage 300

People to Sage 300 Finance API, ensuring compatibility with the upgraded environment and uninterrupted business operations. The successful bidder shall deliver validated and production-ready third-party integrations (Bequestor (SCM) integration, Orchid Extender, and the Sage 300 People to Sage 300 Finance).

i) **Support and maintenance**

The maintenance and support will be inclusive of the Sage 300 Finance system, SEI reports, future upgrades / patches, customization and enhancement that will be required by TCTA in future. The support may be required after hours

6. STAGE 1: RETURNABLE DOCUMENTS (SUBMISSION REQUIREMENTS)

ALL RETURNABLES ARE REQUIRED FOR PURPOSES OF EVALUATION IRRESPECTIVE OF WHETHER THEY ARE DESIGNATED MANDATORY OR NOT.

Table 2: Returnable Documents

No.	Document Type	Description	Status
1.	**Administrative**	A valid Sage Business Partner letter from the OEM **Failure to provide a valid Sage Business Partner letter from the OEM Failure to provide a letter will lead to disqualification**	**Mandatory**
2.	**Administrative**	Sage accreditation certificates or letters of Sage 300c Finance certified consultants **Failure to provide the Sage Accreditation certificate will lead to disqualification**	**Mandatory**
4.	**Evaluation**	**Company Track Record – Sage 300 Finance Upgrade** The bidder must have successfully completed at least five (5) **Sage 300 Finance upgrade** projects within the **last 10 (ten) years**. Reference letters or Annexure A evidencing work performed must be attached.	**Non-Mandatory**
5.	**Evaluation**	**Company Track Record – SEI Reports Implementation** The bidder must have successfully **implemented at least one (1) SEI Report** within the **last ten (10) years**. Reference letters or Annexure A evidencing work performed within this period must be attached.	**Non-Mandatory**
6.	**Evaluation**	**Company Track Record – Sage General Ledger (GL) Accounts Consolidation, I**ntercompany Transactions and Bank Services The bidder must have successfully completed **at least two (2) Sage 300 GL consolidations** within the **last ten (10) years together with Intercompany transactions and Bank Services configuration**.	**Non-Mandatory**

No.	Document Type	Description	Status
		Reference letters or Annexure A evidencing work performed within this period must be attached	
7.	**Evaluation**	**The bidder must submit three CVs or Annexure B for the Technical leads for each area of specialisation.** **Key Personnel Experience - Sage 300 Finance Upgrade** The proposed Technical Lead must have at least five (5) years' Sage 300 Finance experience.	**Non-Mandatory**
		Key Personnel Experience – SEI Reports implementation The proposed Technical Lead must have at least one (1) SEI Reports or Business Intelligence Reporting tools experience.	
		Key Personnel Experience – Sage 300 Finance GL Consolidations The proposed Technical Lead must have **at least two (2)** years of Sage 300 Finance GL Consolidations experience.	
11.	**Evaluation**	Pricing Schedule	**Mandatory**
12.	**Evaluation**	Bidders to complete and submit Annexure I: Information Requested	**Non-Mandatory**
13.	**Administrative**	Standard National Treasury Bidding Documents (SBD) • SBD1, SBD 4, SBD 6.1	**Non-Mandatory**
14.	**Administrative**	A valid BBBEE Certificate issued by a Verification Agency Accredited by SANAS, or a Sworn Affidavit for EME and QSE. Consolidated BBBEE for Joint Venture tenderers issued by Agency Accredited by SANAS, or a Sworn Affidavit for EME and QSE. Refer to Annexures G, H and H1	**Non-Mandatory**
15.	**Administrative**	Proof of registration on the National Treasury Central Supplier Database (CSD)	**Non-Mandatory**

Any bidder who fails to submit a mandatory document will be disqualified at this stage and not be evaluated further.

Any bidder who fails to submit and or duly complete a non-mandatory document where that document is linked to specific evaluation criteria will not be awarded points that is linked to that respective specific evaluation criteria. Bidders will be given 7 working days to submit a non-mandatory document where points are not linked to the functional evaluation criteria.

7. INFORMATION REQUESTED

The bidder must submit a proposal covering a technical proposal, detailed implementation and configuration methodology, proof of Sage accreditation status, proposed support and maintenance model, among others. The bidder is requested to fully complete and submit Annexure I.

8. STAGE 2: FUNCTIONALITY EVALUATION

TCTA will evaluate the submissions for functional capacity and capability. The evaluation criteria set out below in Table 3 will be used to evaluate the bidder's functional requirements.

TCTA reserves the right to engage with references or referees provided as part of the technical submission to confirm submitted information during the evaluation process.

Table 3: Functional Evaluation Criteria (Scoring)

Non-completion or non-submission of the Annexures or any document required shall result in the bidder scoring zero (0).

Table 3: Functional Evaluation Criteria (Scoring)

<table>
<tr><th>Functional Criteria</th><th>Maximum Points</th></tr>
<tr><td><u>Criteria A</u>
Company Track Record – Sage 300 Finance Upgrade
The bidder must have completed at least five (5) Sage 300 Finance upgrade projects within the last 10 (ten) years. Reference letters or Annexure A evidencing work performed within this period will be considered for scoring.
The bidder must submit at least five (5) signed reference letters on their clients' letterheads with contactable details pertaining Sage 300 Finance upgrade, SEI Reports implementation and GL Consolidation completed within the past ten (10) years. with the following information:
• Client name
• Service offered (please indicate)
• Contract start date (month and year)
• Contract end date (month/year)
• Contact person
• Contact number
• Email address.
Alternatively, the bidder must fully complete and submit Annexure A
Scoring Matrix
<table>
<tr><th>Years of relevant in Sage 300 Finance Upgrade</th><th>Score</th></tr>
<tr><td>10 or more upgrade projects in the last ten years.</td><td>20</td></tr>
<tr><td>6 to 9 upgrade projects in the last ten years.</td><td>15</td></tr>
<tr><td>5 upgrade projects in the last ten years.</td><td>10</td></tr>
<tr><td>Less than 5 upgrade projects in the last ten years.</td><td>0</td></tr>
</table>
</td><td>20</td></tr>
<tr><td><u>Criteria B</u>
Company Track Record – SEI Reports Implementation</td><td>15</td></tr>
</table>

<table>
<tr><th>Functional Criteria</th><th>Maximum Points</th></tr>
<tr><td>The bidder must have successfully implemented at least one (1) SEI Reports within the last ten (10) years. Reference letters or Annexure A evidencing work performed within this period will be considered for scoring.

