SBD 1: PART A

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SOUTH MARITIME SAFETY AUTHORITY				
RFQ NUMBER: **RFQ-HO-1851**	ISSUE DATE	TUESDAY 17 NOVEMBER 2026	CLOSING TIME:	11h00
	CLOSING DATE	MONDAY 30 NOVEMBER 2026		

DESCRIPTION	**Microsoft Advance Support Services (on an ad hoc basis) for 36 months.** **(Refer to annexure A for detailed specification)**
DELIVERY ADDRESS	**SAMSA PRETORIA OFFICE: ADDRESS: 146 LUNNON ROAD, HILLCREST, PRETORIA, 0183**
VALIDITY PERIOD	**Price quoted should remain valid for at least sixty (60) days after the closing date.**

ALL BID RESPONSE DOCUMENTS MUST BE EMAILED TO:

rfqresponses@samsa.org.za

(EMAIL SUBJECT LINE MUST CLEARLY INDICATE THE RFQ NUMBER)

BIDDING PROCEDURE AND TECHNICAL ENQUIRIES MAY BE DIRECTED TO:

CONTACT PERSON	**PRINCE KOTU**
TELEPHONE NUMBER	**012 366 2600**
E-MAIL ADDRESS	pkotu@samsa.org.za

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	TAXCOMPLIANCE SYSTEM PIN:	**OR**	CENTRAL SUPPLIER DATABASE No: MAAA	
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	☐Yes ☐No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES 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.

SBD 1: PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE EMAILED / DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER MAY BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7), FOR LONG TERM CONTRACTS / OR WERE DEEMED NECESSARY.
1.5. PROSPECTIVE BIDDERS MUST CONSIDER THE SPECIFICATION & ADDITIONAL SUPPORTING DOCUMENTATION WHEN RESPONDING.
1.6. ALL INFORMATION SUBMITTED AS EVIDENCE MUST BE CONSISTENT WITH DECLARATIONS MADE TO BE AWARDED POINTS. INCONSISTENT INFORMATION PROVIDED MAY RESULT IN 0 POINTS AWARDED FOR THE APPLICABLE GOAL/S.
1.7. SAMSA RESERVES THE RIGHT TO DISQUALIFY BIDDERS WITH SUPPORTING DOCUMENTS THAT ARE NOT DULY SUBMITTED IN TERMS OF THE BID CONDITIONS.
1.8. DELIVERY COSTS IN THE QUOTATION WILL NOT BE CONSIDERED SEPARATELY, BUT RATHER AS PART OF THE TOTAL QUOTATION DURING THE EVALUATION.
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 VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

TOTAL BID PRICE (INCLUDING VAT)	
SIGNATURE OF BIDDER	
DATE	

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....

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 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.

2.2

Full Name	Identity Number	Name of State institution

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

2.2.1 If so, furnish particulars:

……

……

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

2.3.1 If so, furnish particulars:

……
……

3 DECLARATION

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

3.1 I have read, and I understand the contents of this disclosure.

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 consortium1 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

SBD 6.1

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

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

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

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to bid:
- 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 Either the 90/10 or 80/20 preference point system will be applicable in this bid. The lowest/ highest acceptable bid will be used to determine the accurate system once bids are received.

1.3 Points for this bid (even in the case of a bid for income-generating contracts) shall be awarded for:
(a) Price; and
(b) Specific Goals.

1.4 The preference point system application must not exceed 100 and must be applied as per below:
1.4.1 The 80/20 preference system:

The maximum points for this bid are allocated as follows:

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

** Point allocation break down provide below

1.4.1.1 SPECIFIC GOALS: 80/20

SPECIFIC GOAL	Points
Goal 1: Historically Disadvantaged Individuals (14)	
a) who had no franchise in national elections before the 1983 and 1993 Constitutions	**7**
b) who is a female	**5**
c) who has a disability	**2**
Goal 2: who is youth	**3**
Goal 3: Locality	**3**
TOTAL	**20**

1.4.2 The 90/10 preference system:
The maximum points for this bid are allocated as follows:

	POINTS
PRICE	90

SPECIFIC GOALS**	10
Total points for Price and SPECIFIC GOALS	**100**

** Point allocation break down provide below

1.4.2.1 SPECIFIC GOALS: 90/10

SPECIFIC GOAL	Points
Goal 1: Historically Disadvantaged Individuals (7)	
a) who had no franchise in national elections before the 1983 and 1993 Constitutions	**4**
b) who is a female	**2**
c) who has a disability	**1**
Goal 2: who is youth	**1**
Goal 3: Locality	**2**
TOTAL	**10**

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

1.6 SAMSA reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by SAMSA.

2. DEFINITIONS

(a) **"locality"** means the promotion of SMMEs located within the specific area;
(b) **"bid"** 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 bidding process or any other method envisaged in legislation;
(c) **"price"** means an amount of money bided for goods or services, and includes all applicable taxes less all unconditional discounts;
(d) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
(e) **"bid 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 SAMSA and a third party that produces revenue for SAMSA, 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
(f) **"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

