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RFB NO: 090/2026/EWSS/MMS/RFB **APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF A MEETING MANAGEMENT SOLUTION FOR A PERIOD OF TWENTY-FOUR (24) MONTHS**	
Bid Number:	**090/2026/EWSS/MMS/RFB**
Briefing Session:	Non-Compulsory
Non-compulsory Briefing Session Date and Time:	20 November2026 @10h00
Briefing Session Venue:	**Join:** **https://teams.microsoft.com/meet/3570272703182866?p=dq6PiSNA2pgaQDY9X4** **Meeting ID: 357 027 270 318 286 6** **Passcode: VL6wT66i**
Clarifications Deadline:	30 November 2026 @ 16h30
Request for Gate Access Code Deadline:	Completed Request Form – Annexure H to be sent to tenders09@tcta.co.za
Closing Date and Time: **Bidders must submit their bids during office hours between 08:00 – 16:30**	14 December 2026 @11h00
Bid Validity Period:	120 Calendar Days from the closing date
Bid Submission Physical Address:	Bid Submissions must be sent to: TCTA, Byls Bridge Office Park, Building 9, Cnr Olievenhoutsbosch and Jean Avenue, Doringkloof, Centurion Bidders are required to have a scannable valid identity document, drivers' license or passport which will be scanned at the main entrance. Bidders are requested to allow sufficient time for the vetting process at the main entrance (gate).
Enquiries:	Name: Receiving Officer Email Address: tenders09@tcta.co.za
Date of issue:	11 November 2026
1 Envelope System – Technical & Financial Proposal	Bidders must submit 1 physical original copy in English and 1 electronic copy on an unencrypted USB in PDF format in one envelope.

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1. DEFINITIONS, ACRONYMS AND ABBREVIATIONS

B-BBEE	Broad Based Black Economic Empowerment in terms of the Broad Based Black Economic Empowerment Act 53 of 2003 (B-BBEE Act).
B-BBEE STATUS LEVEL OF CONTRIBUTOR	The B-BBEE status received by a measured entity issued in terms of section 9(1) of the B-BBEE Act.
BID SUBMISSION	A bidder's written proposal in response to an Invitation for Bids (Request for Bids/Quotations/ Information etc.)
BLACK PEOPLE	Africans, Coloureds and Indians as defined in the Broad Based Black Economic Empowerment Act 53 of 2003
CONSORTIUM OR JOINT VENTURE OR CONSORTIUM	An association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;
CONSULTANT	A professional person appointed to provide technical and specialist advice or to assist with the design and implementation of projects. The legal status of this person can be an individual, a partnership, a corporation or a company.
CONTRACT	A legal agreement or National Treasury issued Standard Bid Document signed by TCTA and a successful bidder. This term does not refer to the actual bid process.
CONTRACT MANAGER	A representative from the Requesting Department that will be responsible for monitoring the day-to-day activities related to the contract
DESIGNATED SECTORS	Sectors, sub-sectors or industries that have been designated by the Department of Trade and Industry in line with national development and industrial policies for local production, where only locally produced services, works or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content.
EME	means 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
FIRM PRICES	means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the bidder and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;

HISTORICALLY DISADVANTAGED ENTITIES	Means entities that are at least: 51% black owned. 51% owned by black youth. 51% owned by black women. 51% owned by black people with disabilities. 51% owned by black people in rural areas, underdeveloped areas or townships. a co-operative that is 51% owned by black people. 51% owned by black people who are military veterans.
LOWEST ACCEPTABLE TENDER	Means a tender that complies with all specifications and conditions of tender and that has the lowest price compared to other tenders.
PROCUREMENT SPECIALIST	Any person in the Supply Chain Management Unit who is responsible for managing a bid process from start to finish
PO	A Purchase Order generated by the Supply Chain Management Unit after the conclusion of a successful bid process authorising the expenditure against an awarded contract.
PRICE	Means an amount of money for goods or services, and includes all applicable taxes less all unconditional discounts
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;
RD	A requesting department within TCTA or its representative
SUPPLIER	A juristic person or legal entity that provides goods or services to TCTA.
SPECIFIC GOALS	Means specific goals as contemplated in section 2(1)(d) of the Act which may include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programmes of the Reconstruction and Development Programme as published in Government Gazette No. 16085 dated 23 November 1994.
TCTA	Trans Caledon Tunnel Authority

2. PREPARATION OF BID SUBMISSIONS

2.1. Bidders are required to fully complete the Bid including annexures during submission to TCTA.

2.2. Bid Submissions must:

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

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

2.3. Bidders must submit 1 physical original copy in English and 1 electronic copy on an unencrypted USB in PDF format. The information in the USB must be identical to the original submission. In the event of a discrepancy between any versions submitted, TCTA will rely on the physical original submission.

2.4. This Bid has 6 stages of evaluation summarised in the document below. Each stage reflects the process of evaluation. Bid submissions must be neat, sealed, legible and prepared in the same order as the stages of evaluation. Each stage must be clearly marked.