Scoring matrix:
<table>
<tr><th>Years of relevant experience in Sage Enterprise Intelligence Implementation</th><th>Score</th></tr>
<tr><td>7 or more SEI projects in the last ten years.</td><td>15</td></tr>
<tr><td>4 to 6 SEI projects in the last ten years.</td><td>12</td></tr>
<tr><td>1 to 3 SEI projects in the last ten years.</td><td>10</td></tr>
<tr><td>Less than 1 SEI projects in the last ten years.</td><td>0</td></tr>
</table></td><td></td></tr>
<tr><td><u>Criteria C</u>
Company Track Record – Sage General Ledger (GL) Accounts Consolidation, Intercompany Transactions and Bank Services
The bidder must have successfully completed at least two (2) Sage 300 GL consolidations within the last ten (10) years together with Intercompany transactions and Bank Services configuration. Reference letters or Annexure A evidencing work performed within this period will be considered for scoring.
Scoring matrix:
<table>
<tr><th>Years of relevant experience in Sage GL Accounts Consolidation</th><th>Score</th></tr>
<tr><td>8 or more GL Consolidations projects in the last ten years.</td><td>15</td></tr>
<tr><td>5 to 7 GL Consolidations projects in the last ten years.</td><td>12</td></tr>
<tr><td>2 to 4 GL Consolidations projects in the last ten years.</td><td>10</td></tr>
<tr><td>Less than 2 GL Consolidations projects in the last ten years.</td><td>0</td></tr>
</table></td><td>15</td></tr>
<tr><td><u>Criteria D</u>
Key Personnel Experience - Sage 300 Finance Upgrade
The proposed Technical Lead must have at least five (5) years’ Sage 300 Finance experience.
Scoring matrix:
<table>
<tr><th>Sage 300 Finance upgrade experience</th><th>Score</th></tr>
<tr><td>10 or more years of experience in Sage 300 Finance.</td><td>20</td></tr>
<tr><td>6 to 9 years of experience in Sage 300 Finance.</td><td>15</td></tr>
<tr><td>5 years of experience in Sage 300 Finance.</td><td>10</td></tr>
<tr><td>Less than 5 years of experience in Sage 300 Finance.</td><td>0</td></tr>
</table></td><td>20</td></tr>
<tr><td><u>Criteria E</u>
Key Personnel Experience – SEI Reports implementation
The proposed Technical Lead must have at least one (1) year of SEI Reports or Business Intelligence Reporting tools experience.
Scoring matrix:
<table>
<tr><th>SEI Reports or Business Intelligence Reporting experience</th><th>Score</th></tr>
<tr><td>8 or more years of SEI or Business Intelligence Reporting experience.</td><td>15</td></tr>
<tr><td>5 to 7 years of SEI or Business Intelligence Reporting experience.</td><td>12</td></tr>
<tr><td>2 to 4 years of SEI or Business Intelligence Reporting experience</td><td>10</td></tr>
</table></td><td>15</td></tr>
</table>

<table>
<tr><th>Functional Criteria</th><th>Maximum Points</th></tr>
<tr><td>
<table>
<tr><td>Less than 1 year of SEI or Business Intelligence Reporting experience</td><td>0</td></tr>
</table>
</td><td></td></tr>
<tr><td><u>Criteria F</u>
Key Personnel Experience – Sage 300 Finance GL Consolidations
The proposed Technical Lead must have at least two (2) years of Sage 300 Finance GL Consolidations experience.
Scoring matrix:
<table>
<tr><th>Sage 300 Finance GL Consolidations experience</th><th>Score</th></tr>
<tr><td>8 years or more of GL Consolidations experience.</td><td>15</td></tr>
<tr><td>5 to 7 years of GL Consolidations experience</td><td>12</td></tr>
<tr><td>2 to 4 years of GL Consolidations experience.</td><td>10</td></tr>
<tr><td>Less than 2 years of GL Consolidations experience.</td><td>0</td></tr>
</table>
</td><td>15</td></tr>
<tr><td>Total</td><td>100</td></tr>
</table>

A total of 100 points is allocated to this section. Bidders must achieve a minimum score of 60 points out of 100 to proceed to the next stage of the evaluation process. Bidders scoring less than 60 points will be disqualified at this stage.

9. STAGE 3: PRICE AND B-BBEE

TCTA will evaluate all Bid Submissions in terms of the Preferential Procurement Policy Framework Act, No.5 of 2000 (PPPFA).

Annexure B will be used to evaluate price. Bidders are required to provide a total fixed price over the contract period as per Annexure B

All the pricing for items must meet the specifications as outlined in detail in Table 1

9.1 B-BBEE

9.1.1 A bidder who fails to submit proof of B-BBEE status level of contributor or a non-compliant bidder will not be disqualified at this stage but:

9.1.1.1 May only score points out of 80 for price.

9.1.1.2 Scores 0 out of 20 for specific goals as per Appendix I: SBD 6.1.

9.1.2 A joint venture or consortium must submit a consolidated B-BBEE certificate in order to earn B-BBEE points.

9.1.3 All B-BBEE certificates must be obtained from verification agencies accredited by SANAS unless the bidder is an EME or QSE in which case they must submit a validly commissioned

affidavit QSEs that do not meet level 2 or 51% black ownership thresholds are obliged to show compliance with all five of the categories on the BEE scorecard therefore, a B-BBEE certificates must be obtained from verification agencies accredited by SANAS.

9.1.4 An EME or QSE with 100% black ownership qualifies at a Level One.

9.1.5 An EME or QSE with more than 51% black ownership qualifies at a Level Two.

9.1.6 If black ownership of an EME is below 51%, it qualifies at a Level Four.

9.1.7 If black ownership of a QSE is below 51%, it is required to be measured in terms of the QSE.

9.2 PRICE

9.2.1 If the price offered by the highest scoring bidder is not market related, TCTA reserves the right not to award to that bidder in terms of the PPPFA.

9.2.2 Price must be reflected Excluding and Including VAT.

9.2.3 All prices must include disbursements.

Prices must be firm. Bidders are not allowed to submit multiple quotations

9.3 PREFERENTIAL POINTS CALCULATION

The weighting of the evaluation criteria is as follows:

Price	= 80 Points
B-BBEE	= 20 Points
Total	= 100 Points

10. STAGE 4: SUPPLIER VETTING

TCTA reserves the right to disqualify a successful bidder who/whose:

10.1 Submits fraudulent information or information that they do not have to authority to submit;

10.2. Is listed on National Treasury's list of Blacklisted Suppliers or Defaulters or similar;

10.3. Poses a risk in terms of any vetting process conducted either by TCTA internally or the National Intelligence Agency;

10.4. Has a director and/or shareholder who is employed by any organ of state. This does not apply to any organ of state acting as a bidder. If a bidder has a director and/or shareholder who is employed by an organ of state, they must submit a letter from the relevant organ of state stating that they are allowed to do remunerative work outside of their employment contract and that they are not prohibited from doing business with other organs of state; and

10.5. Tax affairs are not in order at the time of award after being requested to resolve the non-compliance status with SARS within the prescribed period.

11. CONDITIONS OF BID

Any bid submission that does not meet the conditions of bid may be rejected and not evaluated at all. Such a bid submission will not be acceptable.

11.1. COSTS OF BIDDING

11.1.1. Bidders shall bear their own costs, disbursements and expenses associated with the preparation and submission of the Bid Submissions, including submission of any additional information requested by TCTA or attending the compulsory briefing session.