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

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**

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

Where

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

4. POINTS AWARDED FOR SPECIFIC GOALS
The preferential procurement point system applicable for this bid is:

Preferential Point System	Mark
80/20	**X**
90/10	

4.1. Specific goals for the bid and points claimed are indicated per the table below: 80/20 preference system.

4.1.1. EQUITY OWNERSHIP CLAIMED IN TERMS OF PARAGRAPH 1.4

	SPECIFIC GOAL (SUPPORTING DOCUMENTS FOR VERIFICATION)	**Maximum points that can be scored**	**Points being claimed by supplier**
HDI	Equity ownership **by persons who** had no franchise in the national elections. (ID copies of ALL listed owner/s, as per the CSD, CK1 registration document (CIPC), BBBEE certificate)	7	
	Equity ownership **by women** **(**ID copies of ALL listed owner/s, BBBEE certificate)	5	
	Equity ownership **by disabled persons** **(**Medical certificate/ Assessment)	2	
	Equity ownership **by youth** **(**ID copies of ALL listed owner/s, BBBEE certificate)	3	
	Locality (CIPC / SARS or valid proof of address utility bill, bank statement, account statement, municipal councillor's letter)	3	
	TOTAL	20	

** Claimed points can only be allocated where supporting documents have been provided.
** Ownership points will be awarded on a pro-rata using share certificates / CSD / SBD
** Specific goal points are allocated to natural persons and will be awarded in accordance with company/ consortium or joint venture ownership allocation
** Locality goal points will only be awarded to suppliers within the province of delivery
** Refer to checklist attached to ensure correct document submission

4.2. Specific goals for the bid and points claimed are indicated per the table below: 90/10 preference system.

4.2.1. EQUITY OWNERSHIP CLAIMED IN TERMS OF PARAGRAPH 1.4

	SPECIFIC GOAL (SUPPORTING DOCUMENTS FOR VERIFICATION)	Maximum points that can be scored	Points being claimed by supplier
HDI	Equity ownership **by persons who** had no franchise in the national elections. (ID copies of ALL listed owner/s, as per the CSD, CK1 registration document (CIPC), BBBEE certificate)	4	
	Equity ownership **by women** **(**ID copies of ALL listed owner/s, BBBEE certificate)	2	
	Equity ownership **by disabled persons** **(**Medical certificate/ Assessment)	1	
	Equity ownership **by youth** **(**ID copies of ALL listed owner/s, BBBEE certificate)	1	
	Locality (CIPC / SARS or valid proof of address utility bill, bank statement, account statement, municipal councillor's letter)	2	
	TOTAL	**10**	

** Claimed points can only be allocated where supporting documents have been provided.
** Ownership points will be awarded on a pro-rata using share certificates / CSD / SBD
** Specific goal points are allocated to natural persons and will be awarded in accordance with company/ consortium or joint venture ownership allocation
** Locality goal points will only be awarded to suppliers within the province of delivery
** Refer to checklist attached to ensure correct document submission

5. SUBMISSIONS BY CONSORTIUMS AND JOINT VENTURES

5.1. If a submission is a consortium or joint venture, the points claimed for ownership must be detailed separately, as per annexure A and sent back with the bidding documents. The information will define the following:

The percentage (%) of the contract allocated to each JV member or consortium member. This should also be included in an agreement to be made available on request by SAMSA.

The percentage ownership of each JV member or consortium member in each of the specific goals relevant to this bid, with supporting documents.

The total points claimed will be the sum of the percentage contract allocation for each partner multiplied by the percentage weighting for each category, multiplied by the percentage ownership in the relevant specific goal.

6. DECLARATION WITH REGARD TO COMPANY/FIRM

6.1. Name of company/firm…….
6.2. Company registration number: ……...
6.3. Company/ firm physical address (for claiming locality points):
……
……

TYPE OF COMPANY/ FIRM [Tick applicable box]

☐ Partnership/Joint Venture / Consortium (Please refer to Annexure C)

☐ One-person business/sole propriety

☐ Close corporation

☐ Public Company

☐ Personal Liability Company

☐ Pty) Limited

☐ Non-Profit Company

☐ State Owned Company

6.4. DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

……
……

6.5. TOTAL NUMBER OF YEARS THE COMPANY/ FIRM HAS BEEN IN BUSINESS? ……

6.6. List of shareholder/s information to be used to calculate the points claimed in paragraph 4.3.

NAME	**ID NUMBER**	**HDI**** (**Yes / No)			**Youth**** (**Yes/ No)	% of company / firm owned
		No franchise prior to elections	Women	Disabled		

6.7. 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 bid, 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 4.1 and 5.6, the contractor may be required to furnish documentary proof to the satisfaction of SAMSA 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, SAMSA may, in addition to any other remedy it may have –
    (a) disqualify the person from the bidding process;
    (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
    (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
    (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted 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: ……

RFQ NO: RFQ/XXX/XXX: REQUEST FOR QUOTATION FROM ACCREDITED SERVICE PROVIDERS TO PROVIDE MICROSOFT ADVANCE SUPPORT FOR 420 HOURS (ON AN AD HOC BASIS) FOR 36 MONTHS.

OBJECTIVES

The South African Maritime Safety Authority (SAMSA) would like to appoint an accredited service provider for Microsoft advance support for 420 Hours (on an ad hoc basis) for 36 months.

1. BACKGROUND AND DISCUSSION

1.1. The South African Maritime Safety Authority (SAMSA) has adopted the usage of advance technologies as a strategic enabler to deliver on its strategic objectives.

1.2 As organizations across the world are hard at work preparing to sail and harness the developmental opportunities that will be brought about the Fourth Industrial Revolution (4IR), SAMSA like other organization's is setting a foundation to harness such benefits for effective service delivery.

1.3 The SAMSA Digital Strategy identified the below pillars critical for the implementation of SAMSA digital transformation initiatives which the service provider will be critical for the delivery of the infrastructure related transformation initiatives:

- Microsoft Infrastructure and Modern Workplace Enablement (M365)

2. SCOPE OF WORK

2.1. The purpose of RFQ is to appoint an accredited service provider to provide Microsoft advance support for 420 hours (on an ad hoc basis) for 36 months.

