

**REQUEST FOR PROPOSAL FOR PROVISION OF ELECTRONIC DOCUMENTS AND RECORDS
MANAGEMENT SOLUTION INCLUDING 24 MONTHS OF MAINTENANCE AND SUPPORT SERVICES**



TENDER NO RFP 001/2025/26

**REQUEST FOR PROPOSAL FOR PROVISION OF ELECTRONIC DOCUMENTS AND RECORDS
MANAGEMENT SOLUTION INCLUDING 24 MONTHS OF MAINTENANCE AND SUPPORT SERVICES**

INVITATION DATE : 01 September 2025

COMPULSORY BRIEFING SESSION : NO

TIME :

RFP CLOSING DATE & TIME : 19 September 2025 at 16H00

RFP VALIDITY : 120 CALENDAR DAYS

TENDERER'S NAME : _____

MAILING ADDRESS : _____

TELEPHONE NUMBER : _____

I certify that this RFP is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a RFP for the same materials, supplies or equipment and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this RFP and certify that I am authorised to sign this tender.

AUTHORISED SIGNATURE

PRINT NAME

**Sealed documents marked RFP 001/2025/26 - REQUEST FOR PROPOSAL FOR PROVISION
OF ELECTRONIC DOCUMENTS AND RECORDS MANAGEMENT SOLUTION INCLUDING 24
MONTHS OF MAINTENANCE AND SUPPORT SERVICES must be emailed to:
tenders@rainprop.co.za before the stipulated time.**

REQUEST FOR PROPOSAL FOR PROVISION OF ELECTRONIC DOCUMENTS AND RECORDS MANAGEMENT SOLUTION INCLUDING 24 MONTHS OF MAINTENANCE AND SUPPORT SERVICES

1. RFP NOTICE AND INVITATION TO TENDER

Rainprop RF (Pty) Ltd, as the Concessionaire, hereby invites Tenderers to RFP for:

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The RFP documents are available upon request from sisonke@rainprop.co.za.

Queries relating to the issue of these documents shall be addressed to the Employer's Representative:

Representative to whom Procurement Enquiries must be addressed	Name: Sisonke Ngqasa Email address: sisonke@rainprop.co.za (All enquires must be in writing)
Representative to whom Technical Enquiries must be addressed	Name: Khaya Ncwana Email address: khaya@rainprop.co.za (All enquires must be in writing)

The closing venue and time for receipt of tenders is:

Place: Online at: tenders@rainprop.co.za
Date: 19 September 2025
Time: 16H00

Late tenders will not be accepted.

Tenders must only be submitted on the RFP documentation that is issued. Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the RFP Data.

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2. RFP DATA AND EVALUATION CRITERIA

RFP DATA AND EVALUATION CRITERIA	
GENERAL	
Actions	
The Employer is the RAINPROP RF (Pty) Ltd	
RFP Documents	
The RFP documents issued by the Employer comprise of the documents as listed on the Contents Page. Other documents as referenced in this RFP document	
Communication and Employer's Agent	
Tenderers are to refer to 1. RFP Notice and Invitation to Tender, for the contact details to whom queries are to be addressed.	
Cancellation and Re-Invitation of Tenders	
The Employer reserves the right to: • Not to appoint the tenderer who has submitted the lowest tendered amount. • Award parts of this RFP to different Tenderers. • Make no award and withdraw and/or cancel the RFP at its discretion. • Reserves the right not to award to the highest point scorer, subject to financial viability and security vetting objective criteria being complied with.	
TENDERER'S OBLIGATIONS	
Eligibility	
The Employer will only contract with those Tenderers who satisfy the following criteria: 1. South African Revenue Service (SARS) Tax Compliance Requirements - It is a condition of the RFP that the taxes of the successful Tenderer must be in order with SARS. 1.1. The Valid Tax Compliance PIN Certificate must be submitted with the Tender. Failure to submit the original and valid Tax Compliance PIN Certificate will result in the invalidation of the Tender. 1.2. Tenderers who do not have a Valid Tax Compliance PIN Certificate are required to complete the Letter of Authorisation Form contained within Section 2 of the RFP document, granting the Employer authority to verify/validate the Tenderer's Tax Compliance Status with SARS. The Tenderer must also attach a copy of the Tenderer's Tax Compliance Status printed from the online portal. 1.3. Upon evaluation of the Tender, if the Tenderer's Tax Compliance Status printed from the online portal is not in order, the Tender will be invalidated.	

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2. The Tenderer or any of its directors/ shareholders should not be listed on the Register of RFP Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector.
3. The Tenderer has not:
 - 3.1. abused the Employer's Supply Chain Management System; or
 - 3.2. failed to perform on any previous contract and has been given a written notice to this effect.
4. Proof of registration on the National Treasury Central Supplier Database (CSD)
5. The Tenderer has fully complied with this request for RFP and furnished all the information and documents required listed in the RFP returnable schedule.
6. Local service providers with 100% local content will be eligible to submit a tender.

Submitting a RFP Offer

- No liability for not specifically mentioning any normal contractual, Common Law or by-law requirements will be accepted by the Employer.
- The Tenderer warrants that it has familiarised itself with all the applicable laws and will comply therewith for the RFP and any agreement which may result therefrom.
- The electronic copy should include the full submission and should also include the Pricing Schedule in PDF/ Excel format
- Only tenderers that have completed Stages 1 to 4 shall be requested to provide the additional information required for Stage 5 of the evaluation criteria

Submit the parts of the RFP offer communicated on paper as an original plus the number of copies stated in the RFP data, with an English translation of any documentation in a language other than English, and the parts communicated electronically in the same format as the employer issued them.

The Employer's Details

The Employer's details and address for delivery of RFP offers are stated in 1. **RFP Notice and Invitation to Tender.**

Emailing System : tenders@rainprop.co.za

A two-envelope system is **not** applicable (bidders to submit their RFP with all required documents). Tenders received after the closing time will not be considered.

Identification Details

The identification details that must be stated in the RFP offer outer package are:

RFP NUMBER: RP-RPF 001/2025/26

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CLOSING DATE	: 19 September 2025
CLOSING TIME	: 16H00
TENDERER'S NAME	:
TENDERER'S ADDRESS	:

The package should also include a USB with the electronic submission.