3. BACKGROUND

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

TCTA requires the appointment of a suitably qualified and experienced service provider to supply, implement, configure, support and maintain a cloud-based Meeting Management Solution for a period of twenty-four (24) months.

The solution must provide availability, performance, document management and support including meeting pack accessibility, annotations and or comments, document replacements and preservation of signed PDF submissions.

4. SCOPE OF WORK

Service providers are required to supply and support the Meeting Management solution which is compliant with the licensing, functional and other requirements listed below.

4.1. SOFTWARE LICENSING

The following number and type of licenses are required:

Resource	Number
Exco, Board and Secretariats	28
Administrators	5

4.2. DETAILED DESCRIPTION OF GOODS/SERVICES

Table 1: Functional Requirements Description

Nr	Functional Requirement Name	Functional Requirement Description
FR01	SaaS Hosting, Security & Compliance	• The solution must be provided as a secure SaaS/cloud service, including all hosting, application availability, backup, updates, patches and platform maintenance for the full contract period. • The bidder must disclose the hosting provider, primary hosting region, disaster recovery region, backup location and any cross-border transfer of TCTA data. • The bidder must demonstrate POPIA compliance and provide contractual commitments for lawful processing of personal information, confidentiality, security safeguards, breach notification, data retention, data return and secure deletion at contract exit. • Where data is processed or stored outside South Africa, the bidder must explain the legal basis and safeguards that meet POPIA section 72 requirements for cross-border transfers. • The bidder must provide evidence of security controls such as encryption in transit and at rest, access control, audit logging, vulnerability management and secure administration. • The solution must provide a minimum of 99% monthly availability, excluding pre-approved maintenance windows.
FR02	Software Licensing	• Administrator licenses (create/amend/lock/unlock/delete users, change passwords, create/amend/delete committees, set up/amend agendas, schedule/reschedule meetings, load/archive/remove meeting documents, manage the reading room) – 5 licenses. • End-user licenses for Board Members (x12), EXCO (x9) and Secretariat (x7), totaling 28 with a view to expand if required. • document download/reading, annotation, retrieval of comments/notes, and offline access. • Software Assurance – 2 years (1 license). • Secure Socket Layer (SSL) security certificate, included in the SaaS offering.

<table>
<tr><th>Nr</th><th>Functional Requirement Name</th><th>Functional Requirement Description</th></tr>
<tr><td>FR03</td><td>SaaS Services</td><td>• Hosting of system and all data for the full contract term, with a minimum disk/storage capacity of 10TB, and 24/7 system maintenance and support for the full 2-year contract period.
NB: The bidder is not required to supply any devices</td></tr>
<tr><td>FR04</td><td>Implementation</td><td>• Implement, configure, test and hand over a production-ready solution before the required go-live date.</td></tr>
<tr><td>FR05</td><td>Training</td><td>• Training must be provided before go-live for at least 5 Administrator users and 28 Board/EXCO/Secretariat end-users Training must include user guides, administrator guides and quick reference material.</td></tr>
<tr><td>FR06</td><td>System Support & Maintenance</td><td>• 24/7, 365-day system maintenance and support for the full 2-year contract period, preferably with physical support based in South Africa.
• A named support channel, escalation matrix, support operating model and monthly service reporting must be provided.</td></tr>
<tr><td>FR07</td><td>Minimum Service Levels</td><td>P1 – Critical: system unavailable, or crashes/freezes during a Board/EXCO meeting – response within 30 minutes; workaround within 2 hours; full resolution within 4 hours or agreed recovery plan.
P2 – High: meeting pack slow to open, documents not loading, late submissions not appearing, annotations/comments lost – response within 1 hour; resolution or workaround within 8 business hours.
P3 – Medium: non-critical defects, reporting issues, minor display/formatting issues – response within 4 business hours; resolution within 3 business days or agreed release schedule.
Service requests: new committee setup, user changes, training support, configuration changes – response within 1 business day; completed as agreed in the service request catalogue.
The SLA must include measurable response and resolution times, service credits/penalties and a bidder action plan for failure scenarios, with final penalty values confirmed by SCM/Legal before contract finalisation.
<table>
<tr><th>Priority</th><th>Incident Description</th><th>Response Time</th><th>Resolution Time</th><th>Service Credit</th></tr>
<tr><td>P1 – Critical</td><td>System unavailable, inaccessible, crashes, freezes, or any failure preventing the conduct of a Board, EXCO or Committee meeting.</td><td>Within 30 minutes</td><td>Workaround within 2 hours and full resolution within 4 hours, or an agreed recovery plan approved by TCTA.</td><td>TCTA reserves the right to impose a penalty for services not being delivered, to be discussed during negotiations.</td></tr>
</table>
</td></tr>
</table>