3. DURATION OF THE CONTRACT

3.1 The contract period is 36 months.

4. SCOPE OF DELIVERABLES

The required service provider will be appointed to provide Microsoft Advanced Support Services in the following categories:

4.1. Microsoft Advance Support Services Scope

The appointed service provider shall provide the following Microsoft Advance Support services as follows:

1. Advisory,
2. Planning,
3. Designing,
4. Implementation,

2nd & 3rd level Ad Hoc Support and Maintenance (420 Hrs.).

Services	Description	Training/Certifications
Microsoft Environment	▪ Provision of Microsoft Advance 2nd & 3rd level Ad Hoc support including expert guidance relating to planning, designing, implementation relating to the services listed below:	See requirements below
	▪ Microsoft 365 Tenant (Teams, OneDrive, Copilot, etc.)	Five (5) years' experience in installation,

Services	Description	Training/Certifications
	○ Tenant Management and support. ○ MS Teams & Teams Premium ○ OneDrive	configuration, implementation and Support M365 environment. **Certificates:** • Microsoft 365 Certified: Teams Administrator Associate
	▪ SharePoint Online and On-Prem ○ Access Control Management ○ Data security (Labelling, Classification, etc.) ○ Storage capacity Management, ○ Migration from SharePoint On-Prem to SharePoint Online	Five (5) years' experience in installation, configuration, implementation and Support SharePoint Online and On-Prem environment. **Certificates:** • Microsoft Certified: 365 Administrator Associate
	▪ On- Prem (Active Directory Domain Services) ○ Domain Controller ○ DNS ○ DHCP	Five (5) years' experience in installation, configuration, implementation and Support on Windows Server Environment including Active Directory – integration with Microsoft Entra, DNS and DHCP. **Certificates:** • Microsoft Certified: Identity and Access Administrator Associate
	▪ Azure Cloud Platform. ○ Azure Active Directory (AD) Connect (Microsoft Entra) ○ Azure Backup ○ Azure related services	Five (5) years' experience in installation, configuration, implementation, integration with On-Prem environment and Support in Azure environment. **Certificates:** • Microsoft Certified: Identity and Access Administrator Associate
	▪ Microsoft Exchange Online Services ○ Mailbox management ○ Address book and group management ○ Exchange related Services	Five (5) years' experience in installation, configuration and support in Exchange Online integration with On-Prem services and Mimecast. **Certificates:** • Microsoft 365 Certified: Messaging Administrator Associate

	▪ SQL Database Server (On-Premises and Azure) o Administration o SQL Database Health Check o Performance Tuning o Backup and Recovery o SQL database related services	Five (5) years' experience in installation, configuration, implementation and Support SQL Database Server Cloud and On-Prem environment. **Certificates:** Microsoft Certified: Azure Database Administrator Associate
	▪ Microsoft's System Center Configuration Manager (SCCM) and Intune o Device Enrolment & troubleshooting o Device Management o Policy Configuration & troubleshooting o App Deployment & Delays o Autopilot Setup & Migration	Five (5) years' experience in installation, configuration, implementation and Support in SCCM On-Prem environment and Intune (Cloud) integration with On-Prem and Intune (Cloud) services. **Certificates:** • Microsoft 365 Certified: Endpoint Administrator Associate

Services	Description	Training/Certifications
	○ Compliance & Security Policy Implementation ○ SCCM and Intune related services	
Cloud Security	Provisioning expert guidance relating to planning, designing, implementation, expert advice, 2nd & 3rd level Ad hoc support relating to Microsoft cloud security. ▪ Microsoft Cloud Security. ○ Azure Firewall ○ Security & Compliance ○ M365 Tenant Security and networking ○ Microsoft 365 security related services	Five (5) years' experience in installation, configuration, implementation and Support in Azure Cloud Services, Azure Firewall and Integrating with On-Prem environment. **Certificates:** • Microsoft Certified: Azure Security Engineer Associate
Microsoft Purview	Provisioning of expert guidance relating to planning, designing, implementation, expert advice, 2nd & 3rd level Ad hoc support relating to Microsoft Purview Information Protection. • Data Labeling & Classification • Data Loss Prevention (DLP) • Information Management • Copilot services • Microsoft Purview related services.	Five (5) years' experience in installation, configuration, implementation and support in Purview Cloud and On-Prem environment. **Certificates:** • Microsoft Certified: Information Security Administrator Associate

5. SUPPORT SERVICES

Support will be provided remotely, or on-site at SAMSA Head Office (Pretoria) when SAMSA requests it. SAMSA ICT will log calls with the service provider's service desk by email, telephone or online portal. Support hours are business hours (08:00 to 17:00, Monday to Friday). After-hours or weekend support will be provided only when requested by SAMSA for Severity Level 1 incidents and will be billed at the quoted hourly rate. No call-out fee will be paid.

The service provider must:

- submit a monthly report to SAMSA ICT showing tickets logged, hours used per service area and SLA performance;
- follow SAMSA's ICT change management process for all changes to SAMSA systems;
- document all changes made and transfer knowledge to SAMSA ICT staff after each intervention;
- sign a non-disclosure agreement and comply with the Protection of Personal Information Act, 2013 (POPIA);
- use named accounts only (no shared administrator credentials) when accessing SAMSA's tenant and servers, with access revoked at the end of the contract.