Facsimile, emailed, or postal tenders will not be considered. The Employer will not be liable for any costs incurred in preparing the tender.

RFP Acceptance of Tender

Where a RFP has been informed per email message of the acceptance of his tender, the acknowledgement of receipt transmitted by his email shall be regarded as proof of delivery to the Tenderer

Closing Time

The closing time for submission of RFP offers is as stated in **1 RFP Notice and Invitation to Tender**.

RFP Offer Validity

The RFP offer validity period is **120 Calendar Days** from the closing date.

Certificates

The Tenderer is required to submit with this tender:

1. Certificate of Authority of an Entity.
The tenderer should also provide a rental or rates account as proof of office in Gauteng.
2. A **Valid** Tax Compliance PIN Certificate issued by the South African Revenue Services.
- 2.1. Tenderers are required to complete the **Letter of Authorisation Form** contained within section 2 of the RFP document, granting the Employer authority to verify/ validate the Tenderers Tax Compliance Status with SARS. The Tenderer is also required to attach a copy of the Tenderers Tax Compliance Status printed from the online portal.
- 2.2. Upon evaluation of the Tender, should the Tenderers Tax Compliance Status printed from the online portal, not be in order, this will lead to the invalidation of the Tender.
3. SBD1 – Invitation to Tender
4. SBD4 – Declaration of Interest
5. Proof of good standing in terms of the COID Act
6. B-BBEE Status Level Certificate or sufficient evidence to confirm BBBEE status
7. Current proof of compliance Proof of registration on the National Treasury Central Supplier Database (CSD) (Mandatory)
8. Proof of compliance with the following standards and endorsements:

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- The National Archives and Records Services of South Africa Act, (Act No.43 of 1996)
- ISO 9001:2000 Quality Management Systems
- ISO 27001 Certification

THE EMPLOYER'S UNDERTAKINGS

Test for Responsiveness

Submission of all documents listed as compulsory in the Returnable Schedule, item 2.

Evaluation of RFP Offers

The Employer will apply a five (5) stage process in the evaluation of tenders received, namely:

Stage 1: Evaluation of Administrative/Mandatory Compliance

Stage 2: Functionality Evaluation

Stage 3: Live System Demonstration

Stage 4: Evaluation of Price and Preference Point System

Stage 5: Security Vetting

Evaluation of RFP Offers

STAGE 1: EVALUATION OF ADMINISTRATIVE COMPLIANCE

All tenders received shall be evaluated for Administrative / Mandatory Compliance in terms of the RFP requirements and conditions and returnable documents required for evaluation as set out in the returnable schedule in 2.1 of the RFP document.

Tenderers must complete all forms and submit all information required for the evaluation.

Should the tenderer fail to submit the required information or submit incomplete information after being given a reasonable time to do so, and if the information submitted is found to be non-compliant, this would render the RFP non-responsive, and the RFP would be eliminated and not evaluated any further.

Only tenderers that have provided all the Administrative Documents shall be considered for STAGE 2 Evaluation.

STAGE 2: FUNCTIONALITY EVALUATION

RFPs are required to submit all information required for the technical and functionality evaluation. If the tenderer fails to submit the required technical information, this will render the RFP non-responsive and the RFP will be eliminated and not evaluated any further under stage 3.

The functionality assessment will be done in terms of the evaluation criteria and minimum threshold.

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A RFP will be disqualified if it fails to meet the minimum Threshold for Functionality.

The minimum Threshold for Functionality applicable to this RFP is **75** points. Tenderers failing to achieve these points will render the RFP non-responsive, and it will be eliminated and not evaluated further.

The evaluation criteria and maximum score for each of the criteria are as follows:

1. Company Relative Experience
2. Key Personnel Experience/Capabilities
3. Project Management & Methodology
4. A detailed training plan
5. Contactable References

Category	Criteria Description	Weightings (%)	Scoring matrix (0 to 5)
Company Relative Experience	The bidder must provide details of work of a similar nature (record digitization and migration) undertaken by the bidder within the previous 10 years. Specific details must be given to indicate the extent to which these previous experiences relate to the work described in the TOR. Bidders are required to submit their company profile that contains the entity's organizational structure, its size, staff complement, infrastructure, location, experience and achievements. The bidder must demonstrate that they have the capacity to render the required service by submitting a company profile detailing core staff, their experience in records digitization and migration and	20%	• 10 years or more – 5 points • 7 – 9 years – 4 points • 4 – 6 years – 3 points • 3 years – 2 points • Up to 2 years – 1 point • Less than 2 years – 0 points

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	achievements that were successfully completed within the past 10 years, relevant to the project.		
Key Personnel Experience/Capabilities	Provide key personnel's proof of expertise with regards to the requirements of the services required as per the RFP. Abbreviated Curriculum Vitae (CV's) of key personnel to be involved on the implementation of the project not longer than one page each, shall be included in your proposal. Key Personnel must have a minimum of a qualification in Information Technology, or Information Systems, or Computer Sciences, or Informatics, or Electronic Records Management, or other related filed; coupled with the experience requirements indicated under the scoring matrix column. NB: Key personnel should be indicated in the proposal	20%	Experience of the Team/Project Leader: More than 10 years – 5 points Between 6 to 10 years – 4 points Between 4 to 6 years – 3 points Between 1 - 4 years – 2 points Up to 1 year – 1 point Less than 1 year – 0 points
Project Management & Methodology	The bidder must demonstrate knowledge of the key requirements and expectations mentioned in this document. A project implementation strategy detailing how the service will be delivered. The project plan must include deliverables, timelines, as well as project monitoring and reporting. Consider the responsiveness to the RFP, the level of detail in the proposal, attention to project management, and innovative approaches and ideas. Respondent's responsiveness to and understanding of the assignment (methodology and proposed work plan).	20%	No plan provided = 0 The bidder provides with the project plan including 1 factor = 1 point The bidder provides with the project plan including 2 – 3 factors = 2 points The bidder provides with the project plan including 3 factors = 3 points

