



MICTSETA

Media, Information And
Communication Technologies
Sector Education And Training Authority

SHAPING SKILLS, PIONEERING INDUSTRIES, EMPOWERING FUTURES

**MICT SETA Head Office; Supply Chain Management 19 Richards Drive,
Gallagher Convention Centre, Gallagher House, Level 3 West Wing Tel
+27 11 207 2600; E-mail: bidqueries@mict.org.za**

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE MEDIA INFORMATION AND
COMMUNICATIONS TECHNOLOGIES SECTOR EDUCATION AND TRAINING AUTHORITY**

REQUEST FOR BID REF: MICT/SETA/GOV/13/2026

REQUIREMENT DESCRIPTION:

**APPOINTMENT OF A SERVICE PROVIDER FOR THE ASSESSMENT OF THE MICT SETA ICT
GOVERNANCE PROCESSES FOR A PERIOD OF TWELVE (12) MONTHS**

BID CLOSING DATE: 27 OCTOBER 2026 at 11:00 AM (SOUTH AFRICAN TIME)

BID REFERENCE NUMBER	MICT/SETA/GOV/13/2026
BID DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER FOR THE ASSESSMENT OF THE MICT SETA ICT GOVERNANCE PROCESSES FOR A PERIOD OF TWELVE (12) MONTHS
SUPPLIER BRIEFING SESSION	<u>Compulsory Virtual Briefing Session will be held as follows:</u> Date: 13 October 2026 Time: 11:00 am South African Time Location: Microsoft Teams Meeting ID: 377 697 211 058 875 Passcode: 9Uw7kN3t <u>PLEASE NOTE: NON-ATTENDANCE OF THE COMPULSORY VIRTUAL BRIEFING SESSION WILL AUTOMATICALLY ELIMINATED ANY BIDDER FROM FURTHER EVALUATION PROCESS</u>
BID CLOSING DATE & TIME	27 October 2026 @ 11:00 am South African Time. <i>*Note: A bid will not be considered if it arrives a second after 11:00 am or any time thereafter. Bidders are therefore strongly advised to ensure that bids are dispatched allowing enough time for any unforeseen events that may delay the delivery of the bid.</i>
INSTRUCTION FOR SUBMISSION OF BID	<u>NB: Bid must be received in a sealed envelope (1 hard copy and 1 USB) marked with this RFB reference number and deposited in a tender box at the location indicated hereunder.</u>
LOCATION FOR BID SUBMISSIONS	MICT SETA Head Office: Reception 19 Richards Drive, Gallagher Convention Centre West Wing, level 3 Midrand
BID VALIDITY PERIOD	Bids received shall remain valid for acceptance for a period of 120 days counted from the closing date of the bid.

CLARIFICATION AND COMMUNICATION

- All enquiries relating to this bid must be addressed in writing to bidqueries@mict.org.za five (5) days **before the closing date and time**. Queries received after this period will not be entertained.
- The bid reference number must be mentioned in all correspondences.
- Bids sent to any other platform other than the one specified herein will not be considered for evaluation. It is the bidder's responsibility to ensure that the bid is sent to the correct platform and that this is received by the MICT SETA before the closing date and time in MICT SETA's dedicated platform.
- All the documentation submitted in response to this RFP must be in English.



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Note: Bidders are advised that a response will be disqualified should any attempt be made by a bidder either directly or indirectly to canvass any officer(s) or employees of **MICT- SETA** in respect of the RFB, between the closing and award date of the business.

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SECTION 1: CHECKLIST INFORMATION

RETURNABLE DOCUMENTS CHECKLIST

Request For Bid invitation document must be completed, signed and submitted as a whole by the authorised Company representative. All forms must be properly completed, list below serve as a checklist of your RFB submission.