5.2. SLA CONTRACT REQUIREMENT

The appointed service provider will sign a service level agreement (SLA) based on the requirements below. Requirements that affect price are set out in this RFQ and will not be negotiated after award. The SLA will include the following response and resolution times. All times are measured in business hours (08:00 to 17:00, Monday to Friday) from the time the call is logged, except Severity Level 1, which is measured from the time the call is logged when after-hours support has been requested. Deductions are calculated on the invoiced amount for the call/ticket concerned.

- Turnaround time to reported incidents

Severity Level 1 • **Critical:** Severe problem preventing SAMSA users from performing critical business functions	**Severity Level 1: Response within thirty (30) minutes; resolution or workaround within two (2) hours.** • No deduction for calls resolved within 2 hours. • 5% is deducted on the invoiced amount for each call/ticket resolved after 2 hours and within 4 hours. • 10% is deducted on the invoiced amount for each call/ticket resolved after 4 hours.
Severity Level 2 • **High:** SAMSA user's able to perform job functions, but performance of job function is degraded or severely limited.	**Severity Level 2: Response within one (1) hour; resolution within three (3) business hours.** • No deduction for calls resolved within 3 business hours. • 5% is deducted on the invoiced amount for each call/ticket resolved after 3 and within 6 business hours. • 10% is deducted on the invoiced amount for each call/ticket resolved after 6 business hours.
Severity Level 3 • **Medium:** SAMSA user's performance of job function is largely unaffected.	**Severity Level 3: Response within two (2) business hours; resolution within four (4) business hours.** • No deduction for calls resolved within 4 business hours. • 5% is deducted on the invoiced amount for each call/ticket resolved after 4 and within 7 business hours. • 10% is deducted on the invoiced amount for each call/ticket resolved after 7 business hours.

PART 4. EVALUATION CRITERIA

1.1 LEGISLATIVE AND REGULATORY FRAMEWORK

1.1.1 The evaluation of bids received will be conducted in accordance with the prescripts of the Preferential Procurement Policy Framework Act 2000 (Act no.5 of 2000), its Regulations of 2022 and the evaluation criteria as stipulated in the specification/terms of reference and special conditions of contract.

1.2 PHASE 1: ADMINISTRATIVE REQUIREMENTS (PRE-EVALUATION)

1.2.1 Phase one evaluation will include the following:

(i) Verify all declarations (SBD 4 – Declaration of interest);
(ii) Determine whether any Government official participated in the bidding process;
(iii) Verify whether all applicable forms have been signed;
(iv) Tax compliance status and Central Supplier Database (CSD) registration, verified on the CSD;

Note: Failure to comply with the requirements assessed in Phase 1 (pre-evaluation), may lead to disqualification of bids.

1.3. PHASE 2 – MANDATORY REQUIREMENT

All bid responses that do not meet all the Mandatory Requirements shall be disqualified and shall not be considered for further evaluation of the other Technical Requirements. The mandatory technical requirements are as follows.

Mandatory Requirement	Comply	Not Comply
The service provider must be an accredited Microsoft Solution Partner Provide proof of all below stated valid Microsoft accreditation certificates or confirmation letter. • Solutions Partner for Infrastructure (Azure) • Solutions Partner for Security • Solutions Partner for Modern Work **Note:** • The accreditation certificates or confirmation letter must be valid as of the close date of the tender. • The bidder would proceed to the next phase only if they submitted ALL the required valid certificates mentioned above.		

1.4 PHASE 3 - FUNCTIONALITY/TECHNICAL EVALUATION

a) Bids will be evaluated strictly according to the bid evaluation criteria stipulated in the terms of reference.

b) Bidders must, as part of their bid documents, submit supportive documentation for all technical requirements as indicated hereunder.

c) Bidders will not rate themselves but need to ensure that all information is supplied as required.

d) The Bid Evaluation Committee (BEC) will evaluate and score all responsive bids and will verify all documents submitted by the bidders.

e) The BEC will individually evaluate the responses received against the following criteria as set out below: each individual criterion on the score sheet using the following scale:

- The threshold values set for the qualification of bid is **75/100** for weight and all the bidders who score below this score will be eliminated. Bidders who reach the 75/100 threshold will proceed to evaluation on Price and Specific Goals (80/20).

COMPONENT	POINTS
COMPANY EXPERIENCE **PROJECT PORTFOLIO** The bidder must have experience in implementation and/or support the: 1. Microsoft Windows Environment (Active Directory Domain Services, & Entra) on Azure & On-Prem platforms, 2. Microsoft 365, 3. Exchange 365, 4. System Center Configuration Manager (SCCM) and Intune, 5. SQL Database, 6. Cloud Security, and Purview. Bidder to provide a detailed project portfolio indicating experience in implementation and/or support the Microsoft Windows environment (Active Directory Domain Services, & Entra) on Azure & On-Prem platform, Microsoft 365, Exchange 365, System Center Configuration Manager (SCCM) and Intune, SQL Database, Cloud Security, Purview, including the company names, and duration (start & end date) of service where the service has been provided. ***Bidders are to refer to ANNEXURE (A) of this RFQ to complete the information for the project portfolio.*** **The bidder will be evaluated based on the submitted portfolio to determine the experience:** • 3 years or above experience, score = **2.857** • Below 3 years to 2 -year experience, score = **1** • Below 2 years' experience, score = **0** **Note** • SAMSA reserves the right to verify the information provided as part of the due diligence. • Any conflict of information provided by the contacts from the verifications will lead to a zero score or require further information i.e. (signed SLA's or published TOR) • The number of years' experience will be calculated based on the information provided in Annexure (A) of this RFQ. This will be determined by adding the project duration (start and end dates) indicated for each area of expertise and adding the total across all	20

categories. To be scored for this criterion, the bidder must demonstrate experience in the elements listed above. Failure to demonstrate experience in an element will result in a score of zero (0) points for that element.	