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	The bidder is required to provide a detailed plan depicting how the services will be delivered to Rainprop. The bidder must provide a detailed project plan that specifically addresses the following 5 factors: - Project schedule; - Records preparation and data quality; - Records Scanning; - File Formatting and testing; - Storage and data audit. Bidders are also required to submit a proposal of no longer than 5 pages (Minimum of 3 pages & Maximum of 5 pages) setting out a recommended approach in how records digitization and migration will be carried out. The methodology must include requirements outlined under the scope of work as defined in paragraph 3 above.		The bidder provides with the project plan including 4 factors = 4 points The bidder provides with the project plan including 5 factors = 5 points
Contactable References	Bidders must provide contactable client references where their services can be verified. References should be presented in a form of a written letter on an official letterhead from clients where similar services have been provided and may not be older than ten (105) years. The reference letters will be assessed based	10%	5 and more reference letters - 5 points 4 reference letters - 4 points 3 reference letters - 3 points 2 reference letters - 2 points 1 reference letters - 1 point No reference letters –

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	on experience of similar work done as required by the TOR. No appointment letters from clients will be accepted.		0 points
Training, Skills transfer and handover Plan	- The bidder must provide a written training plan detailing the scope, methodology, frequency, and intended outcomes of the training to ensure adequate knowledge transfer. - The bidder must demonstrate a clear and practical skills transfer process that empowers internal resources to continue with operations beyond the contract period. - The bidder must provide a detailed handover plan with timelines for transitioning, outlining milestones, responsibilities, and deliverables.	30%	Training Plan (15) Skills Transfer Process (5) Handover Plan (10%)
Total Weighting:		100	
Minimum qualifying score required:		75	
Tenderers who do not submit the above schedules and the associated documents will not be allocated any points for the relevant criteria <u>STAGE 3: LIVE SYSTEM DEMONSTRATION</u> A demonstration of the system is required to provide a view of the features encompassed in the solution in order to allow Rainprop to carefully assess and compare the proposed systems. The demonstration will either be done at the bidders' site or online via Teams. The bidders will need to make arrangements for the visit.			

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The bidders are scored for their functional ability to perform the work. Evaluation for this phase is done against the evaluation sheet below. The bidders must obtain a minimum of 75 points out of 100 to proceed to the next stage of evaluation.

No	Demonstration compliance	Comment	Weight	Score
1	Bidder's proven experience in implementing a solution that provides an end-to-end cycle of document and records management, from document creation up until disposal process. • 1 appointment letters = 1 • 2 appointment letters = 2 • 3+ appointment letters = 3		5	15
2	Process Workflow Demonstrate the ability of the proposed tool to: • Allow users to create, edit, approve, file and pass along documents within the proposed solution = 1 • Create alerts to notify a user when there is work to be done (received in an email format) = 1 • Create document version control = 1		5	15
3	System Integration Demonstrate the ability to integrate with Active Directory and other document management business applications. • 1 Signed integration specifications or Integration sign-off by client = 1 • 2 Signed integration specifications or Integration sign-off by client = 2 • 3 Signed integration specifications or Integration sign-off by client = 3		5	15
4	File Plan Management		5	10

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	- Creation and maintenance of a file plan structure, consisting of a hierarchy of folders = 1 - Allocate a unique identifier to each electronic folder on declaration = 1			
5	Search and Retrieval - Provide facilities for searching, retrieving, and displaying the required file in all formats = 1 - Allow the use of different search options, including free-text, operators, partial matches, and wildcard characters = 1		5	10
6	Retention and Disposal - Allocate a retention and disposal schedule to all folders that exist in the electronic file plan = 1 - Support the review process and a re-allocation of the retention/disposal schedule = 1		5	10
7	Reporting Provide a reporting capability to provide management with activity and status reports = 1		5	5
8	Audit trail Demonstrate the ability to automatically record and maintain a trail of events performed by the user, including the Administrator = 1		5	5
9	Local Economic Participation Does the bidder reside within the borders of Gauteng? (attach proof of address - copy of a valid lease agreement or municipal account statement). - Within boundaries of Gauteng = 5 - Outside Gauteng within the boundaries of South Africa = 1		5	15
	Grand Total			100

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	Bidder's total			
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STAGE 4: EVALUATION OF PRICE AND PREFERENCE POINT SYSTEM

PRICE AND B-BBEE - 80/20 PREFERENCE POINT SYSTEM FOR ACQUISITION OF GOODS OR SERVICES WITH RAND VALUE UP TO R50 MILLION

All qualifying Tenders that have passed stage 1 and 2 of the evaluation process shall be evaluated in terms of Price and preference point system.

POINTS AWARDED FOR PRICE

The following formula must be used to calculate the points out of 80 for price in respect of a RFP with a rand value equal to, or above R 30 000 and up to Rand value of R 50 000 000 (all applicable taxes included):

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

$$P_s = 80 \left[1 - \frac{P_t - P_{min}}{P_{min}} \right]$$

Where

P_s = Points scored for price of RFP under consideration;

P_t = Price of RFP under consideration; and

P_{min} = Price of lowest acceptable tender.

POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTION

In terms with the Preferential Procurement Mechanism, preference points will be awarded to a Tenderer for attaining the B-BBEE status level of contribution.

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The following table must be used to calculate the points out of 20 for B-BBEE:

B-BBEE STATUS LEVEL OF CONTRIBUTOR	NUMBER OF POINTS
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTION (CONTINUED)

1. A tenderer must submit proof of its B-BBEE status level of contributor. Tenderers must submit their valid B-BBEE status level verification certificate or a copy thereof, substantiating their B-BBEE rating issued by a Verification Agency accredited by SANAS or a sworn affidavit in the case of EMEs and QSEs.
2. A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
3. A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate Tender.
4. A tenderer failing to submit proof of B-BBEE status level of contribution or is a non-compliant contributor to B-BBEE may not be disqualified, but-
 - 4.1. may only score point out of 80 for price; and
 - 4.2. scores 0 points out of 20 for Preferential Point System.
5. A tenderer may not be awarded points for B-BBEE status level of contributor if the RFP documents indicate that the tenderer intends subcontracting more than 30% of the value of the contract to any other person not qualifying for at least the points that the tenderer qualifies for, unless the intended subcontractor is an EME that has the capability to execute the subcontract.