(Tick in the relevant block below)

DESCRIPTION	YES	NO
CSD Central Supplier Database (CSD) Registration Report. SUPPLIER REGISTRATION ON CSD Prospective suppliers must register on the National Treasury Central Supplier database in terms of National Treasury circular no 4A of 2016/17. The bidder shall register prior submitting a proposal/bid.		
SBD 1 - Fully completed with required proof (Where applicable)		
CIPC registration documents		
Bidder's eligibility: Form A		
Valid Tax Clearance Certificate(s) and/or proof of application endorsed by SARS and/or SARS issued verification PIN		
SBD 4 - Declaration of interest		
SBD 6.1: Preferential Procurement Claim Form		
Copy of joint venture/ consortium or sub-contracting agreement duly signed by all parties. (Where applicable)		
Certified Copy of director(s) ID(s) not older than six (06) months		
Shareholding Certificate		
Pricing / Financial Proposal envelope and USB (Must be submitted in a separate sealed envelope)		
Financial Statements for 2024/2025 FY of the bidder		

Note: This BID must be completed and signed by the authorised Company representative



SECTION 2: MICT SETA -BID CONDITIONS

1. BID CONDITIONS

- a. MICT SETA considers this bid and all related information, either written or verbal, which is provided to the respondent, to be proprietary to MICT SETA. The respondent shall not disclose, publish, or advertise this RFB or related information to any third party without the prior written consent of MICT SETA.
- b. Bids for the supply of goods or services described in this document are invited in accordance with the provision of Government Procurement: General Conditions of Contract available for download from <http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/>
- c. MICT SETA does not bind itself to accept the lowest or any RFB, nor shall it be responsible for or pay any expenses or losses which may be incurred by the bidder in the preparation and delivery of the RFB.
- d. No Bid shall be deemed to have been accepted unless and until a formal contract / letter of intent is prepared and executed.
- e. The technical proposal shall not include any price or financial information, technical proposal containing material financial information may be declared non-responsive.

1.1 MICT SETA reserves the right to:

- a. Not evaluate or award RFB that do not comply strictly with the requirements of this RFB.
- b. Make a selection solely on the information received in the RFBs and Enter into negotiations with any one or more of preferred bidder(s) based on the criteria specified in the evaluation of this RFB.
- c. Contact any bidder during the evaluation process, in order to clarify any information, without informing any other bidders and no change in the content of the RFB shall be sought, offered or permitted.
- d. Award a contract to one or more bidder(s).
- e. Withdraw or amend the RFB at any stage.
- f. Accept a separate RFB or any RFB in part or full at its own discretion.
- g. Cancel this RFB or any part thereof at any stage as prescribed in the PPPFA regulation.

2. COST OF BIDDING

The bidder shall bear all costs and expenses associated with preparation and submission of its RFB or RFB, and the MICT SETA shall under no circumstances be responsible or liable for any such costs, regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection process.

3. EXTENSION OF PROPOSAL VALIDITY PERIOD

In exceptional circumstances, prior to the expiration of the proposal validity period, MICT SETA may request Bidders to extend the period of validity of their bid proposals in writing and shall be considered integral to the proposal.

**SECTION 3: FORM A: BIDDER'S ELIGIBILITY FORM****Name of Bidder:****RFB Number:**

We, the undersigned, offer to provide the required services in accordance with the above Request for quotation and hereby declare that our firm, persons, or its directors, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a) is not under procurement prohibition by National Treasury, *from doing business with the public sector.*
- b) have not declared bankruptcy, are not involved in bankruptcy or engaged in corrupt / fraudulent practices, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.
- c) undertake not to engage in prescribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the MICT SETA or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the MICT SETA.
- d) *We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this RFQ submission may lead to elimination of our RFQ submission.*

Name: _____

Title: _____

Date: _____

Signature: _____



SBD 1: PART A: INVITATION TO BID

SUPPLIER INFORMATION				
NAME OF BIDDER				
POSTAL ADDRESS				
STREET ADDRESS				
TELEPHONE NUMBER	CODE		NUMBER	
CELLPHONE NUMBER				
FACSIMILE NUMBER	CODE		NUMBER	
E-MAIL ADDRESS				
COMPANY REGISTRATION NUMBER				
DATE OF REGISTRATION				
VAT REGISTRATION NUMBER				
	TCS PIN:		OR	CSD No:
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	☐	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)		
	☐	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)		
	☐	A REGISTERED AUDITOR		
		NAME:		
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 PART B:3 BELOW]
SIGNATURE OF BIDDER			DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.				
TOTAL NUMBER OF ITEMS OFFERED	Refer to pricing schedule/costing		TOTAL BID PRICE (ALL INCLUSIVE)	Refer to pricing schedule/costing

PART B: TERMS AND CONDITIONS FOR BIDDING

BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR ONLINE.**
- 1.3. **BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES).**
- 1.4. **WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION.**
- 1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.