REFERENCE LETTERS
Provide contactable reference letters on client letterhead that must be signed and dated, indicating when the services were rendered, and not older than 3 years (as of the closing date of the tender) for existing and/or previous clients for whom the Service Provider has implemented and/or supported the Microsoft environment (Active Directory Domain Services, & Entra) on Azure & On-Prem platform, Microsoft 365, Exchange 365, System Center Configuration Manager (SCCM) and Intune, SQL Database, Cloud Security and Purview, .
 	
• Bidder submitted reference letter/s on Microsoft Windows environment (Active Directory Service, Entra, DHCP & DNS) on Azure & On-Prem platforms on a client letterhead signed and dated and not older than three (3) years, score **= 2.857**
  • Implemented & supported, score **= 2.857**
  • Implemented only or supported only, score = 1.5
• Bidder submitted reference letter/s on Microsoft 365, on a client letterhead signed and dated and not older than three (3) years, **score = 2.857**
  • Implemented & supported, score **= 2.857**
  • Implemented only or supported only, score = 1.5
• Bidder submitted reference letter/s on Exchange 365, on a client letterhead signed and dated and not older than three (3) years, **score = 2.857**
  • Implemented & supported, score **= 2.857**
  • Implemented only or supported only, score = 1.5
• Bidder submitted reference letter/s on System Center Configuration Manager (SCCM) and Intune, on a client letterhead signed and dated and not older than three (3) years, **score = 2.857**
  • Implemented & supported, score **= 2.857**
  • Implemented only or supported only, score = 1.5
• Bidder submitted reference letter/s on SQL Database, on a client letterhead signed and dated and not older than three (3) years, **score = 2.857**
  • Implemented & supported, score **= 2.857**
  • Implemented only or supported only, score = 1.5
• Bidder submitted reference letter/s on Cloud Security, on a client letterhead signed and dated and not older than three (3) years, **score = 2.857**
  • Implemented & supported, score **= 2.857**
  • Implemented only or supported only, score = 1.5
• Bidder submitted reference letter/s on Purview, on a client letterhead signed and dated and not older than three (3) years, **score = 2.857**
  • Implemented & supported, score **= 2.857**
  • Implemented only or supported only, score = 1.5
	20

• No reference letters that relate to the services outlined in the TOR, score **= 0** **Note** • No other form of documentation except reference letters will be accepted • Bidders must submit reference letters related to the services (Implemented and/or supported) outlined in the Terms of Reference (TOR). Reference letters for services not related to the TOR will not be considered for scoring. • SAMSA reserves the right to contact the references provided as part of due diligence • Any conflict of information provided by the contacts from the verifications will lead to a zero score or require further information i.e. (signed SLA's or published TOR)	
TECHNICAL TEAM The bidder to provide technical team that will be implementing and supporting the: • Microsoft Environment (Active Directory Domain Services, & Entra) on Azure & On-Prem platforms, • Microsoft 365, • Exchange 365, • System Center Configuration Manager (SCCM) and Intune, • SQL Database, • Cloud Security, • Purview, List of Microsoft Certificates: • Microsoft Certified: Identity and Access Administrator Associate • Microsoft Certified: 365 Administrator Associate • Microsoft 365 Certified: Teams Administrator Associate • Microsoft 365 Certified: Messaging Administrator Associate • Microsoft 365 Certified: Endpoint Administrator Associate • Microsoft Certified: Azure Database Administrator Associate • Microsoft Certified: Azure Security Engineer Associate. • Microsoft Certified: Information Security Administrator Associate Bidders are to submit CVs of the Technical Team members and valid Microsoft Certificates or its current Microsoft equivalent/successor certification in relation to the above-mentioned services. **Technical Skill Member (1) CV = 8.57 Points** <u>Technical Team CV Member for Microsoft Environment (Active Directory Domain Service & Entra) on Azure & On-Prem platform = **4.285** Points</u> • 5 years or above of technical team experience, score = **4.285** • Below 5 years to 3 years of technical team experience, score = **3**	60

- Below 3 years to 2 years technical team experience, score = **1.28**
- Below 2 years technical team experience, score = **0**

Submission of valid Microsoft Environment (Active Directory Domain Service, & Entra) on Azure & On-Prem platform Certificates or its current Microsoft equivalent/successor certification = **4.285** Points

- Microsoft Certified: Identity and Access Administrator Associate, score = **4.285**
- No Microsoft certificates submitted, Score = **0** Points

Technical Skill Member CV (2) = 8.57 Points

Technical Team CV Member for Microsoft 365 = **4.285** Points

- 5 years and above of technical team experience, score = **4.285**
- Below 5 years to 3 years of technical team experience, score = **3**
- Below 3 years to 2 years technical team experience, score = **1.28**
- Below 2 years technical team experience, score = **0**

Submission of valid Microsoft 365 Certificates or its current Microsoft equivalent/successor certification = **4.285** Points

- Microsoft Certified: 365 Administrator Associate, score = **4.285**
- No Microsoft certificates submitted, score = **0**