<table>
<tr><th>Nr</th><th>Functional Requirement Name</th><th colspan="5">Functional Requirement Description</th></tr>
<tr><td></td><td></td><td>P2 – High</td><td>Meeting packs slow to open, documents not loading, late submissions not appearing, annotations/comments not saving or other issues significantly affecting user productivity.</td><td>Within 1 hour</td><td>Resolution or acceptable workaround within 8 business hours.</td><td>TCTA reserves the right to impose a penalty for services not being delivered, to be discussed during negotiations.</td></tr>
<tr><td></td><td></td><td>P3 – Medium</td><td>Non-critical defects, reporting issues, minor display, formatting or usability issues with no material impact on meetings.</td><td>Within 4 business hours</td><td>Resolution within 3 business days or as agreed through a documented release schedule.</td><td>TCTA reserves the right to impose a penalty for services not being delivered, to be discussed during negotiations.</td></tr>
<tr><td>FR08</td><td>Compulsory Functional Requirements</td><td colspan="5">• The system must support meeting scheduling, agenda management, document management, consolidation of meeting packs, annotations, round-robin approval and electronic signatures, a reading room, and security controls, as detailed in the Proposed Functionality Criteria (Annexure A) below.
• The bidder must also provide an exit plan regarding how data will be migrated.
• For migration during implementation bidder must be able work with : Migrating Binary Documents (.pdf, .docx, .xlsx, .pptx), Relational Metadata (JSON / CSV Manifests ,SQTable Dumps (.bak) (Agendas, Minutes, Voting) and Office Source Files (Packs, Policies, Charters)</td></tr>
</table>

4.3. SYSTEM SUPPORT AND MAINTENANCE

The successful bidder must provide a 24/7, 365 days system maintenance and support for the full contract period of twenty-four (24) months.

4.4. COMPANY EXPERIENCE REQUIRED

Interested bidders must meet the following criteria:

The bidder must submit a minimum of three (3) signed contactable references on client letterheads showing experience in implementing a Meeting Management Solution obtained in the last ten (10) years. Alternatively, bidders must complete Annexure A: schedule of the bidder's experience. Reference letters must contain all the information stipulated in Annexure A.

4.5. KEY PERSONNEL EXPERIENCE REQUIRED

The bidder must provide a Project Lead that has a minimum of five (5) years of technical experience in implementing a Meeting Management Solution. The Bidder must submit Annexure B: CV template for Project Lead. Alternatively, bidders must submit a CV aligned with Annexure B.

4.6. CONTRACT DURATION

The contract duration is twenty-four (24) months.

4.7. DELIVERABLES

a) The service provider must provide the following deliverables within the stipulated timeframes, where the timeframes are not stipulated, it must be in the timeframes stipulated in the project plan or as agreed to between the parties:

b) A project/implementation plan showing the activities and estimated timelines for implementing a fully functional, secure and accessible cloud-based Meeting Management Solution configured for TCTA within 1 week of appointment

c) Administrator and end-user licenses as specified above.

d) configuration documentation test evidence and go-live readiness sign-off as per the project plan and in line with industry norms

e) Expandable training for an estimated number of 33 end-users. and/or as and when required The service provider must submit training materials within 3 working days prior to the planned training to TCTA. An attendance register of each training within 3 days of the training taking place, if the training is set up by the service provider.

f) The service provider must provide TCTA with monthly service reports by close of business on the last day of the month. If the last day of the month is a public holiday or falls within a weekend, the next weekday thereafter by 8:00am.

g) Data migration/import approach for required historical meeting packs and documents, subject to confirmation of the current system repository and source documents.

h) Exit plan covering data export, data return, deletion certification and transition support within 1 month of the contract between the parties ending.

i) Bidders may customise up to 25% of the requirements specified under section 7 of this bid document. The service provider must not customize more than 25% requirements.

5. STAGE 1: RETURNABLES

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

Table 1: Returnable Documents

No.	Document Type	Description	Status
1.	**Administrative**	**Company accreditation** A letter confirming that the bidder is an Accredited reseller of the proposed solution. Or the Original Software Manufacturer (OSM). If the bidder is the OSM, a letter of confirmation must be submitted in the bidder's letterhead	**Mandatory**
2.	**Functionality Evaluation**	**Company Experience** The bidder must provide a minimum of three (3) signed contactable references on client letterheads obtained in the last ten (10) years. Alternatively, bidders must complete annexure A: schedule of the bidder's experience. Reference letters must contain all the information stipulated in Annexure A	**Non-Mandatory**
3.	**Administrative**	Standard National Treasury Bidding Documents (SBD): • SBD1 • SBD 4 • SBD 6.1	**Non-Mandatory**
4.	**Administrative**	Proof of registration on the National Treasury Central Supplier Database (CSD)	**Non-Mandatory**
5.	**Evaluation**	A valid BBBEE Certificate issued by SANAS accredited agency. In the instance of an EME or QSE in which case they must submit a commissioned affidavit which meets the minimum requirements set out on **Annexure G**. Sworn Affidavits which do not meet the minimum requirements set out in Annexure G will not be awarded points. Bidders must complete the Sworn Affidavit which is applicable to their company. QSEs that do not meet level 2 or 51% black ownership thresholds are obliged to show compliance with all five of the categories on the BEE scorecard therefore, a B-BBEE certificates must be obtained from verification agencies accredited by SANAS. ***Or in case of Joint Ventures:***	**Non-Mandatory**

