



Tender Ref #:	COGTA (T) 09/2023	Tender Description:	Appointment of a service provider to provide ICT skills for the development of a CWP Asset and Management Information System (for the period of two years via SITA Contract 1183
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PART A – BID DETAILS

1. The Department of Cooperative Governance (hereunder referred to as the Department or DCOG) invites qualifying bidders for Appointment of a service provider to provide ICT skills for the development of a CWP Asset and Management Information System (Asset MIS) for the period of two years via SITA Contract 1183
2. **Closing Date:** The bid closing date and time are indicated in the tender advertisement and bid documents. **Bids received after the closing date and time will not be accepted.**
3. **Briefing Session:** There will be no briefing session.
4. **Contact information:** Prospective bidders **may not under any circumstances** contact or engage any DCOG officials other than the officials indicated below on any matter related to this tender. Enquiries must be directed to all the officials below. Enquiries sent to the DCOG officials below will be routed to the relevant employees and responses will be coordinated and provided by the officials indicated below.

ENQUIRIES		
Name:	Ms. Kgaugelo Tselana	Mr. Mogoma Sekgothe
e-mail:	t09.2023@cogta.gov.za	

The Department reserves the right to disqualify any bidder that contacts or directly engages any other DCOG employee on matters / enquiries / questions related to this tender.

5. **Project duration:** Successful bidders will be appointed for a period of 24 months up to a maximum of 2700 hours per person.

6. Bid / Proposal format.

Bidders must use the templates presented Part B section 2: Functional Evaluation Stage 1 Stage 2 and Stage 3.

The pricing must include the following:

- Rates of each team member per hour for 2700 hours.
- Admin costs (offices, computers, telecom, travelling, etc.)
- Any other costs (to be specified by bidder)
- Value Added Tax
- Ceiling price (all-inclusive total tender price)
- Maintenance and support 480 hours per annum)
- Training costs
- NB: pricing should be detailed (itemised) – must show cost separately and total.

Bidders must include detailed CVs including copies of applicable product certification. The CV template is attached as Annexure A. Failure to submit these documents with the bid will result in the bidder's bid being viewed as invalid and therefore rejected.

PART B – DETAILED REQUIREMENTS

1. Purpose of assignment

The purpose of this document is to detail the resources required to implement Microsoft Dynamics 365 Finance & Operations, Supply Chain, Customer Relation Modules, and HR Modules for the Department of Cooperative Governance Community Works Programme. The period of the contract will be for 24 months with the maximum billable hours of 2700 hours per resource and will be managed through the project plan. Only bidders accredited under **SITA contract 1183** will be considered.

2. Introduction and background

The Department is currently using Microsoft Platforms and is fully licenced on using Microsoft products such as Power BI, SharePoint, Power Automate, (MS) 365. Furthermore, the Department already started utilising Dynamics 365 to redevelop existing applications and developing new solution using Dynamic 365. The appointed resources must be dynamic to assist the internal skills resource in maintenance and development of internal solutions.

The implementing agents are responsible to execute, manage and administer the day-to-day programme implementation in approximately 6800 locations which are geographically spread across the country. They are also responsible for the procurement, upkeep and custodianship of programme assets, inventory and consumables utilized at each of the sites and sub-sites for the execution of the programme manually. The new solution must provide the below systems functionalities.

- a) Auditable and credible view of the Department's financial health in respect of what it owns, and its relative worth.
- b) Link assets data to Global Positioning Systems (GPS), allowing managers or supervisors to see where the department assets are located and how they perform in real-time using Geographic Information Systems (GIS) coordinates and Internet of Things (IoT) solutions.
- c) Aid in tracking assets, which is necessary for complying with the Government's regulatory requirements and preparing the department's financial statement. The solution must be able to reconcile with BAS.
- d) The application must be available on Windows, Apple, and Android operating systems.
- e) Audit tracking, ensuring transparency and accountability for all employees of the Department responsible for the assets.
- f) Uses barcodes or Radio Frequency Identification (RFID) or IoT devices to keep track of assets thus automatically updates the information and reduces the possibility of human error.
- g) Aid in reducing potential asset theft, avoiding misplacement, and providing functionalities for assessing asset history and records.
- h) Must be responsive on mobile devices.

The implementing agents have an obligation to comply with the provisions of the Public Finance Management Act 1999 (Act 1 of 1999) hereinafter referred to as the PFMA, National Treasury Regulations, directives and departmental policies and procedures relating to, inventory, and consumable assets. The above-mentioned system functionalities will help in compliance.