Technical Skill Member CV (3) = 8.57 Points

Technical Team CV Member for Exchange 365 = **4.285** Points

- 5 years or above of technical team experience, score = **4.285**
- Below 5 years to 3 years of technical team experience, score = **3**
- Below 3 years to 2 years technical team experience, score = **1.28**
- Below 2 years technical team experience, score = **0**

Submission of valid Exchange 365 Certificate or its current Microsoft equivalent/successor certification = **4.285** Points

- Microsoft 365 Certified: Messaging Administrator Associate, score = **4.285**
- No Microsoft certificates submitted, score = **0**

Technical Skill Member (4) CV = 8.57 Points

Technical Team CV Member for System Center Configuration Manager (SCCM) and Intune = 4.285 Points

- 5 years or above of technical team experience, score = **4.285**
- Below 5 years to 3 years of technical team experience, score = **3**
- Below 3 years to 2 years technical team experience, score = **1.28**
- Below 2 years technical team experience, score = **0**

- Submission of valid System Center Configuration Manager (SCCM) and Intune Certificates or its current Microsoft equivalent/successor certification = 4.285 Points

- Microsoft 365 Certified: Endpoint Administrator Associate, score = **4.285**
- No Microsoft certificates submitted, Score = **0** Points

Technical Skill Team Member (5) CV = 8.57 Points

Technical Skill Team CV Member for Microsoft SQL Database on Azure & On-Prem platform = **4.285** Points

- 5 years or above of technical team experience, score = **4.285**
- Below 5 years to 3 years of technical team experience, score = **3**
- Below 3 years to 2 years technical team experience, score = **1.28**
- Below 2 years technical team experience, score = **0**

Submission of valid Microsoft SQL Database Certificates or its current Microsoft equivalent/successor certification = **4.285** Points

- Microsoft Certified: Azure Database Administrator Associate, score = **4.285**
- No Microsoft certificates submitted, Score = **0** Points

Technical Skill Member CV (6) = 8.57 Points

Technical Skill Team CV Member for Cloud Security = **4.285** Points

- 5 years or above of technical team experience, score = **4.285**
- Below 5 years to 3 years of technical team experience, score = **3**
- Below 3 years to 2 years technical team experience, score = **1.28**
- Below 2 years technical team experience, score = **0**

Submission of valid Microsoft Cloud Security Certificates or its current Microsoft equivalent/successor certification = **4.285** Points

- Microsoft Certified: Azure Security Engineer Associate, score = **4.285**
- No Microsoft certificates submitted, score = **0**

Technical Skill Member CV (7) = 8.57 Points

Technical Team CV Member for Purview = **4.285** Points

- 5 years or above of technical team experience, score = **4.285**
- Below 5 years to 3 years of technical team experience, score = **3**
- Below 3 years to 2 years technical team experience, score = **1.28**
- Below 2 years technical team experience, score = **0**

Submission of valid Microsoft Purview Certificates or its current Microsoft equivalent/successor certification = **4.285** Points

- Microsoft Certified: Information Security Administrator Associate, score = **4.285**
- No Microsoft certificates submitted, score = 0

Note: • The CVs must include contactable references for the relevant experience. Alternatively, it must be indicated in the CV that references will be provided upon request. • Submitted CV must be of the individuals who will be performing the work, SAMSA must be notified of any changes to personnel • Technical team members who possess experience and certification in more than one area will be evaluated and scored for each relevant area of expertise. • SAMSA reserves the right to verify the information provided and may contact the referees on the CVs as part of due diligence. • Certificate of attendance will not be considered for points allocation, only the above valid Microsoft certificates will be considered.	
Total Points	**100**

PART 5: PRICING MODEL

1. Payment Terms

1.1 SAMSA undertakes to pay invoices within thirty (30) days from the receipt of a valid tax invoice
1.2 All supporting documents for services rendered should be submitted together with the tax invoices as and when a service has been rendered.
1.3 Rates must be quoted excluding VAT; VAT is added at the bottom of the price schedule, and the total including VAT is the evaluated price. No variation to the accepted quote will be allowed unless the service provider has obtained prior written approval from SAMSA.

2. Validity

2.1 The quotation shall remain valid for a period of ninety (90) days following the closing date for the submission of proposals. In exceptional circumstances, SAMSA may request the bidder's consent to extend the validity period of the proposal, and such requests and any responses thereto shall be made in writing.

3. PRICE SCHEDULE AD HOC SUPPORT (420 HOURS)

NO	DESCRIPTION	Rate per hour	Estimated hours	TOTAL EXCL. VAT
1	Provide 2nd & 3rd level Microsoft Advance Support in installation, configuration, implementation and support for the Microsoft Environment, Cloud Security and Purview **Year 1 (12 months)**			
	Microsoft environment (Active Directory Domains Services, M365, Exchange 365, and SQL Database)	R	40	
	System Center Configuration Manager (SCCM) and Intune	R	40	
	Cloud Security & Purview	R	40	
	20 hours for other services directly linked to the Microsoft environment (on-premises and Azure) that are not listed in the lines above.	R	20	

2	Provide 2nd & 3rd level Microsoft Advance Support in installation, configuration, implementation and support for the Microsoft Environment, Cloud Security and Purview **Year 2 (12 months)**			
	Microsoft environment (Active Directory Domains Services, M365, Exchange 365, and SQL Database)	R	40	
	System Center Configuration Manager (SCCM) and Intune	R	40	
	Cloud Security & Purview	R	40	
	20 hours for other services directly linked to the Microsoft environment (on-premises and Azure) that are not listed in the lines above.	R	20	
3	Provide 2nd & 3rd level Microsoft Advance Support in installation, configuration, implementation and support for the Microsoft Environment, Cloud Security and Purview **Year 3 (12 months)**			
	Microsoft environment (Active Directory Domains Services, M365, Exchange 365, and SQL Database)	R	40	
	System Center Configuration Manager (SCCM) and Intune	R	40	
	Cloud Security & Purview	R	40	
3	20 hours for other services directly linked to the Microsoft environment (on-premises and Azure) that are not listed in the lines above.	R	20	
	Sub-Total			
	15% Vat			
	Total Incl. Vat			