11.1.2. TCTA shall not under any circumstances be liable nor assume liability to any Bidder for costs, disbursements and/or expenses incurred by Bidders regardless of the outcome of the Bid process or by virtue of cancellation and/or postponement of the Bid process. Where applicable a non-refundable fee for documents may be charged.

11.2. CLARIFICATIONS

11.2.1. All questions or queries regarding the Request for Bid must be directed to the person stated on the front page of this document, stating the relevant Bid number in the subject field, at least five business days before the stipulated closing date and time of the Request for Bid. No e-mails, faxes and/or telephone calls should be directed to any other employees of TCTA.

11.2.2. TCTA shall not be liable nor assume liability for any failure to respond to any questions and/or queries raised by potential Bidders.

11.2.3. Should a Bidder fail to complete the annexures TCTA may call upon the Bidder to complete and submit such annexures except where such annexures are indicated as mandatory or are required for purposes of functional and preferential points evaluation. TCTA reserves the right to request clarity and to clarify any ambiguities in the documents that have already been submitted. If a Bidder fails to submit any of the requested documents and / or annexures duly completed within 7 (seven) working days of being called upon to do so, then the TCTA may disqualify the Bidder.

11.3. AMENDMENTS

11.3.1. TCTA reserves the right, in its sole and absolute discretion, to amend any terms and conditions of the Request for Bid and/or to stipulate additional requirements, provided that such amended terms and conditions and/or additional requirements are placed on TCTA's website at least 10 (ten) business days prior to the stipulated closing date and time.

11.3.2. Any amended terms and conditions and/or stipulation of additional requirements by TCTA shall be deemed to form part of this Request for Bid.

11.3.3. TCTA shall not be liable, nor assume liability of any nature whatsoever, for the failure of a Bidder to receive information if sent to the e-mail, fax or postal address supplied.

11.3.4. TCTA reserves the right to stipulate additional Bid requirements as it deems appropriate in its sole and absolute discretion.

11.3.5. TCTA shall not be liable nor assume liability to any potential Bidder/s for any failure by such Bidder/s to receive any request for additional information.

11.3.6. In the event that TCTA amends its Bid requirements or requests additional information, any Bidder shall be entitled to withdraw its Bid Submission submitted by it prior to the stipulated closing date and time and re-submit a replacement Bid Submission by not later than the stipulated closing date and time.

11.4. MODIFICATION, ALTERATION OR SUBSTITUTION AND/OR WITHDRAWAL OF A BID SUBMISSION

11.4.1. Any Bidder shall be entitled to withdraw or modify its Bid Submission at any time prior to the stipulated closing date and time.

11.4.2. Any amendment or alteration to the Bid documents must be received before the closing date and time of the Bid as stipulated in the Special Conditions of Bid. The words “Amendment to Bid” and the description of the Bid must be clearly reflected on the envelope containing the documents or courier packaging.

11.4.3. No modification, alteration or substitution of Bid Submissions will be permitted after the stipulated closing date and time.

11.4.4. TCTA reserves the right to request Bids for clarification needed to evaluate their Bids, however, such request for clarification shall not allow or entitle Bidders to change the substance or price of their Bids after Bid opening. Any request for clarification and the Bidder’s responses will be made in writing.

11.5. VALIDITY PERIOD

11.5.1. All Bid Submissions must remain valid from the stipulated closing date and time of the Request for Bid for the period stated in this Bid. Each Bid Submission will constitute an irrevocable offer which remains open for acceptance by TCTA during the validity period.

11.5.2. If TCTA issues a request to extend the validity period, failure to respond to such a request shall be deemed to be an approval to extend the bid validity period on the same terms and conditions as per your original bid submission.

11.5.3. If a bidder rejects the extension of validity period with no further comments. The bidder's rejection shall be accepted as a withdrawal from the bid process.

11.5.4. If a bidder rejects the extension of the validity period and requests an adjustment to their bid price. Such adjustment must be in line with the Consumer Price Index applicable at the time of request for extension and/or a recognised industry pricing guide. Adjustments outside of these parameters or for any other reason will not be acceptable and the bidders original bid price shall be deemed to be applicable for the extended validity period.

11.6. DISCLAIMER – PROTECTION OF PERSONAL INFORMATION ACT

11.6.1. By participating in this bid process, you hereby acknowledge that you have read and accept the following Protection of Personal Information (POPI) disclaimer.

11.6.2. You (the Bidder, herein after referred to in the first person for purposes of this disclaimer) understand and agree that all information provided, whether personal or otherwise, may be used and processed by TCTA and such use may include placing such information in the public domain.

11.6.3. Further by partaking in this process you specifically agree that the TCTA will use such information provided by you, irrespective of the nature of such information.

11.6.4. TCTA shall take all reasonable measures to protect the personal information of users and for the purpose of this disclaimer "personal information" shall be defined as detailed in the Promotion of Access to Information Act, Act 2 of 2000 ("PAIA") and the Protection of Personal Information Act, Act 4 of 2013 ("POPI").

11.6.5. As per the POPI Act personal information refers to information that identifies or relates specifically to you as a person or data subject, for example, your name, age, gender, identity number and your email address.

11.6.6. We may collect the following information about you:

11.6.6.1. Your name, address, contact details, date of birth, place of birth, identity number, passport number, bank details, details about your employment, tax number and financial information;

11.6.6.2. Information about your beneficial owner if we are required to do so in terms of POPIA.

11.6.6.3. Records of correspondence or enquiries from you or anyone acting on your behalf.

11.6.6.4. Details of transactions you carry out with us.

11.6.6.5. Details of contracts you carry out with us; and

11.6.6.6. Sensitive or special categories of personal information, including biometric information, such as images, fingerprints, and voiceprints.

11.6.7. If you are under 18 years old, please do not provide us with any personal information unless you have the permission of your parent or legal guardian to do so.

11.6.8. **Why we collect Personal Information**

11.6.9. **Employee and Contractor Information**

11.6.9.1. To Remunerate the person.

11.6.9.2. To comply with laws authorising or requiring such processing, including (but not limited to) the Basic Conditions of Employment Act 75 of 1997; the Labour Relations Act 66 of 1995 as amended; the Employment Equity Act 55 of 1998; the Occupational Health and Safety Act 85 of 1993, the Income Tax Act 58 of 1962 and the VAT Act 89 of 1991.

11.6.9.3. To Admit the person to the Pension Fund and/or Medical Aid providers, if applicable.

11.6.9.4. To conduct criminal, credit, employment reference and other related reference checks.

11.6.9.5. To provide value added services such as human resource administration, training, performance reviews, talent management and other reasons related to the management of employees and/or contractors.

11.6.10. **Client Information**

11.6.10.1. To render client related services and administration of client accounts.

11.6.10.2. To conduct criminal, credit, reference, and other related reference checks.

11.6.10.3. To authenticate the client.

11.6.10.4. To provide the client with information which TCTA believes may be of interest to the client, such as information relating to public awareness campaigns and matters of public interest in which TCTA is involved or has decided to lend its support to.