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6. Tenderers must submit their original and valid B-BBEE status level verification certificate, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS

ADJUDICATION USING POINT SYSTEM

1. The points scored by a tenderer for B-BBEE contribution must be added to the points scored for price.
2. The Tenderer obtaining the highest number of total points will be assessed for financial viability and security vetting and recommended for award if it is found to be financially viable and successfully security vetted.
3. Preference points shall be calculated after prices have been brought to a comparative basis, considering all factors of non-firm prices and all unconditional discounts.
4. Points scored must be rounded to the nearest two decimal places.
5. If two or more Tenders have scored equal total points, the successful RFP must be the one scoring the highest number of preference points for the Preference Point System.

Should two or more Tenders be equal in all respects, the award shall be decided by the drawing of lots.

STAGE 5 SECURITY VETTING

Tenderers who have completed Stages 01 – 04 will be evaluated for security vetting. Security vetting will only be undertaken on tenderers who have passed all other checks.

All tenderer employees, including subcontractors, must be Republic of South Africa citizens, with appropriate documentation as proof.

Tenderers will be required to provide South African identity documents for all personnel intended to work on site at any stage during the contract, irrespective of the duration of the personnel's on-site duration.

Security vetting will consist of completing background check forms, fingerprint checks, police clearance, and/or State Security Agency clearance.

DTIC and Rainprop will assist with documentation for a successful tenderer.

Should the tenderer (or any individual person) fail to submit the required security vetting information or submit incomplete security vetting information after being given a reasonable time to do so, and

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if the security vetting information submitted is found to be non-compliant, this would render the RFP non-responsive, and the RFP would be eliminated and not evaluated any further.

Should any person fail to submit the required security vetting information or submit incomplete security vetting information after being given a reasonable time to do so, and if the security vetting information submitted is found to be non-compliant, the person will be denied access to the site.

Acceptance of RFP Offer

Tenders will only be accepted if:

1. The Tenderer complies with the eligibility criteria as stated in section 1 of the RFP data.
2. The tenderer complies with the local content requirements.
3. The Tenderer has completed all sections of the RFP document.
4. The Tenderer submits a Valid B-BBEE Certificate, valid at the time of closing.
5. In instances where any mandatory submission, in the form of Status or Certificates, expires after the RFP closing or during the evaluation process, the Tenderer may be requested to submit valid documentation within Seven (7) days from the date of request. Failing which, the Tenderer will be deemed to be non-responsive.
6. Any subcontracting must be with entities with a minimum certified level 3 B-BBEE recognition and at least 51% black-owned.

Provide Copies of the Contracts

The number of paper copies of the signed contract to be provided by the Employer is **one**.

Provide written reasons for actions taken.

Client to publish final results of RFP within 120 days of RFP closing.

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RETURNABLE DOCUMENTS

3. LIST OF ALL RETURNABLE AND COMPULSORY DOCUMENTS

The Tenderer shall complete and submit the following returnable schedules and documents:

Returnable Schedules

Item	Description	Details	Compulsory (Yes / No) Non-Submission will render to Tenderer non-responsive
Stage 1 – Documents required for Administrative Compliance Evaluation			
1	SBD 1: Invitation to Tender	Completion of attached forms	Yes
2	SBD 4: Declaration of interest	Completion of attached forms	Yes
3	SBD 6.1: Preference Points Claim Form	Completion of attached forms	Yes
4	Authority for Signatory	Form duly completed and signed Confirmation of locality within Gauteng Region	Yes
5	Letter of Good Standing in terms of COIDA Act*	Copy of a letter of Good Standing issued by the Department of Labour, in accordance with the Compensation for Occupational Injuries and Diseases Act (COIDA) – must be valid at the time of close of RFP and a valid certificate must be produced at the time of award if the certificate expires between close of RFP and award. Upon evaluation of the Tender, if the Tenderer's Letter of Good Standing Status printed from the online portal is not in order, this will lead to the invalidation of the Tender.	Yes
6	CSD registration certificate	National Treasury Central Supplier Database Registration Certificate obtained from the National Treasury	Yes
7	Confirmation of locality	Municipal Statement and/or Lease Agreement	Yes
8	Proof of compliance with the following standards and endorsements:	The National Archives and Records Services of South Africa Act, (Act No.43 of 1996) ISO 9001:2000 Quality Management Systems ISO 27001 Certification	Yes

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Stage 2 – Documents required for Functionality Evaluation				
1	Company Experience	Relative	Assessment of the bidder’s proven track record in delivering similar projects or services.	Yes
2	Key Personnel Experience/Capabilities		Capacity of the team to manage operational, technical, and compliance demands.	Yes
3	Project Management & Methodology		Inclusion of risk management strategies, quality assurance measures, and escalation protocols.	Yes
4	A detailed training plan		Structured outline of the training programme, including objectives, content, and delivery methods.	Yes
Stage 3 - Documents Required for Evaluation of Price and Preferential Points System as outlined in SBD 6.3				
1	Form of Offer and Acceptance		Completion and Signing of the Form of Offer and Acceptance	Yes
2	Pricing Schedule		Completion of the Pricing Schedule and Summary Page – Annexure A	Yes
Stage 4 – Security Vetting				
1	Security Vetting		Personal details of employees, RSA Identity Documents/permanent residence	Yes

The Tenderer shall complete and submit the following returnable schedules and documents:

Returnable Schedules

STAGE 1 – DOCUMENTS REQUIRED FOR ADMINISTRATIVE COMPLIANCE EVALUATION

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**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR APPOINTMENT OF A AT the dtic CAMPUS					
BID NUMBER:	RFP 002/2025/26	CLOSING DATE:	19 September 2025	CLOSING TIME:	16h00
DESCRIPTION					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED VIA EMAIL:					
tenders@rainprop.co.za					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:			TECHNICAL INFORMATION MAY BE DIRECTED TO:		
CONTACT PERSON	Sisonke Ngqasa		CONTACT PERSON		
TELEPHONE NUMBER	012 440 6900		TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	sisonke@rainprop.co.za		E-MAIL ADDRESS		
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE STATUS PIN:		OR	CSD NUMBER:	

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT (FOR EMEs & QSEs) MUST BE SUBMITTED TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE	☐ Yes ☐ No	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS / SERVICES / WORKS OFFERED?	☐ Yes ☐ No [IF YES ANSWER FOREIGN SUPPLIERS
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GOODS / SERVICES / WORKS OFFERED?	[IF YES ENCLOSE PROOF]		QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS			
IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO DOES THE BIDDER HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? 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 REGISTERED AS PER 2.3 ABOVE.			