NOTE

- The contract will be implemented on a rate-based basis, and payments will be made in accordance with the actual quantities of work or services delivered, as verified by SAMSA through signed time sheets.
- The hourly rates quoted for each year are fixed for that year and must include any inflation and escalation. No price adjustments will be accepted after award.
- The hours that are unused for a particular year will be carried over to the next at the same rate as the year it applies to.
- The estimated hours are for evaluation purposes only and do not guarantee any volume of work. Expenditure will be limited to the approved contract value.
- After-hours and weekend work, when requested by SAMSA, will be billed at the quoted hourly rate. No call-out fees will be paid.
- Local travel expenses and other related services must be included in the quoted hourly rate and will not be billed separately.
- Any travel outside Gauteng must be agreed in writing with SAMSA and will be processed and booked through SAMSA's travel management agency, in accordance with the SAMSA travel management policy and procedures.

ANNEXURE A : COMPANY EXPERIENCE

PROJECT PORTFOLIO

The bidder must have experience in installation, configuration, implementation and supporting the:

1. Microsoft Windows Environment (Active Directory Domain Services, & Entra) on Azure & On-Prem platforms,
2. Microsoft 365,
3. Exchange 365,
4. System Center Configuration Manager (SCCM) and Intune,
5. SQL Database,
6. Cloud Security,

and Purview.

Bidder to provide a detailed project portfolio indicating experience in implementation and/or support the Microsoft environment (Active Directory Domain Services, & Entra) on Azure & On-Prem platform, Microsoft 365, Exchange 365, System Center Configuration Manager (SCCM) and Intune, SQL Database, Cloud Security, Purview, including the company names, and duration (start & end date) of service where the service has been provided

TABLE 1: MICROSOFT ENVIRONMENT (ACTIVE DIRECTORY DOMAIN SERVICES, & ENTRA) ON AZURE & ON-PREM PLATFORMS

NO	COMPANY NAME	CUSTOMER CONTACT PERSON	CUSTOMER CONTACT NUMBER	PROJECT DESCRIPTION	PROJECT DURATION (START & END DATE) (dd-mm-yyyy – dd-mm-yyyy)
TOTAL PERIOD					

TABLE 2: MICROSOFT 365

NO	COMPANY NAME	CUSTOMER CONTACT PERSON	CUSTOMER CONTACT NUMBER	PROJECT DESCRIPTION	PROJECT DURATION (START & END DATE) (dd-mm-yyyy – dd-mm-yyyy)
TOTAL PERIOD					

TABLE 3: MICROSOFT EXCHANGE 365

NO	COMPANY NAME	CUSTOMER CONTACT PERSON	CUSTOMER CONTACT NUMBER	PROJECT DESCRIPTION	PROJECT DURATION (START & END DATE) (dd-mm-yyyy – dd-mm-yyyy)
TOTAL PERIOD					

TABLE 4: SYSTEM CENTER CONFIGURATION MANAGER (SCCM) AND INTUNE

NO	COMPANY NAME	CUSTOMER CONTACT PERSON	CUSTOMER CONTACT NUMBER	PROJECT DESCRIPTION	PROJECT DURATION (START & END DATE) (dd-mm-yyyy – dd-mm-yyyy)
TOTAL PERIOD					

TABLE 5: SQL DATABASE

NO	COMPANY NAME	CUSTOMER CONTACT PERSON	CUSTOMER CONTACT NUMBER	PROJECT DESCRIPTION	PROJECT DURATION (START & END DATE) (dd-mm-yyyy – dd-mm-yyyy)
TOTAL PERIOD					

NO	COMPANY NAME	CUSTOMER CONTACT PERSON	CUSTOMER CONTACT NUMBER	PROJECT DESCRIPTION	PROJECT DURATION (START & END DATE) (dd-mm-yyyy – dd-mm-yyyy)
TOTAL PERIOD					

TABLE 7: PURVIEW

NO	COMPANY NAME	CUSTOMER CONTACT PERSON	CUSTOMER CONTACT NUMBER	PROJECT DESCRIPTION	PROJECT DURATION (START & END DATE) (dd-mm-yyyy – dd-mm-yyyy)
TOTAL PERIOD					

- SAMSA reserves the right to verify the information provided as part of the due diligence.
- Any conflict of information provided by the contacts from the verifications will lead to a zero score or require further information i.e. (signed SLA's or published TOR)
- The number of years' experience will be calculated based on the information provided in Annexure (A) of this RFQ. This will be determined by adding the project duration (start and end dates) indicated for each area of expertise and adding the total across all categories. To be scored for this criterion, the bidder must demonstrate experience in all the elements listed above. Failure to demonstrate experience in all the required elements will result in a score of zero (0) points