11.6.11. **Supplier and Third-Party Contractor/Service Provider Information**

11.6.11.1. To secure the products and services of the supplier/service provider or contractor as part of TCTA's product and service offering.

11.6.11.2. To manage the TCTA supply chain and relationship with the supplier and/or contractor for any purposes required by law by virtue of the relationship between the supplier and TCTA.

11.6.11.3. To render services relating to the administration of supplier supplier/service provider or contractor accounts.

11.6.11.4. To provide the supplier/service provider or contractor with information which TCTA believes may be of interest, such as information relating to public

awareness campaigns and matters of public interest in which TCTA is involved or has decided to lend its support to.

11.6.12. **Sources of Personal Information**

11.6.12.1. Personal information may be collected from the following sources:

11.6.12.2. Directly from the person when he/she applies for any TCTA related employment, provide services to TCTA, submit forms requests or transactions, use our websites, or make use of any of the TCTA services.

11.6.12.3. From public registers, credit bureaus and law enforcement agencies and any other organisation from which TCTA may acquire your information.

11.6.12.4. From people and entities employed by TCTA to provide services to TCTA which may be legally entitled to provide TCTA with personal information.

11.6.13. **The Storage of Personal Information**

11.6.13.1. All personal information collected by TCTA will be stored as follows:

11.6.13.2. In a secure and safe manner according to strict information security principles with safeguards to ensure its privacy and confidentiality.

11.6.13.3. For no longer than is necessary to achieve the purpose for which it was collected unless further retention is:

11.6.13.4. Required by law or contractual obligation.

11.6.13.5. Otherwise reasonably required by TCTA for lawful purposes related to its functions and activities.

11.6.13.6. Retained further with the person’s consent:

11.6.13.7. After which the information will be de-identified and disposed of as per the TCTA Records policy.

11.6.14. **Sharing of Personal Information**

11.6.14.1. Any information supplied to TCTA will be treated as confidential and TCTA will not disclose information unless legally permitted thereto. No information will be transferred to a Third Party without the explicit consent of the data subject unless legally obliged thereto. By providing the personal information, the data subject agrees that TCTA may transfer the information to the following people and organisations in pursuit of the data processing purposes set out in our Policy on the Protection of Personal Information.

11.6.14.2. To the divisions and departments in TCTA, including directors, employees, contractors, agents, auditors, legal and other professional advisors who are authorised to process this information.

11.6.14.3. To financial and government organisations who may request information from TCTA, in which case the data subject will be notified in advance; the provision of such information, including banks, governmental, judicial, regulatory and law enforcement bodies including the South African Revenue services and the National Credit Regulator.

11.6.14.4. To persons employed by TCTA to provide services on our behalf and that adhere to principles like TCTA regarding the treatment of personal information.

11.6.14.5. To any person to whom TCTA cede, delegate, transfer or assign any of our rights or obligations pertaining to products and/or services provided to the person or contracts concluded with the person.

11.6.14.6. To any person who acts as legal guardian, executor of an estate, curator or in a similar capacity.

11.6.14.7. To any person or persons who may be permitted by applicable law or that you may consent to, including persons or entities who may request such information to evaluate the credit worthiness of the person.

11.6.15. **Your Rights regarding your Personal Information**

11.6.15.1. A data subject (employee, contractor, supplier and/or customer) has the following rights to his/her personal information collected, processed, and stored by TCTA:

11.6.15.2. Right of access to and the right to rectify or update the personal information collected.

11.6.15.3. The right to object at any time to the processing of the personal information in which event the consequences of the objection will be explained to the data subject.

11.6.15.4. The right to request TCTA to no longer process the personal information of the data subject should the information not be required for further processing or by law.

11.6.16. **General Conditions pertaining to Personal Information**

11.6.16.1. TCTA accepts no liability whatsoever for any loss, damage (whether direct, indirect, special, or consequential) and/or expenses of any nature whatsoever which may arise because of, or which may be attributable directly or indirectly from information made available on this document, or actions or transaction resulting there from.

11.7. CONFLICTS OF INTEREST

11.7.1. Bidders are required to provide professional, objective, and impartial advice/services and at all times and to hold the client's interest's paramount, without any consideration for future work and strictly avoid conflicts with other assignments or their own corporate interests.

11.7.2. Bidders may not be appointed for any bid that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of not being able to carry out the scope of work in the best interest of TCTA. The bidder's appointment will be in the sole discretion of TCTA having considered the bidders connection to their earlier obligations to TCTA and shall be considered by Procurement on a case by case basis.

11.7.3. Without limitation on the generality of this rule, bidders should not be participating in the bid process and/or be appointed where the bidder:

11.7.3.1. has been engaged by the accounting officer/authority to provide goods or works for a project and any of its affiliates, should be disqualified from providing consulting services for the same project.

11.7.3.2. Has been appointed to provide consulting services for the preparation or implementation of a project and any of its affiliates, should be disqualified from subsequently providing goods or works or services related to the initial assignment (other than a continuation of the firm's earlier consulting services as described below) for the same project, unless the various firms (consultants, contractors, or suppliers) are performing the contractor's obligations under a turnkey or design-and-build contract;

11.7.3.3. Bidders or any of their affiliates should not be hired for any assignment which, by its nature, may be in conflict with another assignment of that entity. As an example, bidders may be appointed to prepare an engineering design for an infrastructure project should not be engaged to prepare an independent environmental assessment for the same project, and bidders assisting a client in the privatization of public assets should not purchase, nor advise purchasers of such assets.

11.7.4. The limitation of participation shall not apply to bidders who are organs of state.

11.8. RIGHT NOT TO AWARD

TCTA reserves the right, at its sole discretion, not to award to any of the Bidders or to cancel a Bid as per below:

11.8.1. Due to changed circumstances; there is no longer a need for the goods, or the services specified in the invitation;

11.8.2. Funds are no longer available to cover the total envisaged expenditure;

11.8.3. No acceptable Bid is received; or

11.8.4. There are material irregularities in the Bid process.

11.9. SUBCONTRACTING AFTER AWARD

The successful bidder:

11.9.1. May only subcontract with the prior written approval from the Contract Manager appointed by TCTA.

11.9.2. May only sub-contract less than 25% of the contract to a third party that has a B-BBEE status level that is more or equal to that of the successful bidder unless the third party is an EME capable of executing the contract.

11.10. NOTIFICATION OF UNSUCCESSFUL BIDDERS

If no correspondence or communication is received from TCTA within the validity period, the relevant Bid Submissions submitted will be deemed to be unsuccessful.