No.	Document Type	Description	Status
		Consolidated BBBEE certificate issued by verification Agency approved by SANAS.	
6.	**Evaluation**	Pricing Schedule **Annexure D**.	**Mandatory**

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

Any bidder who fails to submit a non-mandatory document where that document is linked to specific evaluation criteria will not be awarded points.

6. STAGE 2: FUNCTIONALITY

TCTA will evaluate the submissions for functional capacity and capability, in terms of the criteria set out in Table 2 below.

Table 2: Functional Evaluation Criteria

FUNCTIONAL CRITERIA		MAX POINTS
Company Track Record and Experience	The bidder must provide a minimum of three (3) signed reference letters on client letterheads obtained in the last ten (10) years demonstrating experience in implementing meeting management solution. Alternatively, bidders must complete annexure A: Schedule of the bidder's experience. Reference letters must contain all the information stipulated in annexure A. **Scoring matrix** Less than 3 references in the last ten (10) years = 0 3 to 4 references in the last ten (10) years = 10 5 or more references in the last ten (10) years = 20	20
Personnel experience	The bidder must provide a Project Lead that has a minimum of five (5) years of technical experience in implementing a Meeting Management Solution. The Bidder must submit Annexure B: CV template for Project Lead. Alternatively, bidders must submit a CV aligned with annexure B. **Scoring matrix** Less than 5 Years of experience in implementing a meeting management solution= 0 5 Years of experience in implementing a meeting management solution = 10 More than five (5) Years of experience in implementing a meeting management solution = 20	**20**

FUNCTIONAL CRITERIA		MAX POINTS
Functional Requirements	**MEETING MANAGEMENT SOLUTION (45 points)** The Bidder must complete Annexure C**: Meeting Management Solution requirement matrix** and indicate which of the requirements the solution addresses by marking "Yes" or "No" in the column. Bidders are required to identify any functional requirements not currently met "out of the box" and must indicate whether these gaps can be addressed through customisation or configuration. For each shortfall, the Bidder must clearly state "Customisation Required" in **Annexure C** matrix next to the relevant item. 1. The Bidder's solution meets all requirements as detailed in Annexure B without customisation **= …45.. points** 2. The Bidder's solution meets 75% -99% of the requirements with a maximum of 25% of customisation **= 30 points** 3. The bidder's solution covers less than 75% of the requirements = **0 points**	**45**
	TOTAL	**85**

A total of 85 points is allocated to this section. Bidders must achieve a minimum score of 60 points out of 85 points (70% out of 100%) to proceed to the next stage of Meeting Management Solution demonstration. Bidders who do not meet the threshold of 60 points out of the 85 points will be disqualified at the end of this stage.

7. STAGE 3: MEETING MANAGEMENT SOLUTION DEMONSTRATION

Bidders who meet the minimum requirement of 60 points out of 85 points must demonstrate their solution in their environment. The purpose of the demonstration is for the bidder to showcase that the out-of-the-box functionality works according to Annexure C.

As part of the evaluation process, bidders must demonstrate compliance across the 20 core functionality features outlined in detail in Annexure C. Each functionality area will be assessed independently.

The Demonstration will be conducted virtually on the bidder's environment.

Scoring Methodology

A score of 1 point will be awarded for each core functionality feature where full compliance is demonstrated on each core functionality features as listed below:

The Meeting Management solution must adhere to the following core functionality features required by TCTA. Any bidder not meeting any of the requirements in these sections of evaluation will be disqualified:

The system must, at a minimum cover all functional requirements marked as non-negotiable below.

Functional requirements in bold are non-negotiable; bidders not meeting the non-negotiable requirements will be disqualified and not be evaluated further.