ANNEXURE A: SPECIFICATION / DESCRIPTION OF GOODS

TOTAL PERIOD					

SUPPLIER SECTION: PLEASE CONSIDER THE BELOW SECTION AND CHECKLIST

REQUIRED SUPPORTING DOCUMENTS & CHECKLIST

**ALL INFORMATION SUBMITTED WILL BE TREATED AS EVIDENCE FOR AWARDING POINTS FOR THE SAMSA GOALS AND MUST BE CONSISTENT WITH DECLARATIONS MADE. INCONSISTENT INFORMATION PROVIDED WILL RESULT IN 0 POINTS AWARDED FOR THE APPLICABLE GOAL. SAMSA RESERVES THE RIGHT TO DISQUALIFY BIDDERS WITH SUPPORTING DOCUMENTS THAT ARE NOT DULY SUBMITTED IN TERMS OF THE BID CONDITIONS

GUIDELINES FOR DOCUMENTS REQUIRED FOR THE VERIFICATION OF THE SAMSA GOALS

No.	Document description	Submitted (Yes / No)
1	Quotation	
2	Signed SBD (RFQ) Forms	
3	Recent CSD, not older than 3 months	
4	Tax pin certificate	
5	Valid B-BBEE	
6	CK1 registration document (CIPC)	
7	ID copies of ALL listed owner/s as per CSD report	
8	Proof of address	
9	Medical certificate/ Assessment	

SPECIFIC GOAL	**DOCUMENTS THAT WILL BE USED TO VERIFY THE INFORMATION SUPPLIED**
Equity ownership **by persons who** had no franchise in the national elections	ID copies of all listed owner/s as per CSD report CK1 registration document (CIPC) BBBEE certificate
Equity ownership **by women**	ID copies of all listed owner/s as per CSD report BBBEE certificate
Equity ownership **by disabled persons**	Medical certificate/ Assessment
Equity ownership **by youth**	ID copies of all listed owner/s as per CSD report
Locality	a valid proof of residence, reflecting one of the listed owners' names and physical address. e.g., Utility bill, bank/ account statement, Municipal councillor's letter.

REQUIRED SUPPORTING DOCUMENTS & CHECKLIST

No.	Document description	Submitted (Yes / No)
1	Quotation	
2	Signed SBD (RFQ) Forms	
3	Recent CSD, not older than 3 months	
4	Tax pin certificate	
5	Valid B-BBEE	
6	CK1 registration document (CIPC)	
7	ID copies of ALL listed owner/s as per CSD report	
8	Proof of address not older than 3 months	
9	Medical certificate/ Assessment (if applicable)	
10	Consortiums and Joint Ventures Form (if applicable)	

**ALL INFORMATION SUBMITTED WILL BE TREATED AS EVIDENCE FOR AWARDING POINTS FOR THE SAMSA GOALS AND MUST BE CONSISTENT WITH DECLARATIONS MADE. INCONSISTENT INFORMATION PROVIDED MAY RESULT IN 0 POINTS AWARDED FOR THE APPLICABLE GOAL. SAMSA RESERVES THE RIGHT TO DISQUALIFY BIDDERS WITH SUPPORTING DOCUMENTS THAT ARE NOT DULY SUBMITTED IN TERMS OF THE BID CONDITIONS.

GUIDELINES FOR DOCUMENTS REQUIRED FOR THE VERIFICATION OF THE SAMSA GOALS

SPECIFIC GOAL	**DOCUMENTS THAT WILL BE USED TO VERIFY THE INFORMATION SUPPLIED**
Equity ownership **by persons who** had no franchise in the national elections *Points for persons or categories of persons historically disadvantaged on the basis of race (black people)*	ID copies of all listed owner/s as per CSD report CK1 registration document (CIPC) BBBEE certificate
Equity ownership **by women** *Points for persons or categories of persons historically disadvantaged on the basis of gender (women)*	ID copies of all listed owner/s as per CSD report BBBEE certificate
Equity ownership **by disabled persons** *Points for persons or categories of persons historically disadvantaged on the basis of disability (persons living with disabilities).*	Medical certificate/ Assessment
Equity ownership **by youth**	ID copies of all listed owner/s as per CSD report
Locality	Address listed on the company registration CIPC / SARS document is acceptable for claiming locality points. Should you want to claim locality points, for an address not listed on the CIPC / SARS document, that address must be listed on the CSD, accompanied by a valid proof of residence, reflecting one of the listed owners' names and physical address. e.g. Utility bill, bank/ account statement, Municipal councillor's letter.

ANNEXURE C: Only if selected Partnership/Joint Venture / Consortium"
6.4 (TYPE OF COMPANY/ FIRM)

APPLICABLE FOR CONSORTIUMS AND JOINT VENTURES (JV)

CONSORTIUMS AND JOINT VENTURES OWNERSHIP FORM

(This form is only applicable for consortiums & JVs only)

a) The percentage (%) of the contract allocated to each JV member or consortium member. This should also be included in an agreement to be made available on request by SAMSA, should a need a arise.

NO	JV or consortium company name	PERCENTAGE FOR EACH MEMBER
1		
2		
3		
	TOTAL	100%

** Additional lines can be added for more

b) The percentage ownership of each JV member or consortium member in each of the specific goals relevant to this bid, with supporting documents. The total points claimed will be the sum of the percentage contract allocation for each partner multiplied by the percentage weighting for each category, multiplied by the percentage ownership in the relevant specific goal.

JV or consortium: 1

NAME	ID NUMBER	HDI** (**Yes / No)			Youth** (**Yes/ No)	% of company / firm owned
		No franchise prior to elections	Women	Disabled		

JV or consortium: 2

NAME	ID NUMBER	HDI** (**Yes / No)			Youth** (**Yes/ No)	% of company / firm owned
		No franchise prior to elections	Women	Disabled		

** Additional lines / tables may be added if necessary