SBD1

PART B
TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION. 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED – (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT. 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS. 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO 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 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.

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- 2.5 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.6 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.”
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS OR COMPANIES LISTED ON THE NATIONAL TREASURY DATABASE OF RFPDEFAULTERS OR DATABASE OF RESTRICTED SUPPLIERS

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

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SBD 4

DECLARATION OF INTEREST

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

the bidder is employed by the state; and/or

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

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

2.1 Full Name of bidder or his or her representative:
.....

2.2 Identity Number:

2.3 Position occupied in the Company (director, shareholder etc):
.....

2.4 Company Registration Number:

2.5 Tax Reference Number:

2.6 VAT Registration Number:

* "State" means –

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

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

2.7.1 If so, furnish the following particulars:

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Name of person / director / shareholder/ member:
Name of state institution to which the person is connected:
Position occupied in the state institution:

Any other particulars:
.....
.....

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

2.8.1 If so, furnish particulars:
.....
.....
.....

2.9 Do you, or any person connected with the bidder,
have any relationship (family, friend, other) with a
person employed by the state and who may be
involved with the evaluation and or adjudication of this
bid?

2.9.1 If so, furnish particulars.
.....
.....
.....
.....

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

2.10.1 If so, furnish particulars.
.....
.....
.....
.....

2.11 Do you or any of the
directors /shareholders/
members of the company
have any interest in any
other related companies
whether or not they are
bidding for this contract?

2.11.1 If so, furnish particulars:
.....
.....
.....
.....
.....
.....
.....

YES / NO

YES / NO

YES / NO

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DECLARATION

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

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2.1 TO 2.11.1 ABOVE IS
CORRECT.

I ACCEPT THAT THE STATE MAY ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE
GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

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SBD 6.2

DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS

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

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

1. General Conditions

- 1.1. Preferential Procurement Regulations, 2011 (Regulation 9) makes provision for the promotion of local production and content.
- 1.2. Regulation 9.(1) prescribes that in the case of designated sectors, where in the award of bids local production and content is of critical importance, such bids must be advertised with the specific bidding condition that only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for bids referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

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

Where

x is the imported content in Rand

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

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

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

2. Definitions

- 2.1. **“bid”** includes written price quotations, advertised competitive bids or proposals;
- 2.2. **“bid price”** price offered by the bidder, excluding value added tax (VAT);
- 2.3. **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;
- 2.4. **“designated sector”** means a sector, sub-sector or industry that has been designated by the Department of Trade and Industry in line with national development and industrial policies for local production, where only locally produced services, works or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content;
- 2.5. **“duly sign”** means a Declaration Certificate for Local Content signed by the Chief Financial Officer or other legally responsible person nominated in writing by the Chief Executive, or senior member/person with management responsibility (close corporation, partnership or individual).
- 2.6. **“imported content”** means that portion of the bid price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or its subcontractors) and which costs are inclusive of the costs abroad (this includes labour or intellectual property costs), plus freight and other direct importation costs, such as landing costs, dock duties, import duty, sales duty or other similar tax or duty at the South African port of entry;
- 2.7. **“local content”** means that portion of the bid price which is not included in the imported content, provided that local manufacture does take place;
- 2.8. **“stipulated minimum threshold”** means that portion of local production and content as determined by the Department of Trade and Industry; and
- 2.9. **“Sub-contract”** means the primary contractor assigning, leasing, assigning work to, or employing another person to support such primary contractor in executing part of a project in terms of the contract.

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

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

4. Does any portion of the services, works or goods offered have any imported content?
(**Tick applicable box**)

YES	☐	NO	☐
-----	--------------------------	----	--------------------------

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

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

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

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

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

4. Were the Local Content Declaration Templates (Annexes C, D, and E) audited and certified as correct?

(Tick applicable box)

YES		NO	
-----	--	----	--

- 5.1 If yes, provide the following particulars:

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

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

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

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PREFERENCE POINTS CLAIM FORM [SBD 6.1]

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

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

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

1.1 The following preference point systems apply to all bids:

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

1.2 The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the **80 / 20** preference point system shall be applicable; or

1.3 Points for this bid shall be awarded for:

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

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

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

1.5 Failure on the part of a bidder to submit proof of the B-BBEE Status level of contributor together with the bid will be interpreted as meaning that preference points for the B-BBEE status level of contribution are not claimed.

The purchaser reserves the right to require a bidder to substantiate any claim regarding preferences in any manner required by the purchaser, either before a bid is adjudicated or at any time subsequently.

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a

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code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

- (c) “**bid**” means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) “**Broad-Based Black Economic Empowerment Act**” means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) “**EME**” means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) “**functionality**” means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the RFP documents.
- (g) “**prices**” includes all applicable taxes less all unconditional discounts;
- (h) “**proof of B-BBEE status level of contributor**” means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) “**QSE**” means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

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

Where

- P_s = Points scored for price of bid under consideration
- P_t = Price of bid under consideration
- $P_{\min}$ = Price of lowest acceptable bid

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

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

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
------------------------------------	---------------------------------	---------------------------------

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1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5. BID DECLARATION

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

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

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

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

7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES	☐	☐	NO	☐
-----	--------------------------	--------------------------	----	--------------------------

7.1.1 If yes, indicate:

i) What percentage of the contract will be subcontracted.....%

ii) The name of the sub-contractor.....

iii) The B-BBEE status level of the sub-contractor.....

iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES	☐	NO	☐
-----	--------------------------	----	--------------------------

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

Designated Group: An EME or QSE which is at least 51% owned by:	EME	QSE
Black people	☒	☒

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Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

.....