TAX COMPLIANCE REQUIREMENTS:

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- 3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO
- 3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO
- 3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO
- 3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO

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

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

SECTION 4: BIDDING STRUCTURE

Bidding structure

Indicate the type of bidding structure by marking with an 'X':

Individual bidder	
Joint Venture	
Consortium	
Subcontractors	
Other	

If the bid is submitted as a Consortium or Joint Venture or Sub-Contracting Arrangement list the members of such Consortium or Joint Venture and Sub-Contractors below:

Bidder's Information (includes bids submitted Individual or as a Consortium or Joint Venture)

Supplier size type (Large or QSE or EME)	
First time business with MICT SETA (Yes/No)	
Number of existing running contracts and total value	
Total number of Employees	

Entity ownership

Ownership category	% of ownership
Black or historically disadvantage individual owned	
Black women owned	
Black youth owned	
People living with disability	
Military veteran	
Other ownership	
Total (100%)	

SECTION 5: ANNEXURE A: TERMS OF REFERENCE /SPECIFICATION

REQUIREMENT DESCRIPTION: APPOINTMENT OF A SERVICE PROVIDER FOR THE ASSESSMENT OF THE MICT SETA ICT GOVERNANCE PROCESSES FOR A PERIOD OF TWELVE (12) MONTHS

1. INTRODUCTION

The Media, Information and Communication Technologies Sector Education and Training Authority (MICT SETA) is a public entity established in terms of Section 9(1) of the Skills Development Act (Act No. 97 of 1998). The MICT SETA plays a pivotal role in achieving South Africa's skills development and economic growth within the 5 distinct sub-sectors it operates in, i.e., Advertising, Film and Electronic Media, Electronics, Information Technology, and Telecommunications.

The MICT SETA has adopted digital transformation initiatives to enhance operational efficiency, ensure regulatory compliance, and support a paperless working environment. The impact of adopting a digital transformation strategy is the heavy reliance and investments in ICT initiatives to enable the critical and core business processes of the organization.

It is with the above that the MICT SETA seeks to appoint a suitably qualified and experienced service provider to conduct a comprehensive, independent assessment of its ICT Governance environment. The assessment will evaluate the effectiveness, maturity, compliance, and alignment of ICT governance processes with the organization's strategic objectives, legislative mandates, and recognized best practice frameworks. The outcome of this engagement will inform the strengthening of ICT governance, risk management, and control processes within the MICT SETA

2. BACKGROUND

The MICT SETA operates within a highly **regulated public sector environment where sound governance, accountability, and transparency** are paramount. ICT is a critical enabler of the organization's mandate, supporting key functions such as:

- Learner management systems;
- Financial and reporting systems;
- Stakeholder engagement platforms;
- Internal business operations.

Given the increasing reliance on digital platforms and the evolving risk landscape, including cybersecurity threats, data privacy obligations, and system integration complexities, it is essential that ICT governance processes are:

- Robust and well-defined;
- Aligned to organizational strategy;
- Compliant with regulatory frameworks;
- Capable of supporting digital transformation initiatives.

The MICT SETA is required to align with governance and regulatory frameworks, including:

- Public Finance Management Act (PFMA);
- Corporate governance principles (e.g., King IV);
- Internal audit and Auditor-General South Africa (AGSA) expectations;



- Information security and ICT governance best practices.

However, to ensure continuous improvement and address potential gaps, the organization seeks an independent, expert-led assessment of its ICT governance processes, structures, and controls.

3. PURPOSE

The MICT SETA MICT SETA would like to invite suitably qualified and experienced service providers to submit proposals for the end-to-end assessment of its ICT Governance environment. The aim of the project is to:

- Conduct a comprehensive assessment of the current ICT governance framework;
- Evaluate the maturity level of ICT governance processes;
- Identify gaps, weaknesses, and risks within the ICT governance environment;
- Assess alignment with strategic objectives and business needs;
- Evaluate compliance with applicable laws, policies, and best practice frameworks;
- Provide practical, actionable recommendations to improve governance effectiveness;
- Develop a roadmap for ICT governance enhancement and maturity progression.