The Department is required to disclose all CWP assets in their financial statements and this requires an accurate opening balance, accurate/complete additions to assets and accurate closing balances of all items to comply with the requirements of financial disclosures.

3. Problem Statement

The Department is currently using a manual system i.e., Excel spreadsheet to manage assets Register. Problems in managing the participants, failing to integrate with current system such as BAS, LOGIS and EPWP reporting system, challenges with assets verification, tracking and maintenance. As a result, the Department is unable to accurately verify and update the physical existence of these items in all locations due to the lack of an enabling system. Furthermore, reconciliations of the assets procured during the financial year is not done on time, which then affects the submission of inputs for financial statements. On top of not being to account for assets appropriately, the inability of CWP to provide reliable asset register has resulted in the whole Department receiving adverse audit outcomes for more than five years.

4. Scope of the assignment

The scope is to implement a system to manage the lifecycle of the assets and inventories using the below resources to.

- a) Analysis of the existing processes and creating of solution system
- b) Development and implementation of the solution for:
 - i. Controlling the maintenance of assets. (Asset)
 - ii. Payment of participant
 - iii. Controlling the movement (permanent or temporary) of assets and inventories (Asset)
 - iv. Customized reporting using Microsoft Dynamics365 (MIS + Asset)
 - v. Customized reporting using Microsoft PowerBI. (MIS + Asset)
 - vi. Disposal and transfer of assets. (Asset)
 - vii. Ensure proper document management in terms of CWP documentation. (MIS + Asset)
 - viii. Financial Management (MIS + Asset)
 - ix. Implementation Management. (MIS + Asset)
 - x. Interfacing with transversal system (BAS, LOGIS, EPWP Reporting systems). (MIS +Asset)
 - xi. Managing the lifecycle of assets and inventories. (MIS + Asset)
 - xii. Managing the lifecycle of the users of the assets. (MIS)
 - xiii. Porting of data from Excel to the new solution (MIS + Asset)
 - xiv. Procurement lifecycle. (Asset)
 - xv. Recording of assets and inventories (Assets)
 - xvi. Recording the acquisition of assets and inventories. (assets)
 - xvii. Recording the elements of the assets and inventories including description, serial number, barcode, and location. (assets)
 - xviii Revaluation of assets. (Assets)
 - xix. Site and subsite management. (MIS + Assets)
 - xx. Tracking of assets. (Assets)
 - xxi. Verification of assets. (Assets)
 - xxii. Catalogue of assets with pricing (Assets)
 - xxii Linking of assets to its classifications (Assets)
 - xxiv. Capability to capture and display full asset pictures and barcodes. (Assets)
 - xxv. Database module
- c) Training and skills transfer plan.

4.1 Business Analyst (x2)

These resources are required to determine and document the business needs and processes for the solution required. Core to this role is taking the business's needs and laying them out for the technical team. This analysis is entirely technology-agnostic and uses a method of incremental decomposition into the eventual Business Processes (Use Cases) included in the project scope. The business analyst must have experience working with Microsoft Dynamics

365 projects with experience in Finance, Operations, and Supply Chain Management modules to address the problem statement.

4.2 Dynamics365 Developer x2

These resources are required to play a key role in deploying Microsoft Dynamics 365 and Power Platform Business Applications. The key element of this role is to understand the business requirements and configure and customize the applications to meet the functional requirements as described in the business requirements.

4.3 Dynamics 365 Solutions Architect x1

This resource will lead to successful implementations and focuses on how solutions address the broader business and technical needs of organizations. A Microsoft Dynamics 365 solution architect should have functional and technical knowledge of the Microsoft Power Platform, Dynamics 365 apps, related Microsoft cloud solutions, and other third-party technologies. A key task of the Microsoft Dynamics 365 solution architect is solution envisioning. Essentially, this task involves looking at the problem and identifying which parts can take advantage of one of the Microsoft Dynamics 365 apps and which parts need to be built using Microsoft Power Platform or Microsoft Azure.

Microsoft Dynamics 365 solution architects should be able to facilitate design decisions across development, configuration, integration, infrastructure, security, availability, storage, and change management. This role balances a project's business needs while meeting functional and non-functional requirements. In addition to their technical knowledge, Microsoft Dynamics 365 solution architects need to have the ability to engage with business users and decision-makers at all levels.