11.11. PROHIBITION OF BRIBERY, FRAUDULENT AND CORRUPT PRACTICES

11.11.1. No Bidders shall directly or indirectly commit, or attempt to commit, for the benefit of the Bidder or any other person, any of the following:

11.11.2. Influencing, or attempting to influence, any TCTA's employees or agents in respect of the award of a Bid or the outcome of the Bid process in relation to any contract for the provision of goods or services; and/or

11.11.3. Offering, or giving gratification to, and/or inducing, or attempting to induce, as defined in the Prevention and Combating of Corrupt Activities Act No. 12 of 2004, as amended from time to time, any of TCTA's employees or agents, in favour of or for the benefit of the Bidder and/or any other party; and/or

11.11.4. Bribing, or attempting to bribe, any TCTA's employees or agents in order to influence the outcome of a Bid process in favour of or for the benefit of the Bidder and/or any other party.

11.12. FRONTING

11.12.1. The TCTA supports the spirit of Broad-Based Economic Empowerment and recognizes that real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent and legally compliant manner. Against this background TCTA condemns any form of fronting.

11.12.2. TCTA, in ensuring that Bidders conduct themselves in an honest manner may, as part of the bid evaluation process, conduct or initiate the necessary probity investigation to determine the accuracy of the representation made in the bid document. Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade and Industry be established during such enquiry / investigation, the onus will be on the Bidder to prove that fronting does not exist.

11.12.3. Failure to do so within a period of 14 days from the date of notification may invalidate the Bid/contract and may also result in the restriction of the Bidder, by National Treasury, to conduct business with the public sector for a period not exceeding ten years, in addition to any other remedies the National Treasury may have against the bidder concerned.

11.13. JOINT VENTURE OR CONSORTIUM

11.13.1. TCTA encourages the formation of a joint venture or consortium as a condition for the award of a contract, in order to promote the participation of Black Owned Enterprises. In this case, the TCTA has both a moral obligation and a vested interest in ensuring that both the Black Owned Enterprises and its established joint venture or consortium partner are treated reasonably and equitably in terms of a sound, written agreement.

11.13.2. The members of a joint venture or consortium formed in response to transformation policies should share in at least the following aspects of the joint venture or consortium's activities in a meaningful and equitable manner:

11.13.2.1. Control

11.13.2.2. Management

11.13.2.3. Operations

11.13.3. **The joint venture or consortium agreement:**

11.13.3.1. Must clearly and comprehensively set out the contributions to be made by each member towards the activities of the joint venture or consortium in securing and executing the contract and should allocate monetary values to such contributions.

11.13.3.2. Must record the percentage participation by each member.

11.13.3.3. Must provide for meaningful input by all members to the policy making and management activities of the joint venture or consortium;

11.13.3.4. Must provide for the establishment of a management body for the joint venture or consortium;

11.13.3.5. Must provide measures to limit, as far as possible, losses to the joint venture or consortium by the default of a member;

11.13.3.6. Must promote consensus between the members whilst ensuring that the activities of the joint venture or consortium will not be unduly hindered by failure to achieve it;

11.13.3.7. Must provide for rapid, affordable and easy interim dispute resolution and for effective final dispute resolution, if required; and

11.13.3.8. Must be sufficiently flexible to allow for joint venture or consortiums which differ in nature, objectives, inputs by members, management systems, etc;

11.13.3.9. Must submit on annual basis consolidated BBBEE scorecard for the Joint Venture failure which TCTA will implement contractual remedies.

11.13.4. **Right to review the joint venture or consortium agreement**

TCTA reserves the right to review the joint venture or consortium agreement between the parties to ensure that the minimum conditions set out above are adhered to and that the Black Owned Enterprise partner is not disadvantaged by conditions of the resultant agreement.

11.13.5. **Amendment of the joint venture or consortium agreement**

The composition or the constitution of the joint venture or consortium shall not be altered **without the prior consent of the Employer.**

11.13.6. **Special condition of the bid**

The preferred bidder will be expected to conclude a Non-Disclosure Agreement (NDA) with TCTA prior to commencement of the project. Copy of the Draft NDA is attached for your reference.

12. CONDITIONS OF CONTRACT

12.1. Once the successful bidder is issued with a Letter of Award, a pre-liminary contract will be deemed to have been concluded between TCTA and the successful Bidder, which contract will include the following documents:

12.1.1. The contents of this Request for Bid, including all annexures hereto and any additional requirements as may have been stipulated by TCTA;

12.1.2. The relevant Bid Submissions;

12.1.3. The letter of acceptance to the successful Bidder/s; and

12.1.4. Any correspondence between TCTA and the relevant Bidder/s including all additional documents submitted by the relevant Bidder/s and accepted by TCTA for clarification purposes; and

12.1.5. The terms and conditions of any agreement/s proposed to be entered into by TCTA with the successful Bidder/s.

12.2. The Bidder will be deemed to have accepted the terms and conditions of an agreement and/or terms of reference attached to and issued with this Request for Bid. The terms and conditions of the attached agreement are non-negotiable.

12.3. In the event that TCTA and the relevant Bidder are unable to reach consensus on the terms and/or conditions of the final written agreement, then TCTA reserves the right to cancel the award of the Bid, without liability of any nature, and to conclude an agreement with any other Bidder as may be necessary to meet TCTA's requirements.

12.4. Variations and Contract Price Adjustments

12.4.1. No variations to the contract price or contract price adjustments will be accepted within 6 months from the date of award, unless otherwise stipulated in the Letter of Award.

12.4.2. Notwithstanding the above, the increases to the contract value in terms of contract price adjustments (CPA), if expressly included as a condition in the Contract, shall be dealt with as follows:

12.5. If the original award/contract made provision for the increase:

12.5.1. The Contract Manager must prepare a notice of increase based on CPA to the service provider,

12.5.2. Once the Contract Manager and the Procurement Specialist have signed the letter, the Procurement Specialist must issue the notice to the supplier;

12.5.3. Such a letter must be sent at least 2 weeks prior to the effective date of the increase;

12.6. If the original award/legal agreement did not make provision for the increase:

12.6.1. The supplier must request the CPA increase in writing quoting the relevant contract name and PO Number and send the request to the Contract Manager;

12.6.2. The Contract Manager must prepare a requisition for the variation to the relevant Procurement Specialist;

12.6.3. The Procurement Specialist must together with the Contract Manager prepare a submission for variation of the contract;

12.6.4. The relevant authority must approve the submission and once done; the Procurement Specialist must request an addendum to the contract from the Legal Department;

12.6.5. Once an addendum has been prepared, the Contract Manager must ensure that both parties sign the addendum;

12.6.6. The original addendum must be provided to the Procurement Specialist for safekeeping and a copy can be emailed to the supplier notifying them of the increase.

12.6.7. The Procurement Specialist must notify the Procurement Administrator to adjust the contract register accordingly within 48 hours of receiving the signed addendum.

12.7. Performance Management

12.7.1. This contract shall be subject to performance management in line with TCTA's Contract Management Policy and Procedure as amended from time to time. Failure to provide satisfactory goods or services may result in the bidder's blacklisting within TCTA or other organs of state.

12.8. Communication

The successful bidder must forward all communication in respect to this contract to the Contract Manager stipulated in the Letter to Award.