4. SCOPE OF WORK

The appointed service provider will be required to perform a holistic ICT governance assessment, covering the following key areas:

4.1 ICT Governance Framework Assessment

- Review existing ICT governance structures, policies, and procedures;
- Assess the effectiveness of ICT governance committees (e.g., IT Steering Committee);
- Evaluate roles, responsibilities, and decision-making processes;
- Assess alignment with King IV principles on ICT governance.

4.2 Strategic Alignment and Value Delivery

- Assess alignment between ICT strategy and organizational strategy;
- Evaluate ICT's contribution to business value and service delivery;
- Review ICT investment planning and prioritization processes.

4.3 Risk Management and Compliance

- Evaluate ICT risk management processes and frameworks;
- Assess integration of ICT risks into enterprise risk management;
- Review compliance with regulatory requirements (e.g., PFMA, POPIA);
- Evaluate cybersecurity governance and oversight.

4.4 ICT Policies, Standards, and Procedures

- Review adequacy and completeness of ICT policies;
- Assess policy implementation and enforcement;
- Evaluate alignment with international best practices.

4.5 Information Security Governance

- Assess governance of information security practices;
- Evaluate access controls, identity management, and data protection measures;
- Review incident management and response processes;
- Assess alignment with ISO/IEC 27001 principles.

4.6 ICT Service Management and Operations

- Evaluate IT service management processes (incident, problem, change management);
- Assess alignment with ITIL best practices;
- Review service level management and performance monitoring.

4.7 Enterprise Architecture and Systems Integration

- Assess the maturity of enterprise architecture practices;
- Evaluate system integration and interoperability;
- Review alignment with TOGAF or similar frameworks.

4.8 ICT Project and Portfolio Management

- Evaluate governance of ICT projects and programmes;
- Review project management methodologies and controls;
- Assess benefits realization and post-implementation reviews.

4.9 Data Governance and Management

- Assess data governance structures and policies;
- Evaluate data quality, ownership, and stewardship;
- Review of compliance with data protection requirements.

4.10 ICT Infrastructure and Cloud Governance

- Assess governance of infrastructure, networks, and cloud environments;
- Evaluate vendor and service provider management;
- Review disaster recovery and business continuity governance.

4.11 Change Management

- Assess the Change Management Governance Framework and Policy;
- Review the Change Governance Structures;
- Evaluate the Roles and Responsibilities in the Change Management process.

4.12 Maturity Assessment

- Conduct a formal maturity assessment using recognized models such as:
 - COBIT maturity model.
- Provide a maturity rating (e.g., Initial, Repeatable, Defined, Managed, Optimized);
- Benchmark against public sector best practices.

4.13 Gap Analysis and Recommendations

- Identify gaps between current and desired state;
- Provide prioritized recommendations;
- Develop a practical implementation roadmap (short, medium, long term).



4.14 Deliverables

The service provider must deliver:

- Inception report and methodology;
- Stakeholder engagement and interview reports;
- ICT Governance Assessment Report;
- Maturity Assessment Report;
- Gap Analysis Report;
- ICT Governance Improvement Roadmap;
- Executive summary presentation to EXCO/Board.

4.15 Approach and Methodology

The service provider must:

- Conduct document reviews (policies, SOPs, strategies);
- Perform stakeholder interviews and workshops;
- Use benchmarking against industry standards;
- Apply structured assessment tools and frameworks.

5. DURATION OF THE CONTRACT

5.1 Duration shall be for a period not exceeding twelve (12) months from date of appointment.



**SECTION 6:
PRICING SCHEDULE**

Name of bidder: _____

Bid number: _____

Closing date: _____

Bid shall remain valid for acceptance for a period of **120 days** counted from the closing date.

Bidders to provide further cost breakdown where necessary under each line item, and sub-total and the overall RFB price (Total) should be included. The below table is for illustration only:

ITEM #	DESCRIPTION OF SERVICES	UNIT COSTS	FREQUENCY (Monthly)	QTY	TOTAL COST
	APPOINTMENT OF A SERVICE PROVIDER FOR THE ASSESSMENT OF THE MICT SETA ICT GOVERNANCE PROCESSES FOR A PERIOD OF TWELVE (12) MONTHS				
1	ICT Governance Framework Assessment	R	1	1	R
2	Strategic Alignment and Value Delivery	R	1	1	R
3	Risk Management and Compliance	R	1	1	R
4	ICT Policies, Standards, and Procedures	R	1	1	R
5	Information Security Governance	R	1	1	R
6	ICT Service Management and Operations	R	1	1	R
7	Enterprise Architecture and Systems Integration	R	1	1	R
8	ICT Project and Portfolio Management	R	1	1	R
9	Data Governance and Management	R	1	1	R
10	ICT Infrastructure and Cloud Governance	R	1	1	R



11	Change Management	R	1	1	R
12	Maturity Assessment	R	1	1	R
13	Gap Analysis and Recommendations	R	1	1	R
Sub-Total					R
VAT @15%					R
Total					R

NB: Bidders must submit this pricing schedule and related Annexure on a Separate envelope.