5. Deliverables

Bidders are expected to assign hours per deliverable for each resource using the table below. Hours signed to each team member must amount to max of 2700 hours for the period of 24 months (two) years.

Failure to indicate hourly rates as per indication. Bidders may be deemed not compliant.

5.1 Business Analyst (x2) are expected to deliver the following, but not limited to:

- a) Gather Requirements from business (Lead);
- b) Organisational/Area decomposition into Use Cases (Business Processes);
- c) Documentation (Business Requirements, Use Cases and Functional Requirements);
- d) Process Modelling;
- e) Project Scope Management;
- h) Project Risk Management;

- i) Open, clear, and regular communication with Project Stakeholders;
- j) Relationship Management;
- k) Time management and Reporting; and
- l) Technology agnostic analysis skills.

5.2 Dynamics 365 Developer x2 are expected to deliver the following, but not limited to:

- a) Configuring, developing, and supporting Dynamics 365 CRM in line with best practices;
- b) Developing customised solutions within the Salesforce platform;
- c) Creating, modifying, and troubleshooting existing applications;
- d) integrations with other applications, as well as all other supporting tasks;
- e) Testing solutions;
- f) Formulate project solution designs utilizing industry and product knowledge; And
- g) Cooperate and communicate with client/client teams to follow up on business requirements.

5.3 Dynamics 365 Solutions Architect expected to deliver the following, but not limited to:

- a) Working with team to design fit for purpose, business value led Microsoft Dynamics and Power Platform based business solutions;
- b) Develop custom applications using the XRM framework and leverage Power Platform and other means to integrate into Azure services optimally;
- c) Lead medium to large teams;
- d) Lead user acceptance testing sessions;
- e) Ensure proper documentation of client solutions, including functional and technical design documents, test scripts, and user training materials;
- f) Align functional solution areas with business process;
- g) Perform fit/gap analyses between standard Dynamics 365 functionality and client requirements;
- h) Application Security and privacy;
- i) Availability and recoverability; and
- j) Performance and scalability.

6. Skills and Knowledge requirements must be clearly and well-articulated in the CVs

6.1. Business Analyst (x2)

6.1.1. Skills and experience required:

Business Analyst

The resources must have at least 3 years' experience in:

- a) Financial, Supply Chain Management or Customer Relationship Management requirements analysis;
- b) Translating and simplifying requirements;
- c) Requirements Workshop facilitation (Lead);
- d) Organisational/Area decomposition into Use Cases (Business Processes);
- e) Documentation (Business Requirements, Use Cases and Functional Requirements);
- f) Process Modelling;
- g) Project Scope Management;
- h) Project Risk Management;
- l) Open, clear, and regular communication with Project Stakeholders;
- j) Relationship Management;
- k) Time management and Reporting; and
- l) Technology agnostic analysis skills.

6.2. Dynamics 365 Developer x2

6.2.1. Skills and experience required:

The resource must possess the following:

- a) Excellent knowledge of platforms & tools;
- b) 3+ years Microsoft Dynamics 365 & Power Platforms development experience;
- c) 3+ years Microsoft Dynamics 365 & Power Platforms administration skills;
- d) Able to troubleshoot & support complex Microsoft Dynamics 365 & Power Platform issues;
- e) Experience with enterprise Microsoft Dynamics 365 & Power Platforms configurations and deployments;
- f) Able to architect intermediate solutions;
- g) Microsoft Dynamics 365 certified on Finance and Supply Chain Management modules;
- h) Developing test scripts;
- i) Provide input into training;
- j) Conduct Training; and
- k) Go Live support.

6.3. Dynamics 365 Solutions Architect x1

6.3.1. Skills and experience required:

- a) The resource must have at least 3 years' experience in providing strategic guidance and insights by understanding solutions from the following aspects:
 - i. Application Security;
 - ii. Empowering end users;

- iii. Trust and privacy;
 - iv. Maintainability of the overall solution;
 - v. Availability and recoverability;
 - vi. Performance and scalability;
 - vii. Efficiency and operations; and
 - viii. Shared responsibility.
- b) Deep knowledge of D365/AX Finance modules and functional capabilities including General Ledger, Accounts Payable.
 - c) Analyse business requirements to determine viable options for solution design and ensure implementation addresses key issues, business strategic objectives and end to end solution design.
 - d) Cross-functional knowledge of two or more D365/AX modules and functional capabilities in PowerBI, Supply Chain (Trade & Logistics), Manufacturing, Finance, Project Costing, and Service Management.
 - e) Define and communicate high level business and solution architecture requirements to inform business cases.
 - f) Ensure that the business requirements are reflected in the design and that the appropriate business and technical services are reflected in the overall architecture.
 - g) Design and document the necessary models, mechanisms and technical requirements that will best communicate the overall solution and how it will address the business requirement.
 - h) Manage the overall design, implementation and functioning of solutions in line with business requirements.