8.6 COMPANY CLASSIFICATION

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional service provider
- ☐ Other service providers, eg transporter

[TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:

8.8 I/we, the undersigned, who is/are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBEE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate qualifies the company/firm for the preference(s) shown and I/we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis

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or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

- (a) disqualify the person from the bidding process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution.

WITNESSES	
1.	
2.	

SIGNATURE(S) OF BIDDERS (S)	
DATE:	
ADDRESS	
	
	

TAX COMPLIANCE REQUIREMENTS [SBD 2]

It is a condition of a RFP that the taxes of the successful Tenderer **must** be in order, or that satisfactory arrangements have been made with the South African Revenue Service (SARS) to meet the Tenderer's tax obligations.

1. A Tax Compliance Pin Certificate issued by SARS must be submitted with the Tender. Failure to submit a valid tax compliance pin certificate will invalidate the Tender.
2. SARS no longer issues paper-based Tax clearance certificates. Tenderers are required to complete the Letter of Authorisation Form on T2.2 of the RFP document, granting the Employer authority to verify/ validate the Tenderer's Tax Compliance Status with SARS. The Tenderer is also required to attach a copy of the Tenderer's Tax Compliance Status printed from the online portal.
3. **Upon evaluation of the Tender, should the Tenderer's Tax Compliance Status printed from the online portal not be in order, this will lead to the tender's invalidation.**
4. In Tenders where Consortia, Joint Ventures, or sub-Service Providers are involved, each party must submit a separate valid Tax Compliance Pin Certificate for their respective organisation.
5. Applications for Tax Clearance Certificates may also be made via eFiling. To use this provision, taxpayers must register with SARS as eFilers through the website www.sars.gov.za.

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6. Copies of the TCC 001 “Application for a Tax Clearance Certificate” form are available from any SARS branch office nationally or on the website www.sars.gov.za.

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AUTHORITY FOR SIGNATORY

Fill in the relevant portion applicable to the type of organisation.

A. COMPANIES

If a Tenderer is a company, a copy of the resolution by the board of directors, personally signed by the chairperson of the board, authorising the person who signs this RFP to do so, as well as to sign any contract resulting from this RFP and any other documents and correspondence in connection with this RFP and/or contract on behalf of the company must be submitted with this Tender, that is before the closing time and date of the Tender.

AUTHORITY BY THE BOARD OF DIRECTORS

By resolution passed by the Board of Directors on
_____ 20

Mr/ Mrs _____
(whose signature appears below) has been duly authorised to sign all documents in connection with this RFP on behalf of

(Name of Company)

IN HIS/HER CAPACITY AS:

SIGNED ON BEHALF OF COMPANY:

(PRINT NAME)

SIGNATURE OF SIGNATORY: _____ DATE:

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WITNESSES:

AUTHORITY FOR SIGNATORY (CONTINUED)

B. SOLE PROPRIETOR (ONE-PERSON BUSINESS)

I, _____ the _____ undersigned

Hereby confirm that I am the sole owner of the business trading as

SIGNATURE

DATE

Sole proprietors are required to file a trade name certificate (a form) in the city/province where the business is allocated.

The tenderer must submit proof of this trading certificate and append it to this returnable. This RFP may not be considered if the tenderer fails to submit it.

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AUTHORITY FOR SIGNATORY (CONTINUED)

C. PARTNERSHIP

The following particulars in respect of every partner must be furnished and signed by every partner:

Full name of Partner	Residential Address	Signature
_____		_____

_____		_____

_____		_____

_____		_____

We, the partners in the business trading as

Hereby _____ authorise

To sign this RFP as well as any contract resulting from the RFP and any other documents and correspondence in connection with this RFP and/ or contract on behalf of

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Signature

Signature

Signature

Date

Date

Date

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AUTHORITY FOR SIGNATORY (CONTINUED)

D. CLOSE CORPORATION

In the case of a close corporation submitting a Tender, a certified copy of the corporation's Founding Statement shall be included with the Tender, together with the resolution by its members authorising a member or other official of the corporation to sign the documents on their behalf.

By resolution of members at a meeting on _____

20_____

at

Mr/Ms _____,
whose signature appears below, has been authorised to sign all documents in connection with this
RFP on behalf of (Name of Close Corporation)

SIGNED ON BEHALF OF CLOSE CORPORATION:

(PRINT _____ NAME)

IN HIS/HER CAPACITY AS _____ DATE:

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SIGNATURE

OF

SIGNATORY:

WITNESSES: 1.

2.

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AUTHORITY FOR SIGNATORY (CONTINUED)

E. CO-OPERATIVE

A certified copy of the co-operative's constitution must be included with the Tender, together with the resolution by its members authorising a member or other official of the co-operative to sign the RFP documents on their behalf.

By resolution of members at a meeting on

_____20_____

at

Mr/Ms _____, whose
signature appears below, has been authorised to sign all documents in connection with this RFP on
behalf of (Name of Co-Operative)

SIGNATURE OF AUTHORISED REPRESENTATIVE/SIGNATORY:

(PRINT _____ NAME)

IN HIS/HER CAPACITY AS

DATE: _____

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SIGNED ON BEHALF OF CO-OPERATIVE:

NAME IN BLOCK LETTERS:

WITNESSES: 1.

2.

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AUTHORITY FOR SIGNATORY (CONTINUED)

F. JOINT VENTURES

If a Tenderer is a joint venture, a certified copy of the resolution or agreement reached and signed by the duly authorised representatives of the enterprises, which authorises the representatives who sign this RFP to do so, as well as to sign any contract resulting from this RFP and any related documents and correspondence in connection with the RFP and/or contract on behalf of the joint venture, must be submitted with this tender before the closing time and date of the tender.