NB: The above model is for purposes of guiding bidders on how to structure their proposals. Bidders are required to provide detailed costing of the project on a pricing proposal that considers delivery of the project for the duration of the contract.

I/We, the undersigned, agree that this bidding price shall remain binding on me/us and open for acceptance for the period stipulated above.

Authorised Company Representative:

Capacity under which this quote is signed:

Signature:

Date:



SECTION 7: BID EVALUATION CRITERIA

MICT SETA complies with the provisions of the Public Finance Management Act, Act No. 1 of 1999 as amended; Treasury Regulations of 2005; the Preferential Procurement Policy Framework Act, Act No. 5 of 2000; Preferential Procurement Regulations of 2022; and the MICT SETA Supply Chain Management (SCM) Policy.

Bids received will be evaluated as per the set following evaluation criteria:

Stage 1: Mandatory Criteria.

Stage 2: Functional Evaluation.

Stage 3: Pricing and Specific Goals.

7.1. STAGE 1: MANDATORY CRITERIA

a) Compulsory Virtual Briefing Session

The virtual Briefing Session is a compulsory part of the acquisition process for all participating Service Providers. Non-attendance of thereof will automatically disqualify any prospective bidder.

Proof of compliance to (a):

Attendance Register of the compulsory briefing session held on Microsoft Teams. Representatives are required to write the name of the bidder and contact details.

Note: non-attendance of the compulsory bidders' conference will automatically disqualify any prospective bidder from further evaluation process.

b) Bidder's Accreditation

The bidder must be certified in COBIT 2019 - Enterprise Governance of Information and Technology or ISO/IEC 38500 - Corporate Governance of Information Technology.

Proof of compliance to (b):

The bidder must submit valid documentary proof in the form of a certificate to indicate COBIT 2019 or ISO/IEC 38500 certification.

NOTE: BIDDERS THAT DO NOT MEET THE MANDATORY CRITERIA WILL BE ELIMINATED FROM FURTHER EVALUATION PROCESS

7.2. STAGE 2: FUNCTIONAL EVALUATION CRITERIA

Only bid submissions that have met the requirements of the set mandatory criteria will be considered for functional evaluation. Bids submitted will be evaluated on technical/



functionality criteria out of a maximum of **100 points**. A threshold of **80** out of the **100 points** has been set.

Only bidders that have met or exceeded the qualification threshold on technical/ functionality criteria of 80 points will qualify for further evaluation on Price and Specific Goals.

Note: All bidders achieving less than the set threshold will be declared non-responsive.

Assessment of evaluation of the functional / technical criteria will be based on the table below:

FUNCTIONAL / TECHNICAL CRITERIA WEIGHING		
Category	Description	Score
SOLUTION PROPOSAL	Bidders must submit a proposal for the Assessment of the ICT Governance Process. The proposal must cover the minimum requirements for the proposed solution as detailed in the bid and summarised below: • ICT Governance Framework Assessment; • Strategic Alignment and Value Delivery; • Risk Management and Compliance; • ICT Policies, Standards, and Procedures; • Information Security Governance; • ICT Service Management and Operations; • Enterprise Architecture and Systems Integration; • ICT Project and Portfolio Management; • Data Governance and Management; • CT Infrastructure and Cloud Governance; • Change Management; • Maturity Assessment; and • Gap Analysis and Recommendations. Points on submission of proposed solution will be allocated as follows: [40 points] • Bidder submitted a proposal that meets or exceeds all components of the assessment of the ICT Governance Process as per the requirements of the bid = 40 points • Bidder submitted a proposal that does not meet all or any of the components of the assessment of the ICT Governance Process as per the requirements of the bid = 0 points NB: Non-compliance with the minimum requirements will be declared non-responsive. All elements must be covered in detail.	40
EXPERIENCE AND REFERENCES	Bidders must submit contactable reference letters, from different clients, which indicate that they have provided ICT Governance Processes assessment services in the past. Reference letters must be from Bidder's clients within the Republic of South Africa (RSA), must indicate the services rendered, project description, project outcome, and dates, i.e. start and end date of the project, must be on the company letterhead, and signed by a senior official of	10