PART C –ADMINISTRATIVE AND FUNCTIONAL REQUIREMENTS

1. ADMINISTRATIVE REQUIREMENTS

SCM ADMINISTRATIVE COMPLIANCE CHECKLIST		
#	Criteria	Yes / No
1.1	Supplier is registered on the National Treasury Central Suppliers Database (CSD) on or before bid closing date.	
1.2	Supplier is Tax Compliant (as indicated on CSD)1 or verified through SARS1	
1.3	Supplier has a valid B-BBEE certificate issued by a SANAS accredited verification agency or a sworn affidavit2.	
1.4	SBD 1 completed and submitted.	
1.5	SBD 4 completed and submitted.	
1.6	SBD 6.1 completed and submitted.	
1.7	SBD 6.2 completed and submitted (if applicable)	
1.8	Bidders experience	
1.9	CVs of 2 Business Analysts	
1.10	CVs of 2 Microsoft Dynamics365 Developers	
1.11	CV of 1 Microsoft Dynamics 365 Solutions Architect	
1.12	References from previous and current similar contracts awarded to the bidder.	
1.13	Systems Development Methodology	
1.14	Training and Skills transfer plan	

Note 1: Bidders that are not tax compliant on the closing date for bids or at any time subsequent to the closing date, must rectify their tax compliance status within 7 working days of being requested to do so. Bidders that remain tax non-compliant after 7 working days of being requested to rectify their tax status, will be disqualified.

Note 2: Failure to submit a valid B-BBEE certificate issued by a SANAS accredited verification agency, or an affidavit will not disqualify the bidder. Consortia or joint ventures must take note of the relevant sections of SBD 6.1 regarding requirements for B-BBEE certificates.

*Note 3: **Bidders must use Excel spread sheet for costing.** Costing sheets completed by hand (in writing) or where formulas in the costing sheet were tampered with will not be accepted and such bids will be regarded as administratively non-compliant.*

Note 4: **Bidders must attach the table in part B section 5.1.1 as part of costing.**

2. VERIFICATION OF INFORMATION PROVIDED – To be verified by SCM

No bids will be considered from:

1. Individuals in the service of the State.
2. Organisations with directors (whether remunerated or not) in the service of the State.

Where exceptions are allowed in terms of the applicable legislation, the bidder must attach an approved and valid Remunerative Work Outside of the Public Service (RWOPS). This clause does not apply to bidders that are government departments/entities.

The Department reserves the right to use the information provided by bidders to engage banks, credit rating agencies and the relevant government institutions to obtain information on credit records, criminal records, pending court cases, etc. Suppliers that show a history of poor financial/credit management and/or criminal behaviour will not be considered. The same will apply to the key team members as well as all directors / owners.

The Department reserves the right to apply the following criteria only to shortlisted / recommended bidders. Bidders must meet all four criteria below:

SCM ADMINISTRATIVE COMPLIANCE CHECKLIST		
#	Criteria	Yes / No
2.1	Team members, Director(s)/Owner(s) have not been convicted on charges related to fraud, corruption, or violent/abusive behaviour.	
2.2	Bidder and team members, Director(s)/Owner(s) do not have a history of poor financial / credit management.	
2.3	No team members, Director(s)/Owner(s) in the service of the state, or approved RWOPS attached were in the service of the state. This clause does not apply to bidders that are government departments/entities.	
2.4	SBD forms or subsequent enquiries did not reveal any information or past practices that prohibits the supplier from conducting business with the state.	