Authority to sign on behalf of the Joint Venture:

By resolution/ agreement passed/ reached by the joint venture partners on _____
20_____

Mr/Mrs _____, Mr/Mrs

Mr/Mrs _____ and Mr/Mrs

(whose signatures appear below) have been duly authorised to sign all documents in connection with this RFP on behalf of:

(Name _____ of _____ Joint
Venture) _____

In _____ his/her _____ capacity _____ as:

Signed _____ on _____ behalf _____ of _____ (COMPANY _____ NAME):

(PRINT NAME)

Signature _____

Date: _____

In _____ his/her _____ capacity _____ as:

Signed _____ on _____ behalf _____ of _____ (COMPANY _____ NAME):

(PRINT NAME)

Signature _____

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Date: _____

In _____ his/her _____ capacity _____ as:

Signed _____ on _____ behalf _____ of _____ (COMPANY _____ NAME):

(PRINT NAME)

Signature _____

Date: _____

In _____ his/her _____ capacity _____ as:

Signed _____ on _____ behalf _____ of _____ (COMPANY _____ NAME):

(PRINT NAME)

Signature _____

Date: _____

AUTHORITY FOR SIGNATORY (CONTINUED)

G. CONSORTIUM

If a Tenderer is a consortium, a certified copy of the resolution or agreement reached and signed by the duly authorised representatives of the enterprises must be submitted with this tender. This document should authorise the representatives who sign this RFP to do so, as well as to sign any contract resulting from this RFP, in addition to any other documents and correspondence related to the RFP and/or contract on behalf of the consortium, and must be submitted before the closing time and date of the tender.

Authority to sign on behalf of the consortium:

By resolution/ agreement passed/ reached by the consortium partners on _____

20_____

Mr/Mrs

—'

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(whose signature appear below) have been duly authorised to sign all documents in connection with
this RFP on behalf of:

(Name _____ of _____ Consortium)

In _____ his/ _____ her _____ capacity _____ as:

Signature _____ Date: _____

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LETTER OF GOOD STANDING IN TERMS OF COID ACT (COMPENSATION FOR OCCUPATIONAL INJURIES AND DISEASES ACT)

[Letters of good standing to be inserted here]

In tenders where Consortia, Joint Ventures, or sub-Service Providers are involved, each party must submit a separate valid letter of Good Standing Certificate for their respective organisation.

NOTE: Upon evaluation of the Tender, should the Tenderer/s Letter of Good Standing Status printed from the online portal not be in order, this will lead to the invalidation of the Tender.

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CSD REGISTRATION REPORT

[National Treasury Central Supplier Database Registration Certificate obtained from National Treasury to be inserted here]

In tenders where Consortia, Joint Ventures, or sub-Service Providers are involved, each party must submit a separate copy of the CSD Certificate for their respective organisation.

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DECLARATION OF CORRECTNESS OF TENDER

I, _____ (Full Name), the Authorised

Signatory of

_____ (Tenderer) hereby declare that the information

furnished in

the RFP is entirely accurate and correct; and the RFP is submitted on condition that the Tenderer;
its facilities, etc., shall be subject to inspection at any stage.

SIGNATURE: _____

DATE:

(of the person authorised to sign on behalf of the Tenderer)

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CONFIRMATION OF LOCALITY

[Municipal Rates account or Lease Agreement to be inserted here]

Tenderers to include a copy of the current Municipal Account in the name of the Tenderer, not older than 3 months.

Alternatively, a copy of the current Municipal Account not older than 3 months in the names of the Directors/Partners of the tendering Entity.

(A lease agreement will only be required when the property is being leased and the municipal accounts are in the landlord's name.)

The Municipal Account is to be for a municipality within the Gauteng Province.

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STAGE 2 – DOCUMENTS REQUIRED FOR FUNCTIONALITY ASSESSMENT

1. Technical Proposal

STAGE 3 – LIVE SYSTEM DEMONSTRATION

**STAGE 4 – DOCUMENTS REQUIRED FOR EVALUATION OF PRICE AND PREFERENTIAL
POINTS SYSTEM**

- 1. Form of Offer and Acceptance**
- 2. Pricing Schedule**

Form of Offer and Acceptance

The Concessionaire, identified in the acceptance signature block, has solicited offers to enter into a contract for the procurement of:

**APPOINTMENT OF A SERVICE PROVIDER FOR SPACE PLANNING CONSULTANCY,
FURNITURE MANUFACTURING, SUPPLY AND INSTALLATION AT THE DTIC CAMPUS,
TRAVENNA, SUNNYSIDE**

Service ProviderThe Service Provider identified in the offer signature block has reviewed the documents mentioned in this RFP and its addenda, as detailed in the returnable schedules. By submitting this offer, the Service Provider has accepted the conditions of the RFP.

By the representative of the Service Provider, deemed to be duly authorised, signing this part of this form of offer and acceptance, the Service Provider offers to perform all of the obligations and liabilities of the SERVICE PROVIDER under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the FMA.

THE OFFERED TOTAL OF THE PRICES, INCLUSIVE OF VALUE ADDED TAX, IS:

Rand

..... (in words);

R (in figures)

The Concessionaire may accept this offer by signing the acceptance part of this form of offer and acceptance and returning one copy of this document to the Service Provider before the end of the period of validity stated in the RFP data, whereupon the Service Provider becomes the party named as the Service Provider in the conditions of contract identified in the FMA.

Signature(s)

Name(s)

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Capacity for the Service Provider

(Name of organisation/tenderer)

(Address of organisation/tenderer)

.....

Name and signature of witness

Date

Acceptance

By signing this part of this form of offer and acceptance, the Concessionaire identified below accepts the Service Provider's offer. In consideration thereof, the Concessionaire shall pay the SERVICE PROVIDER the amount due in accordance with the conditions of the contract identified in the FMA. Acceptance of the Service Provider's offer shall form an agreement between **the** Concessionaire and the Service Provider upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.

The terms of the contract are contained in this entire RFP document and any drawings, documents, or parts thereof that may be incorporated by reference into this RFP.

Deviations from and amendments to the RFP and any associated addenda, as outlined in the returnable schedules, along with any changes to the terms of the offer agreed upon by the SERVICE PROVIDER and the Concessionaire during this process of offer and acceptance, are included in the schedule of deviations attached to and forming part of this form of offer and acceptance. No amendments to or deviations from these documents are valid unless specified in this schedule.