	MEETING MANAGEMENT SOLUTION FUNCTIONAL REQUIREMENTS EVALUATION CRITERIA	NON-NEGOTIABLES	POINTS
FR01	• **Ability to store full meeting packs of previous meetings, accessible to members within 5 minutes – minimum of 10 previous meetings per committee**	Yes	1
FR02	• **The client solution must run on Windows Desktop, iOS or Android so that should employees use a different device it should operate.**	Yes	1
FR03	• **Ability to set up at least 30 committees and/or subcommittees.**	Yes	1
FR04	• Create and amend the agenda, including the ability to copy the format/template of a previous agenda. • Create a structured agenda with automatic numbering • Tagging of agenda items (e.g. “For Noting”, “For Approval” or “Confidential”)	No	1
FR05	• **Assign meeting participants and send automated meeting invitations.** • **Sync with Outlook and MS Teams.** • **Set recurring meetings.**	Yes	1
FR06	• **Automatic notifications to attendees when the venue, date, time or agenda changes.** • **Automatic notifications to attendees when new documents are loaded or replaced.**	Yes	1
FR07	• **Ability to unpublish a meeting so members cannot access documents if it was published by mistake.** • **Ability for administrators to remove or replace documents (drag-and-drop loading with automatic numbering).** • **Ability to change the document view between landscape and portrait.**	Yes	1
FR08	• Structured folders per Board, Board Committees and Management Committees (where applicable).	No	1
FR09	• Document withdrawal and replacement.	No	1
FR10	• **Archiving of historical documents.**	Yes	1
FR11	• **Document control/version tracking.** • **Version control of changes to the agenda**	Yes	1
FR12	• Compile all agenda documents into a single meeting pack.	No	1
FR13	• **Uploading of PDF, Excel, Word, PowerPoint and image files** • **Ability to load documents against agenda items (PDF, Word, Excel, PowerPoint, etc.)**	Yes	1

	MEETING MANAGEMENT SOLUTION FUNCTIONAL REQUIREMENTS EVALUATION CRITERIA	NON-NEGOTIABLES	POINTS
	• **Support late submissions, allowing a document to be updated without loss of reader comments.** • **Highlight updated documents** • **Allow individual document access and download of the consolidated documents pack** • **Generate PDF board packs automatically**		
FR14	• Ability to share annotations (via email) with other attendees and administrators. • Ability for attendees to make and save annotations (text, drawings, highlight, underline, etc.) • Annotations and private notes • Ability to hide annotations	No	1
FR15	• **Ability for committee members to approve or reject matters submitted via round robin.** • **Ability to load documents/matters for round-robin approval and track status** • **Round robin decision tracking**	Yes	1
FR16	• **Integrate with the Signing-hub**	Yes	1
FR17	• **Automatic notifications to members when reading-room documents are loaded or replaced** • **Ability to load and remove documents from the reading room (e.g. legislation, terms of reference)** • **Ability to set up a reading room, independent of meeting**	Yes	1
FR18	• **Access to the system (tablet and mobile app) controlled through username and password.** • **User accounts automatically lock after three failed logon attempts** • **Role-based access for users** • **Assignment of responsible persons** • **Allow offline access**	Yes	1
FR19	• **Restrictions on downloading, printing or forwarding where required.**	Yes	1
FR20	• Remote document wipe for lost devices.	No	1
	TOTAL SCORE		**20**

A total of 20 points is allocated to this section. Bidders must achieve a minimum score of 14 points out of 20 points which must include the **non-negotiable** items as per the above table, to proceed to the next stage of evaluation of price and preference. **Bidders who do not meet the threshold of 14 points out of 20 points will be disqualified at the end of this stage.**

8. STAGE 4: SPECIFIC GOALS

The specific goals for this bid are as follows:

8.1 PROMOTION OF HISTORICALLY DISADVANTAGED INDIVIDUALS/ENTITIES

The table below will be used to calculate the score out of 20 for preference points.

B-BBEE Status Level of Contributor	Number of Points
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

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

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

9. STAGE 5: PRICE EVALUATION

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

9.1. If the price offered by the highest scoring bidder is not market related, TCTA reserves the right not to award to that bidder.

9.2. Price must be reflected Excluding and Including VAT.

9.3. All prices must include all costs applicable.

9.4. Prices must be firm and unconditional.

9.5. **Preferential Points Calculation**

9.5.1. The following formula must be used to calculate the points out of 80 for price in bids with a Rand value equal to or up to R50 million, inclusive of all applicable taxes:

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

Where-

Ps = Points scored for price of bid under consideration;

Pt = Price of bid under consideration; and

Pmin = Price of lowest acceptable bid.

9.5.2. The 80/20 preference point system may apply and that the lowest acceptable tender will be used to determine the applicable preference point system

9.5.3. The weighting of the Preferential points calculation is as follows:

Specific Goals	=	20
Price	=	80
Total Points	**=**	**100**

10. STAGE 6: SUPPLIER VETTING

TCTA may disqualify a bidder who/whose:

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

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

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

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

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

11. CONDITIONS OF BID

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

11.1 COSTS OF BIDDING

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

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

11.2 CLARIFICATIONS

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

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

11.2.3. Should a Bidder fail to complete the annexures TCTA may call upon the Bidder to complete and submit such annexures except where such annexures are indicated as mandatory or are required for purposes of functional and preferential points evaluation.

TCTA reserves the right to request clarity and to clarify any ambiguities in the documents that have already been submitted. If a Bidder fails to submit any of the requested documents and / or annexures duly completed within 5 (five) working days of being called upon to do so, then the TCTA may disqualify the Bidder.