3. SPECIFIC GOALS – To be verified by SCM

- Specific goals for the tender and points claimed are indicated per the table below.
- Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
BEE Compliance Based on Section 10 of the BBEE Act (Act 53 of 2003 as amended by Act 46 of 2013)	8	
	Level 1= 8 pts Level 2 = 7 pts Level 3=6 pts Level 4= 5 pts Level 5= 4 pts Level 6= 3 pts Level 7= 2 pts Level 8= 1 pt Non-compliant contributor= 0	
Black ownership (51% or more)	4	
Women ownership (51% or More)	4	
Youth	3	
Disability	1	

General principle: In cases where bidders submitted insufficient evidence or where evidence is ambiguous, bidders may be requested to provide additional evidence and may be re-scored based on this information. Additional information submitted may only be used as evidence to substantiate what is already contained in the proposal. **The costing and content of proposals may not be amended under any circumstances.**

Each Bid Evaluation Committee (BEC) member will evaluate acceptable bids based on the proposals and bid documents submitted.

PART D – BID EVALUATION PROCESS

1. ADMINISTRATIVE EVALUATION

Only bids that comply with all mandatory administrative requirements (See Part C-1) and that submitted all required bid documents (**acceptable bids**) will be considered during the functional evaluation phase. Only acceptable bids will therefore be scored by the Bid Evaluation Committee against the functional criteria indicated below.

2. FUNCTIONAL EVALUATION

2.1. Functional Evaluation Stage 1: Mandatory Compliance

The Bid Evaluation Committee (BEC) will evaluate all acceptable bids based on the proposals (including supporting documents) and bid documents submitted. Only Bidders that meet all seven (7) of the criteria below will proceed to functional evaluation stage 2. Bidders that did not meet these requirements will be eliminated.

Requirements	Submitted	Not submitted
1. CVs of 2 Business Analysts (ICN no. 81112011-0045)		
<ul style="list-style-type: none"> a) Include copies of qualifications – bachelor's degree or Diploma in Computer Science, Information Systems, Commerce or Business Administration related) b) At least have one IIBA Core Business Analysis Certifications. c) Microsoft CRM certification (advantage) d) Relevant Agile qualification is required SAFe, or scrum, Kanban agile foundation course (advantage). 		
2. CV of Microsoft Dynamics365 Developer (ICN no. 81112011-0019 or ICN no. 81112011-0046)		
<ul style="list-style-type: none"> a. Include copies of qualifications. The developer must be certified on <ul style="list-style-type: none"> I. Microsoft Dynamics365 (MB-500); and 		

II. Either Microsoft Power Platform (PL-100) or Microsoft Power Platform (PL-200) or Microsoft Power Associate (PL-400).		
3. CV of 1 Microsoft Dynamics 365 Solutions Architect (ICN no. 81112011-0045)		
a. Include copies of your qualifications. The developer must be certified on either one of the bellow. I. Microsoft Dynamics 365: Finance and Operations Application Solution Architect (MB-700) II. Microsoft Dynamics 365: Finance and Operations III. Application Solution Architect (MB-600)		
4. System development methodology		
5. References from previous and current similar contracts awarded to the bidder		
6. Training and skills transfer plan		

NB: Failure to submit all the above with the bid will result in the bidder's bid being viewed as invalid and therefore rejected.

2.2. Functional Evaluation Stage 2: Compliance for functionality

The following criteria will be applied for functionality to assess all the bidders who complied with minimum requirements in Stage 1:

2.2.1. 2 x Business Analysts

Requirements	Mandatory (M)/ Optional (O)	Comply	Do not comply
a) There must be 2 resources with at least 3 years' experience with either Financial, Supply Chain Management and/or Customer Relationship Management requirements analysis. The two resources must have a combination of the three experiences. (E.g., Resource 1 can have Financial and Customer Relationship Management requirements analysis experience. Resource 2 must then have Supply Chain Management requirements analysis experience)	M		
b) At least 3 years' experience with translating and simplifying requirements.	M		
c) At least 3 years' experience with organisational/ area decomposition into Use Cases (Business Processes).	M		
d) At least 3 years' experience with documentation (Business Requirements, Use Cases and Functional Requirements).	M		
e) At least 3 years' experience with requirements leading workshop facilitation.	O		
f) At least 3 years' experience with process modelling.	O		
g) At least 3 years' experience with project scope management	O		
h) At least 3 years' experience with project risk management	M		
i) At least 3 years' experience with time management and reporting	O		
j) At least 3 years' experience with technology agnostic analysis skills.	O		

The bidder must comply with the 5 mandatory requirements and at least 4 of the 5 optional requirements.