	the bidder's client, i.e. CEO, CFO, CIO, IT Manager, or SCM Manager. Points on submission of experience on the provision of ICT Governance Processes assessment services will be allocated as follows: [10 points] • Bidder submitted five (05) or more signed reference letters from different clients, with five (05) years' experience = 10 points • Bidder submitted four (04) signed reference letters from different clients, with five (05) years' experience = 08 points • Bidder submitted three (03) signed reference letters from different clients, with five (05) years' experience = 06 points • Bidder submitted two (02) signed reference letters from different clients, with five (05) years' experience = 04 points • Bidder submitted one (01) signed reference letters from different clients, with five (05) years' experience = 02 points • Bidder did not submit signed reference letters = 0 points NB: reference lists or award letters will not be considered for point allocation. In the event of sub-contracting, the bidder must furnish the above reference letters of the main bidder. MICT SETA reserves the right to contact references prior to award. Bidders with no track record of rendering similar services will be deemed non-responsive. The bidder must demonstrate a minimum of five (5) years' relevant experience in the provision of services similar in nature, scope and complexity to those contemplated under these Terms of Reference.	
APPROACH AND METHODOLOGY	Bidders must provide a detailed Approach and Methodology of how the assessment will be undertaken. The Approach and Methodology must cater for the following, at a minimum: • Document reviews (policies, SOPs, strategies); • Stakeholder interviews and workshops; • Benchmarking against industry standards; and • Structured assessment frameworks, technology and processes. Points on submission of a detailed approach and methodology will be allocated as follows: [20 points] • Bidder submitted a detailed approach and methodology which covers all four (04) elements = 20 points • Bidder submitted a detailed approach and methodology which covers only three (03) elements = 15 points • Bidder submitted a detailed approach and methodology which covers only two (02) elements = 10 points • Bidder submitted a detailed approach and methodology which covers only one (01) element = 05 points • Bidder submitted detailed approach and methodology which covers only none (0) of the elements = 0 points	20



	NB: All elements must be covered in detail and not summarised.	
PROJECT TEAM	CVs and Certifications of key Project Team members to be attached, specifically for the Project Manager and Technical Lead: [30 points] Project Manager Experience: Project Manager must have experience in managing the Assessment of the ICT Governance Process and familiar with industry best practices required to deliver on the bid. Profile or CV should clearly indicate the description of projects, duration of the projects, and names of clients. Points on submission of profile or CV of the project manager will be allocated as follows: [10 points] • Bidder submitted a CV or profile that indicates five (05) years and above experience in managing the Assessment of the ICT Governance Process projects and familiar with industry best practices required to deliver on the bid = 10 points • Bidder submitted a CV or profile that indicates four (04) years' experience in managing the Assessment of the ICT Governance Process projects and familiar with industry best practices required to deliver on the bid = 08 points • Bidder submitted a CV or profile that indicates three (03) years' experience in managing the Assessment of the ICT Governance Process projects and familiar with industry best practices required to deliver on the bid = 06 points • Bidder submitted a CV or profile that indicates two (02) years' experience in managing the Assessment of the ICT Governance Process projects and familiar with industry best practices required to deliver on the bid = 04 points • Bidder submitted a CV or profile that indicates less than two (02) years of experience in managing the Assessment of the ICT Governance Process projects and familiar with industry best practices required to deliver on the bid = 0 points Project Manager Certification: The project manager must be certified with PMP / Prince 2 Practitioner, or other equivalent Project Management certifications, no Foundation level certifications will be accepted. Points on submission of the certification of the project manager will be allocated as follows: [05 points] • Bidder provided a project manager with a valid PMP/ Prince 2 Practitioner certification = 05 points • No valid PMP/ Prince 2 Practitioner certification provided = 0 points	30