11.3 AMENDMENTS

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

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

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

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

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

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

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

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

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

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

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

11.5 VALIDITY PERIOD

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

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

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

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

11.6 DISCLAIMER – PROTECTION OF PERSONAL INFORMATION ACT

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

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

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

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

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

11.6.6. We may collect the following information about you:

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

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

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

11.6.6.4. Details of transactions you carry out with us.

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

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

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

11.6.8. **Why we collect Personal Information**

11.6.9. **Employee and Contractor Information**

11.6.9.1. To Remunerate the person.

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

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

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

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

11.6.10. **Client Information**

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

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

11.6.10.3. To authenticate the client.

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

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

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

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

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

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

11.6.12. **Sources of Personal Information**

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

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

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

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

11.6.13. **The Storage of Personal Information**

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

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

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

11.6.13.4. Required by law or contractual obligation.

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

11.6.13.6. Retained further with the person's consent:

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

11.6.14. **Sharing of Personal Information**

11.6.14.1. Any information supplied to TCTA will be treated as confidential and TCTA will not disclose information unless legally permitted thereto.

No information will be transferred to a Third Party without the explicit consent of the data subject unless legally obliged thereto. By providing the personal information, the data subject agrees that TCTA may transfer the information to the following people and organisations in pursuit of the data processing purposes set out in our Policy on the Protection of Personal Information.

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

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

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

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

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

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

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

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

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

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

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

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

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

11.7 CONFLICTS OF INTEREST

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

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

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

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

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

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

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

11.8 RIGHT NOT TO AWARD

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

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

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

11.8.3. No acceptable Bid is received; or

11.8.4. There are material irregularities in the Bid process.

11.9 SUBCONTRACTING AFTER AWARD

The successful bidder:

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

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

11.10 NOTIFICATION OF UNSUCCESSFUL BIDDERS

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

11.11 PROHIBITION OF BRIBERY, FRAUDULENT AND CORRUPT PRACTICES

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

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

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

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

11.12 FRONTING

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

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

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

11.13 JOINT VENTURE OR CONSORTIUM

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

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

11.13.2.1. Control

11.13.2.2. Management

11.13.2.3. Operations

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

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

11.13.3.2. Must record the percentage participation by each member.

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

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

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

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

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

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

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

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

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

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

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

12. CONDITIONS OF CONTRACT

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

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

12.2.1. The relevant Bid Submissions;

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

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

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

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

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

12.5. **Variations and Contract Price Adjustments**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

12.8. **Performance Management**

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

12.9. **Communication**

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

12.10. **Supplier Code of Conduct**

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

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

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

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

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

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

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

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

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

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

12.10.2.5. using provided information assets and systems.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

12.11. **Payment Process**

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

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

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

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

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

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

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

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

ANNEXURE A: TEMPLATE FOR BIDDERS' EXPERIENCE

Instruction To bidders

a) Bidders who choose to complete this form must ensure that the information is correct and complete. No points will be allocated for an incomplete or partially completed form.

b) Should a bidder submit both the reference letter and fill out the form below, the information must be the same.

Bidders' Track Record in providing a Meeting management solution

CLIENT NAME (The client company to which services were provided)	DESCRIBE THE PROJECT SCOPE	Start Date (month & year) mm/yyyy	End Date (month & year) mm/yyyy	Ongoing Project (Yes or No)	NAME & SURNAME OF CONTACT PERSON	CONTACT NUMBER	CONTACT DETAILS AND EMAIL
1.							
2.							
3.							
4.							
5.							
6.							
7.							

ANNEXURE B: CV TEMPLATE FOR PROJECT LEAD.

(NO POINTS WILL BE ALLOCATED IF THE REQUIRED INFORMATION IS NOT FULLY COMPLETED PER CLIENT).

Name of Project Lead	
Qualifications	

Work Experience (indicate the months and years)							
EMPLOYER/CLIENT	**WORK SCOPE**	**ROLE PLAYED**	**START DATE (MONTH & YEAR) MM/YYYY**	**END DATE (MONTH & YEAR) MM/YYYY**	**NAME & SURNAME OF CONTACT PERSON**	**DESIGNATION OF CONTACT PERSON**	**E-MAIL CONTACT DETAILS**
1.							
2.							
3							
4.							