12.9. Supplier Code of Conduct

12.9.1. All suppliers and their representatives shall conduct their business activities in full compliance with the applicable laws and regulations of the Republic of South Africa while conducting business with and/or on behalf of the TCTA. In addition to any specific obligations under the supplier's agreement with TCTA, all suppliers shall, without limitation:

12.9.1.1. Comply with the anti-corruption laws of the Republic of South Africa and any other country in which it does business, including the Prevention and Combating of Corrupt Activities Act.

12.9.1.2. Conduct business in full compliance with antitrust and fair competition laws within the Republic of South Africa.

12.9.1.3. Comply with all applicable environmental laws and regulations regarding hazardous materials, air emissions, waste and wastewater discharges, including the manufacture, transportation, storage, disposal and release to the environment of such materials.

12.9.1.4. Be honest, direct and truthful in discussions with regulatory agency representatives and government officials.

12.9.2. Suppliers and their representatives shall conduct their business interactions and activities with integrity and in accordance with their obligations under their specific agreements. In addition to those obligations, all our suppliers shall, without limitation:

12.9.2.1. Honestly and accurately record and report all business information and comply with all applicable laws regarding their completion and accuracy.

12.9.2.2. Create, retain and dispose of business records in full compliance with all applicable legal and regulatory requirements.

12.9.2.3. Protect and responsibly use both the physical and intellectual assets of TCTA, including its property, data and equipment when authorised to use such assets.

12.9.2.4. Use TCTA provided information technology and systems (including email) only for authorised business-related purposes. TCTA strictly prohibits suppliers and their representatives from using Company-provided technology and systems to create, access, store, print, solicit or send any material that is intimidating, harassing, threatening, abusive, sexually explicit or otherwise offensive or inappropriate and/or send any false, derogatory or malicious communications.

12.9.2.5. using provided information assets and systems.

12.9.2.6. Comply with the intellectual property ownership rights of TCTA and others including but not limited to copyrights, patents, trademarks, and trade secrets. Use software, hardware, and content only in accordance with their associated license or terms of use.

12.9.2.7. Speak to the press on TCTA's behalf only if supplier and/or representative is expressly authorised in writing to do so by TCTA.

12.9.3. TCTA expects its suppliers to share its commitment to human rights and equal opportunity in the workplace. TCTA suppliers shall conduct their employment practices in full compliance with all applicable laws and regulations, and shall, without limitation:

12.9.3.1. Cooperate with TCTA's commitment to a workforce free of harassment and unlawful discrimination. We believe that supplier companies should not engage in discrimination in hiring, compensation, access to training, promotion, termination, or retirement based on religion, age, disability, gender, marital status, sexual orientation, union membership, political affiliation or any other category protected by applicable law.

12.9.3.2. Comply in all respects with the Employment equity act, in line with TCTA's commitment to redress the racial makeup of the South African economy,

12.9.3.3. Provide a safe and healthy work environment and fully comply with all applicable safety and health laws, regulations, and practices. Adequate steps shall be taken to minimize the causes of hazards inherent in the working environment. While on TCTA property, suppliers shall comply with all rules and regulations concerning the operation of the property and the interaction with other individuals with access to the property, whether TCTA, its clients, or other suppliers, employees, or guests.

12.9.3.4. Prohibit the use, possession, distribution, and sale of illegal drugs while on TCTA owned, leased or managed property.

12.9.3.5. Use only voluntary labour. The use of forced labour whether in the form of indentured labour, bonded labour, or prison labour by a Company supplier or its subcontractors is prohibited.

12.9.3.6. Workers should not be required to lodge "deposits" or their identity papers with their employer and are free to leave their employer after reasonable notice without penalty.

12.9.3.7. Comply with all local minimum working age laws and requirements and not utilize child Employees shall not be under the legal minimum working age of the respective region or shall not be less than 16 years of age (whichever is higher). We only support the development of legitimate workplace apprenticeship programs for the educational benefit of younger people and will not do business with those who abuse such systems.

12.9.3.8. Not engage in physical discipline or abuse. Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation is prohibited.

12.9.3.9. Pay living wages under humane conditions. All workers shall be provided with clear, written information about their employment conditions with respect to wages before they enter employment and as needed throughout their term of employment. Deductions from wages as a disciplinary measure shall not be permitted nor shall any deductions from wages not provided for by national law be permitted without the express permission of the worker concerned. All disciplinary measures should be recorded. Wages and benefits paid for a standard working week meet, at a minimum, national legal standards.

12.9.3.10. Not require workers to work more than the maximum hours of daily labour set by the Department of Labour; ensure that overtime is paid in accordance with applicable laws and

12.9.3.11. Keep employee records in accordance with acts and prescripts issued by the Department of Labour.

12.9.4. TCTA expects its suppliers to share the same social responsibility of growing business in a sustainable fashion. At TCTA, we believe that environmental stewardship and local business development are of utmost importance, and we constantly seek new ways to fulfil our responsibilities to the environment.

12.9.5. Adopt an environmentally friendly policy and share our commitment to sustainability. Comply with all applicable environmental laws and regulations.

12.9.6. TCTA expects its suppliers to share its commitment to Broad Based Black Economic Empowerment and supplier diversity. TCTA suppliers shall implement supplier diversity programs that meet the requirements of the Broad Based Black Economic Empowerment Codes of Good Conduct. At all times the supplier undertakes to ensure that they are in possession of a valid BBBEE certificate.

12.9.7. TCTA will not tolerate any retribution or retaliation taken against any individual who has in good faith sought out advice or has reported questionable behaviour or a possible violation.

12.10. Payment Process

12.10.1. Monthly invoicing and payment of fees and disbursements will take place based on the actual services rendered, and payment of invoices shall be affected within 30 days from date of receipt.

12.10.2. Invoices must be submitted with supporting documents, where requested. No invoice shall be accepted for goods/services that are not received unless otherwise stipulated in the contract between the parties.

12.10.3. TCTA Reserves the right to request the following information prior to making payment:

12.10.3.1. A VAT registration certificate, if the successful Bidder is a VAT vendor;

12.10.3.2. An invoice without deduction of PAYE and/or SITE, if the successful Bidder is not registered for VAT; or

12.10.3.3. A statement of account detailing cumulative costs claimed from contract inception against the contract amount.

12.10.4. All invoices shall contain a Purchase Order number as a reference, TCTA and successful Bidder's VAT number, if registered for VAT, successful Bidder's name, date of invoice, amount due, services rendered, due date, and any other relevant details. TCTA's VAT number is 4360104923.

12.10.5. Payment will only be made against original invoices which complies with the requirements of the VAT Act. Failure to remit fully compliant invoice will result in late payment, without forfeiture of any settlement discounts that may be due to TCTA.