The Service Provider shall, within two weeks of receiving a completed copy of this agreement, including the schedule of deviations (if any), contact the Concessionaire's representative (whose details are provided in the contract data) to arrange the delivery of any securities, bonds, guarantees, proof of insurance, and any other documentation required under the conditions of contract specified in the FMA. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the Service Provider receives one fully completed original copy of this document, including the schedule of deviations (if any). The Service Provider shall, within five working days of the agreement coming into effect, notify the Concessionaire in writing of any reason why he cannot accept the contents of this agreement as a complete and accurate memorandum thereof, failing which the agreement presented to the SERVICE PROVIDER shall constitute the binding contract between the parties.

Signature

Name

Capacity for the Concessionaire

Name and signature of witness

Date

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Pricing Schedule – Below as annexure A

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STAGE 5 – SECURITY VETTING

SECURITY VETTING

Tenderers who complete Stages 1 - 4 will be evaluated for security vetting. Security vetting will only be undertaken on tenderers who have passed all other checks.

Tenderers must note that ALL personnel coming onto the site must complete background checks, fingerprint checks, police clearance, and/or State Security Agency clearance.
(DTIC and Rainprop will facilitate the security vetting process for the successful tenderer)

All employees and specialists appointed under the contractor and their subcontractors must be RSA citizens or permanent residents with valid South African Identity Documents.

All employees of the tenderer intended to work on-site, including employees of domestic / selected/nominated sub-contractors, are to be Republic of South Africa citizens, RSA citizens, or permanent residents with valid South African Identity Documents.

Tenderers will be required to provide documentation for all personnel intended to work on site at any stage during the contract, irrespective of the duration of the personnel's on-site duration.

Security vetting will consist of completing background check forms, fingerprint checks, police clearance, and/or State Security Agency clearance.

Security vetting procedure will consist of the following:

1. The principal agent will collect and submit the following documents from the Tenderer to the DTIC VFU:
 - a. Applicant Consent form - signed and dated
 - b. Declaration of Secrecy – signed and dated
 - c. Copy of valid RSA Identification document.
2. An appointment for the Tenderer to come for electronic fingerprints to the VFU.
 - a. Appointments are to be made at least two weeks before the commencement of the work.
 - b. Appointment to be arranged for Mondays and Tuesdays between 09h00 and 12h45. (20 people per day)
3. The VFU will submit the fingerprints to the service provider, and the balance of the days of the week would be reasonable sufficient time for the service provider to provide feedback on the fingerprints and the VFU to evaluate the outcome

Should the tenderer (or any person) fail to submit the required security vetting information or submit incomplete security vetting information after being given a reasonable time to do so, and if the security vetting information submitted is found to be non-compliant, this would render the RFP non-responsive and the RFP would be eliminated and not evaluated any further.

If an individual fails to submit the required security vetting information or submits incomplete security vetting information after being given a reasonable time to do so, and if the security vetting information submitted is found to be non-compliant, the person will be denied access to the site.

The tenderer should note that any specialists required for commissioning and verifying equipment will also be subject to vetting before they can be allowed onto site.

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SCOPE OF WORK

4. SCOPE OF WORK

Rainprop intends to appoint a suitable, reputable, and well-established service provider to migrate and digitise all documents currently stored in our storage.

The solution should be capable of managing all documents and records identified to be of business value within the organisation, including:

- Convert and classify paper-based copies to digital formats to facilitate quick information retrieval and usage
- The documents should be scanned, and original copies handled in line with Rainprop records retention policy, maintaining compliance with legislative and regulatory requirements, best practice standards, and quality assurance needs.
- The solution for scanning and indexing as an electronic process that will make document storage and search convenient.
- The solution should be customizable to Rainprop's File Plan requirements
- Scanning software with OCR (optical character recognition) that can process and convert handwritten and printed copies and image files into machine-readable data
- System with advanced technology that can automatically extract data from forms, read barcodes and handwriting, index documents, and integrate seamlessly with our existing document management system
- Implement data warehouse, business intelligence, and reporting (data analytics and statistics), which is compatible with Microsoft technologies and proposed enterprise software solutions.
- Solution must automate document classification
- Introduce automation in the workflow by organizing digital documents intuitively
- The solution must allow bulk scanning and indexing of big documents.
- Detailed system activity audit logs for end-to-end processing and user-friendly reporting dashboards.
- The solution must be built around the requirements of the National Archives and Records Service Act.
- Solution must have the best industry security features in compliance with ISO 10918-1 standard and the public sector.
- Solution must be cloud-based and have all security features and audit trail functionalities.
- The preferred bidder will be expected to take custody of the hard copy documents and ensure that these documents are handled in line with Rainprop's Information Handling and Classification Policies
- The preferred bidder will be expected to ensure that information and records are handled in line with the requirements of the Protection of Personal Information Act, No. 4 of 2013
- Information extracted by the preferred bidder must be kept securely in line with Rainprop's Information & Cyber Security Policy regarding password protection
- The solution must align with the requirements of Rainprop's ICT policies in terms of compatibility with the ICT environment of Rainprop.
- The solution must be customizable for integration with Rainprop's future/intended systems within the Records Management Framework
- Training, testing, and sign off

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ANNEXURES

ANNEXURE A - PRICING SCHEDULE

BIDDERS MUST COMPLETE THE PRICING TEMPLATE LISTED BELOW.

PRICING SCHEDULE / PROPOSAL - ALL PRICES SHOULD INCLUDE VAT.

REQUIREMENTS:	Price per Unit	Total
Document Management System and Workflow	R	R
Records Management System (electronic and hard copies)	R	R
Scanning per page	R	R
Drafting And Submission Of the Document Management Framework And A File Plan	R	
Implementation Of Records And File Plan Management		
Conversion Of Manual Documents And Records Into The System	R	R
Software Licensing – Cloud Enterprise Server	R	
Software Licensing – Cloud Enterprise Full Users	R	
Software Licensing – Records Management Module	R	
Software Licensing – eSignatures	R	
Software Licensing – Third-Party System Integration	R	
Implementation & Configuration Costs	R	
Security • security and protection • back-up and system recovery	R	R
Digital / Electronic signature	R	R
Integration with other desktop applications		
Maintenance and Support services (Annual)	R	R
Training and Skills Transfer	R	R
Subtotal	R	R
VAT (15%)	R	R
Total	R	R

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