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

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

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

ANNEXURE C: FUNCTIONAL REQUIREMENTS

	FUNCTIONALITY EVALUATION	"YES" IF OUT-OF-THE-BOX	"NO" IF NOT AVAILABLE	CUSTOMIZATION REQUIRED? (YES/NO)	SHORT EXPLANATION FOR CUSTOMIZATION (IF REQUIRED)
FR01	• Ability to store full meeting packs of previous meetings, accessible to members within 5 minutes – minimum of 10 previous meetings per committee				
FR02	• The client solution must run on Windows Desktop, iOS or Android.				
FR03	• Ability to set up at least 30 committees and/or subcommittees.				
FR04	• Create and amend the agenda, including the ability to copy the format/template of a previous agenda.				
	• Create a structured agenda with automatic numbering				
	• Tagging of agenda items (e.g. "For Noting", "For Approval" or "Confidential")				
FR05	• Assign meeting participants and send automated meeting invitations.				
	• Sync with Outlook and MS Teams.				
	• Set recurring meetings.				
FR06	• Automatic notifications to attendees when the venue, date, time or agenda changes.				
	• Automatic notifications to attendees when new documents are loaded or replaced.				
FR07	• Ability to unpublish a meeting so members cannot access documents if it was published by mistake.				
	• Ability for administrators to remove or replace documents (drag-and-drop loading with automatic numbering).				
	• Ability to change the document view between landscape and portrait.				

	FUNCTIONALITY EVALUATION	"YES" IF OUT-OF-THE-BOX	"NO" IF NOT AVAILABLE	CUSTOMIZATION REQUIRED? (YES/NO)	SHORT EXPLANATION FOR CUSTOMIZATION (IF REQUIRED)
FR08	• Structured folders per Board, Board Committees and Management Committees (where applicable).				
FR09	• Document withdrawal and replacement.				
FR10	• Archiving of historical documents.				
FR11	• Document control/version tracking. • Version control of changes to the agenda				
FR12	• Compile all agenda documents into a single meeting pack.				
FR13	• Uploading of PDF, Excel, Word, PowerPoint and image files				
	• Ability to load documents against agenda items (PDF, Word, Excel, PowerPoint, etc.)				
	• Support late submissions, allowing a document to be updated without loss of reader comments.				
	• Highlight updated documents				
	• Allow individual document access and download of the consolidated documents pack				
	• Generate PDF board packs automatically				
FR14	• Ability to share annotations (via email) with other attendees and administrators. • Ability for attendees to make and save annotations (text, drawings, highlight, underline, etc.)				
	• Annotations and private notes				
	• Ability to hide annotations				
FR15	• Ability for committee members to approve or reject matters submitted via round robin.				

	FUNCTIONALITY EVALUATION	"YES" IF OUT-OF-THE-BOX	"NO" IF NOT AVAILABLE	CUSTOMIZATION REQUIRED? (YES/NO)	SHORT EXPLANATION FOR CUSTOMIZATION (IF REQUIRED)
	• Ability to load documents/matters for round-robin approval and track status				
	• Round robin decision tracking				
FR16	• Digital signatures must be verifiable and legally acceptable in compliance with the Electronic Communications and Transactions Act.				
	• Ability for members to approve documents with a digital signature				
FR17	• Automatic notifications to members when reading-room documents are loaded or replaced.1				
	• Ability to load and remove documents from the reading room (e.g. legislation, terms of reference)				
	• Ability to set up a reading room, independent of meeting				
FR18	• Access to the system (tablet and mobile app) controlled through username and password.				
	• User accounts automatically lock after three failed logon attempts				
FR19	• Role-based access for users				
	• Assignment of responsible persons				
	• Allow offline access				
FR20	• Restrictions on downloading, printing or forwarding where required.				
FR21	• Remote document wipe for lost devices.				
	TOTAL SCORE	**45**			

ANNEXURE D: PRICING SCHEDULE

See Annexure D attached in Excel

- *Price must be reflected Excluding and Including VAT*
- *All prices must include disbursements*
- *Prices must be firm and unconditional.*
- *All prices must be in Rands*

ANNEXURE E: SBD 1 – INVITATION TO BID

PART A: INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (*NAME OF DEPARTMENT/ PUBLIC ENTITY*)					
BID NUMBER:	**RFB NO: 090/2026/EWSS/MMS/RFB**	CLOSING DATE:	14 December 2026	CLOSING TIME:	11h00
DESCRIPTION	**APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF A MEETING MANAGEMENT SOLUTION FOR A PERIOD OF TWENTY-FOUR (24) MONTHS**				

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

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		TECHNICAL ENQUIRIES MAY BE DIRECTED TO:	
CONTACT PERSON	**The Receiving Officer**	CONTACT PERSON	**The Receiving Officer**
TELEPHONE NUMBER	**083 461 6057**	TELEPHONE NUMBER	**083 461 6057**
FACSIMILE NUMBER		FACSIMILE NUMBER	
E-MAIL ADDRESS	**Tenders09@tcta.co.za**	E-MAIL ADDRESS	**Tenders09@tcta.co.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	TAX COMPLIANCE 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.

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, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER: ……

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

DATE: ……

ANNEXURE F: 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.

Full Name	Identity Number	Name of State institution

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

2.2.1 If so, furnish the following particulars:

……...……

……...……

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

2.3.1 If so, furnish the following particulars:

……...……

……...……

……

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

3. DECLARATION

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

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

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

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement, or arrangement with any competitor. However, communication between partners in a joint venture or consortium2 will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.5 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

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

ANNEXURE G: SBD 6.1: PREFERENCE POINTS CLAIM FORM IN TERMS OF THE

PREFERENTIAL PROCUREMENT REGULATIONS 2022

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

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

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1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

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

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

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

(a) The applicable preference point system for this tender is the 80/20 preference point system.