ANNEXURE A:-SCHEDULE OF THE BIDDER'S EXPERIENCE

The following is a statement of similar work successfully executed by bidder

NAME OF CLIENT	SERVICE OFFERED (PLEASE INDICATE)	CONTRACT DURATION PERIOD (START DATE/MONTH/YEAR)	CONTRACT DURATION PERIOD (END DATE/MONTH/YEAR)	CONTACT PERSON	CONTACT NUMBER	EMAIL ADDRESS

NAME: ..... POSITION: .....
(Of duly authorised person of the bidder)

SIGNATURE: ..... DATE: .....
(Of duly authorised person of the bidder)

No points will be allocated if references are incomplete or have left certain columns blank. No points will be allocated for self-created templates that are not fully aligned with the TCTA template.
By signing above, the bidder undertakes that the above information is true and correct. TCTA reserves the right to verify the information presented in the table above.

ANNEXURE B: TEMPLATE FOR KEY PERSONNEL'S CV

Instructions To bidders

Bidders who choose to complete this form must ensure that the information is correct and complete. Points will only be allocated if all information per client is completed.

Name and Surname of a Technical Lead	
Total number of years of Experience	

#	Client Name	Description of Services provided	Position Held	Start date (i.e. month and year).	End date (i.e. month and year).
1					
2					
3					
4					
5					
6					

By signing above, the bidder undertakes that the above information is true and correct. TCTA reserves the right to verify the information presented in the table above.

ANNEXURE C: PRICING SCHEDULE

- Bidders shall provide a detailed pricing schedule for all services required under this RFB. All prices shall be quoted in South African Rand (ZAR) and shall exclude VAT unless otherwise stated.
- The quoted price shall be all-inclusive and shall include all professional fees, implementation costs, configuration, project management, travel, accommodation, disbursements, testing, documentation, training, post-implementation support, and any other costs necessary to deliver the required services.
- Any assumptions, exclusions, optional items, or additional costs shall be clearly identified.

Task	Task Descriptions	Rate per hour	Estimated number of hours	Amount exclusive of VAT
1.	Sage 300 Finance upgrade		240	R
2.	SEI Reports implementation		50	R
3.	Intercompany Transaction		70	R
4.	Banking Services		50	R
5.	GL consolidations		50	R
6.	Reviewing and reconfiguring Integration Endpoints		60	R
7.	Training		40	R
8.	Invoice Duplication Prevention		30	R
9.	Sage 300 Finance support and maintenance of the system and its third-party related solutions and future upgrades.			
	Year 1		480	R
	Year 2 (Remaining 6 months)		240	R
	Total Excluding VAT			R
	VAT @ 15%			R
	Total Bid price for a period			**R**

Notwithstanding the number of hours provided above, bidders shall be paid only for the actual number of hours worked.

Pricing Instruction to bidders

Price must be reflected Excluding and Including VAT

All prices must include disbursements

Prices must be firm and unconditional.

All prices must be in Rands

ANNEXURE D: SBD 1 – INVITATION TO BID

PART A: INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (*NAME OF DEPARTMENT/ PUBLIC ENTITY*)					
BID NUMBER:	**RFB NO: 138/2026/EWSS/SAGE300/RFB**	CLOSING DATE:	28 January 2027	CLOSING TIME:	11h00
DESCRIPTION	**APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE SAGE 300 FINANCE UPGRADE, GL CONSOLIDATIONS, SEI REPORTS CONFIGURATION, SUPPORT AND MAINTENANCE**				

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (*STREET ADDRESS*)
Trans Caledon Tunnel Authority (TCTA), Building 9, Byls Bridge Office Park, Olievenhoutbosch Rd, Centurion, ,0157

BIDDING PROCEDURE ENQUIRES MAY BE DIRECTED TO		TECHNICAL ENQUIRIES MAY BE DIRECTED TO:	
CONTACT PERSON	**Tenders09@tcta.co.za**	CONTACT PERSON	**Tenders09@tcta.co.za**
TELEPHONE NUMBER		TELEPHONE NUMBER	
FACSIMILE NUMBER		FACSIMILE NUMBER	
E-MAIL ADDRESS		E-MAIL ADDRESS	

SUPPLIER INFORMATION						
NAME OF BIDDER						
POSTAL ADDRESS						
STREET ADDRESS						
TELEPHONE NUMBER	CODE		NUMBER			
CELLPHONE NUMBER						
FACSIMILE NUMBER	CODE		NUMBER			
E-MAIL ADDRESS						
VAT REGISTRATION NUMBER						
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		**OR**	CENTRAL SUPPLIER DATABASE No:	MAAA	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] ☐ Yes ☐ No		

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]			
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐Yes ☐No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR **THE GOODS /SERVICES /WORKS OFFERED?**	☐Yes ☐No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS	
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	☐ YES ☐ NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	☐ YES ☐ NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	☐ YES ☐ NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	☐ YES ☐ NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	☐ YES ☐ NO

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

PART B: TERMS AND CONDITIONS FOR BIDDING

1.	**BID SUBMISSION:**
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	**ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4.	THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2.	**TAX COMPLIANCE REQUIREMENTS**
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURE OR CONSORTIUMS / 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: ……..

ANNEXURE E: SBD 4 – 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 in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

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

2.2.1 If so, furnish the following 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?

2.3.1 If so, furnish the following particulars:

……...……

……...……

……

3. DECLARATION

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

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

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium[1] 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.

3.5 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.

3.6 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.

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

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

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

……	..……
Signature	Date
……	……
Position	Name of bidder

[1] Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

ANNEXURE F: SBD 6.1: PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

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

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

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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 **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 80/20 preference point system.

(b) 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 bid 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 bid are allocated as follows:

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

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:

80/20 **or** **90/10**

$$Ps = 80\left(1 - \frac{Pt - P\min}{P\min}\right) \quad \text{or} \quad Ps = 90\left(1 - \frac{Pt - P\min}{P\min}\right)$$

Where:

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmin = Price of lowest acceptable bid

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:

80/20 **or** **90/10**

$$Ps = 80\left(1 - \frac{Pt - P\min}{P\min}\right) \quad \text{or} \quad Ps = 90\left(1 - \frac{Pt - P\min}{P\min}\right)$$

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 (B-BBEE Status Level of Contributor)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
1	20	
2	18	
3	14	
4	12	
5	8	
6	6	
7	4	
8	2	
Non-Compliant Contributor	0	

5. DECLARATION WITH REGARD TO COMPANY/FIRM

5.1. Name of company/firm…….

5.2. Company registration number: ……...

5.3. TYPE OF COMPANY/ FIRM

[TICK APPLICABLE BOX]

☐ Partnership/Joint venture or consortium / Consortium

☐ One-person business/sole propriety

☐ Close corporation

☐ Public Company

☐ Personal Liability Company (Pty) Limited

☐ Non-Profit Company

☐ State Owned Company

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

i) The information furnished is true and correct;

ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

(a) disqualify the person from the tendering process;

(b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;

(c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;

(d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

(e) forward the matter for criminal prosecution, if deemed necessary.

SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME: …….