PROJECT TEAM	Technical Lead experience: Project Technical Lead must have experience in leading in the Assessment of the ICT Governance Process projects and familiar with industry best practices required to deliver on bid and familiar with industry best practices required to deliver on the bid. Profile or CV should clearly indicate the description of projects, duration of the projects, and names of clients. Points on submission Profile or CV of the Technical Lead will be allocated as follows: [10 points] • Bidder submitted a CV or profile that indicates five (05) years and above of experience in leading the Assessment of the ICT Governance Process projects and familiar with industry best practices required to deliver on the bid services and familiar with industry best practices required to deliver on the bid = 10 points • Bidder submitted a CV or profile that indicates four (04) years' experience in leading the Assessment of the ICT Governance Process projects and familiar with industry best practices required to deliver on the bid services and familiar with industry best practices required to deliver on the bid = 08 points • Bidder submitted a CV or profile that indicates three (03) years' experience in leading the Assessment of the ICT Governance Process projects and familiar with industry best practices required to deliver on the bid services and familiar with industry best practices required to deliver on the bid = 06 points • Bidder submitted a CV or profile that indicates two (02) years' experience in leading the Assessment of the ICT Governance Process projects and familiar with industry best practices required to deliver on the bid services and familiar with industry best practices required to deliver on the bid = 04 points • Bidder submitted a CV or profile that indicates less than two (02) years' experience in leading the Assessment of the ICT Governance Process projects and familiar with industry best practices required to deliver on the bid services and familiar with industry best practices required to deliver on the bid = 0 points Technical Lead Certification: The Technical Lead must be Certified in the Governance of Enterprise IT (CGEIT) or COBIT 2019 Design & Implementation or ISO/IEC 38500, no Foundation level certifications will be accepted. Points on submission of the certification of the Technical Lead will be allocated as follows: [05 points] • Bidder provided a Technical Lead with a valid CGEIT, or COBIT 2019, or ISO/IEC 38500 certification = 05 points	30
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	No valid CGEIT, or COBIT 2019, or ISO/IEC 38500 certification provided = 0 points NB: The projects in this factor refer to those delivered by the project team in any current or past company, not limited to the bidding company, i.e. linked to the individual. NB: Bidders with no project competent team members will fail risk analysis on their capacity to deliver on the project and will therefore be deemed non-responsive.	
Minimum threshold		80
Technical Evaluation Criteria Total		100

Note: Bidders that do not meet the minimum threshold of 80 points on functional criteria will be declared non-responsive.

7.3. STAGE 3: PRICE AND SPECIFIC GOALS

Only bidder/s or bid proposals received that have met the requirements of set technical/ functionality evaluation criteria will qualify for further evaluation on Price and Specific Goals

Evaluation of Price and Specific Goals according to the 80/20 preference point system in terms of the Preferential Procurement Regulations 2022, where 80 points will be for Price and 20 points will be for Specific Goals.

Specific Goal to be evaluated out of **20 Points**:

Specific Goals Criteria	Points
Enterprise which is at least 51% owned by historically disadvantaged persons	10
Enterprise which is at least 51% owned by historically disadvantaged women	05
Enterprise which is at least 51% owned by historically disadvantaged youth	05
Total	20

**** Enterprises that are not owned by historically disadvantaged persons will be allocated 0 points.**

Bidder must submit the following documents:

- CIPC documents and a valid shareholding certificate(s) indicating percentage (%) shareholding by each director; and
- Certified ID copies of the company director(s) as per CIPC documents (certified copies must not be older than six (06) months.)

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

**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 interest¹ in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

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

2.2.1 If so, furnish particulars:

.....
.....

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

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



2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 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 consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

² 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.



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

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

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

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

1 GENERAL CONDITIONS

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

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

1.2 To be completed by the organ of state

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

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

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

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	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:

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

Where:

P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{min} = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

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

Where:

P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{max} = 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 tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Enterprises which are at least 51% owned by historically disadvantaged persons.	10	
Enterprises which are at least 51% owned by historically disadvantaged women.	05	
Enterprises which are at least 51% owned by historically disadvantaged youth.	05	

DECLARATION WITH REGARD TO COMPANY/FIRM

- 4.3. Name of company/firm.....
- 4.4. Company registration number:
- 4.5. TYPE OF COMPANY/ FIRM
- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company
- [TICK APPLICABLE BOX]



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

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

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

.....