1.3 Points for this bid shall be awarded for:

(a) Price; and

(b) Specific Goals

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

The maximum points for this bid are allocated as follows:

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

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

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

(a) **"tender"** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

(b) **"price"** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;

(c) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

(d) **"tender for income-generating contracts"** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

(e) **"the Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1 POINTS AWARDED FOR PRICE

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

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

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

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

Where:

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmin = Price of lowest acceptable bid

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

3.2.1 POINTS AWARDED FOR PRICE

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

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

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.
(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.
***Note to tenderers: The tenderer must indicate how they claim points for each preference point system.*)**

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
B-BBEE Status Level of Contributor	Number of Points	
1	20	
2	18	
3	14	
4	12	
5	8	
6	6	
7	4	
8	2	
Non-compliant contributor	0	

5. DECLARATION WITH REGARD TO COMPANY/FIRM

5.1. Name of company/firm…….

5.2. Company registration number: ……...

5.3. TYPE OF COMPANY/ FIRM

[TICK APPLICABLE BOX]

☐ Partnership/Joint venture or consortium / Consortium

☐ One-person business/sole propriety

☐ Close corporation

☐ Public Company

☐ Personal Liability Company (Pty) Limited

☐ Non-Profit Company

☐ State Owned Company

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

i) The information furnished is true and correct;

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

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

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

(a) disqualify the person from the tendering process;

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

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

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

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

SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME: …….

DATE: ……..……

ADDRESS: ……

……

……

……

ANNEXURE H – VALID SWORN AFFIDAVIT REQUIREMENTS

The following information is required:-

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

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

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

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

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

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

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

h) Nature of business;

i) VAT Number;

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

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

l) Correct Sector Codes Affidavit to be used.

ANNEXURE I: ICT EME SWORN AFFIDAVIT

SWORN AFFIDAVIT – B-BBEE EXEMPT MICRO ENTERPRISE - ICT

I the undersigned,

Full name & Surname	
Identity Number	

Hereby declare under oath as follows:

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

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

Definition of "Black People"
As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013
"Black People" is a generic term which means Africans, Coloureds and Indians –

(a) Who are citizens of the Republic of South Africa by birth or descent; or
(b) Who became citizens of the Republic of South Africa by naturalization
  i. Before 27 April 1994; or
  ii. On or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date

3. I hereby declare under oath that:

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

Definition of "Black Designated Groups"

Black designated groups: Means

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

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

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

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

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

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

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

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

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

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

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

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

6.

Deponent Signature: _____

Date: ___-_____

_____

Commissioner of Oaths Signature & stamp

ANNEXURE I1: ICT QSE SWORN AFFIDAVIT

B-BBEE QSE - ICT

I the undersigned,

Full name & Surname	
Identity Number	

Hereby declare under oath as follows:

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

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

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

Definition of "Black People"

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

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

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

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

i. Before 27 April 1994; or

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

3. I hereby declare under oath that:

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

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

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

Deponent Signature:_____

Date: _____

_____

Commissioner of Oaths Signature & stamp

ANNEXURE J - ACCESS FORM

I hereby request a PIN code to access TCTA premises to submit the below-mentioned bid

BID NUMBER:	**RFB NO: 090/2026/EWSS/MMS/RFB**
BID DESCRIPTION:	**BID DESCRIPTION: APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF A MEETING MANAGEMENT SOLUTION FOR A PERIOD OF TWENTY-FOUR (24) MONTHS**
NAME OF BIDDER/COMPANY:	
FULL NAME & SURNAME OF BIDDER'S REPRESENTATIVE:	
ID NUMBER OF BIDDER'S REPRESENTATIVE:	

_____

SIGNATURE OF BIDDER'S
AUTHORISED REPRESENTATIVE

DATE: _____

ANNEXURE K: TENDER RECEIVING FORM

This form must be filled and attached to the bidder's submission envelope

TENDER RECEIVING FORM

APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF A MEETING MANAGEMENT SOLUTION FOR A PERIOD OF TWENTY-FOUR (24) MONTHS
TENDER NO: RFB NO: RFB NO: 090/2026/EWSS/MMS/RFB

Company Name: _____

Telephone Number: _____

Fax Number: _____

Authorised Representative: _____

Name of Person Delivering Tender: _____

Signature of Person Delivering Tender: _____

Describe Package: _____

(Additional remarks)

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

Date of Receipt: _____ Time _____

Name of TCTA representative: _____

Signature of TCTA representative: _____

Duplicate to Consignee

☐ Yes ☐ No

Original retained by TCTA

☐ Yes ☐ No

Compliance officer_____Signature_____

Date of opening_____