DATE: ……..……

ADDRESS: ……

……

……

……

ANNEXURE G– VALID SWORN AFFIDAVIT REQUIREMENTS

The following information is required:-

a) Name/s of deponent as they appear in the identity document and the identity number;

b) Designation of the deponent as either the director, owner or member must be indicated in order to know that person is duly authorised to depose of an affidavit;

c) Name of enterprise as per enterprise registration documents issued by the CIPC, where applicable, and enterprise business address.;

d) Percentage of black ownership, black female ownership and designated group. In the case of specialized enterprises as per Statement 004, the percentage of black beneficiaries must be reflected;

e) Indicate total revenue for the latest financial year and whether it is based on audited financial statements or management accounts;

f) Full financial year end as per the enterprise's registration documents, which was used to determine the total revenue. Example 28 February 2022;

g) B-BBEE Status level. An enterprise can only have one status level;

h) Nature of business;

i) VAT Number;

j) Date deponent signed and date of Commissioner of Oath must be the same;

k) Commissioner of Oath cannot be an employee or ex officio of the enterprise because, a person cannot by law, commission a sworn affidavit in which they have an interest;

l) Correct Sector Codes Affidavit to be used.

ANNEXURE H: ICT EME SWORN AFFIDAVIT

SWORN AFFIDAVIT – B-BBEE EXEMPT MICRO ENTERPRISE - ICT

I the undersigned,

Full name & Surname	
Identity Number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a member / director / owner of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name	
Trading Name	
Registration Number	
VAT Number	
Nature of Business	
Enterprise Address	

Definition of "Black People"

As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013

"Black People" is a generic term which means Africans, Coloureds and Indians –

(a) Who are citizens of the Republic of South Africa by birth or descent; or

(b) Who became citizens of the Republic of South Africa by naturalization

i. Before 27 April 1994; or

ii. On or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date

3. I hereby declare under oath that:

- The Enterprise is ____% Black Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013;
- The Enterprise is ____ % Black Woman Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013;
- I hereby confirm the above ownership was achieved using the flow through principle.

Definition of "Black Designated Groups"

Black designated groups: Means

(a) Unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution

(b) Black people who are youth as defined in the National Youth Commission Act of 1996

(c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act

(d) Black people living in rural and under-developed areas

(e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011

- The Enterprise is % Black Designated Group Owned as per Amended Code Series 100

of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013

- Black Youth % = ___%
- Black Disabled % = _%
- Black Unemployed % = %
- Black People living in Rural areas % = %
- Black Military Veterans % = _%

- Based on the £Financial Statements/ £Management Accounts and other information available on the latest financial year-end of _____, the annual Total Revenue was R10,000,000.00 (Ten Million Rands) or less
- Please confirm on the table below the B-BBEE level contributor, by ticking the applicable box.

100% black owned	**Level One** (135% B-BBEE procurement recognition)	£
More than 51% black Owned	**Level Two** (125% B-BBEE procurement recognition)	£
Less than 51% black Owned	**Level Four** (100% B-BBEE procurement recognition)	£

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.

5. The sworn affidavit will be valid for a period of 12 months from date signed by the commissioner.

Deponent Signature: _____

Date: ___-_____

_____

Commissioner of Oaths Signature & stamp

ANNEXURE H1: ICT QSE SWORN AFFIDAVIT

B-BBEE QSE - ICT

I the undersigned,

Full name & Surname	
Identity Number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.

2. I am a £ member / £ director / £ owner of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name	
Trading Name	
Registration Number	
VAT Number	
Nature of Business	
Enterprise Address	

Definition of "Black People"

As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013

"Black People" is a generic term which means Africans, Coloureds and Indians –

(c) Who are citizens of the Republic of South Africa by birth or descent; or

(d) Who became citizens of the Republic of South Africa by naturalization

i. Before 27 April 1994; or

ii. On or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date

3. I hereby declare under oath that:

The Enterprise is _% Black Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.

5. The sworn affidavit will be valid for a period of 12 months from date signed by the commissioner.

Deponent Signature:_____

Date: _____

_____

Commissioner of Oaths Signature & stamp

ANNEXURE i: REQUEST FOR ACCESS TO TCTA PREMISES

BID NUMBER: RFB NO: RFB NO: 138/2026/EWSS/SAGE300/RFB

BID DESCRIPTION: APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE SAGE 300 FINANCE UPGRADE, GL CONSOLIDATIONS, SEI REPORTS CONFIGURATION, SUPPORT AND MAINTENANCE FOR A PERIOD OF EIGHTEEN (18) MONTHS.

I hereby request for a pin code to access TCTA premises to submit the above-mentioned tender.

NAME OF BIDDER :

_____

FULL NAME & SURNAME OF BIDDER'S REPRESENTATIVE:

_____

ID NUMBER OF BIDDER'S REPRESENTATIVE:

_____

SIGNATURE OF BIDDER'S AUTHORISED PERSON _____

DATE: _____

ANNEXURE j: TENDER RECEIVING FORM

TENDER RECEIVING FORM

APPOINTMENT OF A SERVICE PROVIDER FOR: APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE SAGE 300 FINANCE UPGRADE, GL CONSOLIDATIONS, SEI REPORTS CONFIGURATION, SUPPORT AND MAINTENANCE FOR A PERIOD OF EIGHTEEN (18) MONTHS.
TENDER NO: RFB NO: 138/2026/EWSS/SAGE300/RFB

Company Name: _____

Telephone Number: _____

Fax Number: _____

Authorised Representative: _____

Name of Person Delivering Tender: _____

Signature of Person Delivering Tender: _____

Describe Package: _____

(Additional remarks)

☐ Package broken? ☐ Seal tempered with? ☐ Number of packages

Date of Receipt: _____ Time _____

Name of TCTA representative: _____

Signature of TCTA representative: _____

Duplicate to Consignee

☐ Yes ☐ No

Original retained by TCTA

☐ Yes ☐ No

Compliance officer_____Signature_____

Date of opening_____

ANNEXURE K: INFORMATION REQUESTED

The bidder should submit a proposal covering the following and where it is unable to do so or proposes an alternative approach they should indicate accordingly in their proposal.

Section No.	Content	(Tick "Yes" or "No", and if "No", provide comments)		
		YES	NO	COMMENTS
Section 1	Technical proposal, including the proposed solution architecture and understanding of TCTA's requirements.			
Section 2	Detailed implementation and configuration methodology for the Sage 300 Finance upgrade, Sage Enterprise Intelligence (SEI), General Ledger (GL) Consolidations, Intercompany Transactions, and Bank Services, including the project plan, timelines, milestones, testing, and deployment approach.			
Section 3	Proof of Sage partnership/accreditation status (company accreditation certificate / letter), reference letters for similar projects / Annexure A.			
Section 4	Whether the bidder will be able to provide training to TCTA staff on SEI Reports configuration.			
Section 5	Training methodology, knowledge transfer approach, and user/system administration documentation.			
Section 6	Implementation Approach			
Section 7	Proposed support and maintenance model, including Service Level Agreements (SLAs), escalation procedures, response times, and support structure.			
Section 8	Detailed pricing schedule, including implementation costs, annual support and maintenance costs, software licensing (where applicable), travel costs (if applicable), and any optional services.			