2.2.2. 2 x Microsoft Dynamics365 Developers

Requirements	Mandatory (M)/ Optional (O)	Comply	Do not comply
a) At least 3 years' development experience with Microsoft Dynamics 365 & Power Platforms.	M		
b) At least 3 years' experience with troubleshooting & supporting complex Microsoft Dynamics 365 & Power Platform issues	M		
c) At least 3 years' experience with enterprise Microsoft Dynamics 365 & Power Platforms configurations and deployments	M		
d) At least 3 years' experience Microsoft Dynamics 365 & Power Platforms administration skills	O		
e) At least 3 years' experience in developing user training material.	O		

The bidder must comply with the 3 mandatory requirements and at least 1 of the 2 optional requirements.

2.2.3. 1 x Dynamics365 Solutions Architect

Requirements	Mandatory (M)/ Optional (O)	Comply	Do not comply
a) At least 3 years' experience in providing strategic guidance and insights by understanding solutions from at least 6 of the following aspects:	M		
i. Application Security			
ii. Empowering end users			
iii. Trust and privacy			
iv. Maintainability of the overall solution			
v. Availability and recoverability			
vi. Performance and scalability			
vii. Efficiency and operations			
viii. Shared responsibility			
b) At least 3 years' experience in analyzing business requirements to determine viable options for solution design and ensure implementation addresses key issues, business strategic objectives and end to end solution design	M		
c) At least 3 years' experience in defining and communicating high level business and solution architecture requirements to inform business cases	M		
d) At least 3 years' experience in designing and documenting the necessary models, mechanisms and technical requirements that will best communicate the overall solution and how it will address the business requirement	O		
e) At least 3 years' experience in managing the overall design, implementation and functioning of solutions in line with business requirements.	O		

The bidder must comply with the 3 mandatory requirements and at least 1 of the 2 optional requirements.

Bidders who meet all the minimum requirements for 2.2.1, 2.2.2 and 2.2.3 will be evaluated further.

2.3. Functional Evaluation Stage 3: Presentation and Demonstration

The following criteria will be applied for presentation and demonstration for bidders who passed stage 2. The criterion for this stage is based on Part B, **Section 4b** of this document and is listed below:

Requirement	No.	Criteria	Demonstrated	Not demonstrated
Presentation and demonstration of how resources will enable the Department to meet the objectives of this project.	1.	Controlling the maintenance of assets.		
	2.	Controlling the movement (permanent or temporary) of assets and inventories.		
	3.	Customized reporting using Microsoft Dynamics365		
	4.	Customized reporting using Microsoft PowerBI.		
	5.	Disposal of assets.		
	6.	Ensure proper document management in terms of CWP documentation.		
	7.	Financial Management		
	8.	Implementation Agent Management.		
	9.	Interfacing with transversal system (BAS, LOGIS) data.		
	10.	Managing the lifecycle of assets and inventories.		
	11.	Managing the lifecycle of the users of the assets.		
	12.	Porting of data from Excel to the new solution		
	13.	Procurement lifecycle.		
	14.	Recording of assets and inventories		
	15.	Recording the acquisition of assets and inventories.		
	16.	Recording the elements of the assets and inventories including description, serial number, barcode, and location.		

Requirement	No.	Criteria	Demonstrated	Not demonstrated
	17.	Revaluation of assets.		
	18.	Site and subsite management.		
	19.	Tracking of assets.		
	20.	Verification of assets.		
	21.	Skills transfer plan		

The bidder must comply with at least 16 of the 20 requirements. Bidders who managed to obtain a minimum score of 80 out of 100 points for stage 3 will be evaluated further for price and preference points.

PART E – CONTRACT MANAGEMENT AND SPECIAL CONDITIONS

1. SPECIAL CONDITIONS APPLICABLE TO THIS BID

- 1.1. The Department may, at its sole discretion, cancel this bid.
- 1.2. The period of thirty days (30 days) referred to in the General Conditions of Contract paragraph 27.2 applies. If the service provider is found to have engaged in fraudulent activities or caused the Department to incur irregular expenditure, the Department reserves the right to cancel the bid and any subsequent SLA with immediate effect. Repercussions for the conduct of the Service Provider referred to above may include blacklisting of the Service Provider thus preventing them from doing business with government for a period of 10 years.
- 1.3. The Department may, at its own discretion, require that each employee of appointed services providers as well as each contractor or other participant, sign a code of conduct to promote ethical behaviour. The Department may, at its sole discretion, prohibit any person found to be in breach of such code of conduct from further participation or involvement in the project.
- 1.4. Additional conditions for an applicant who would like to apply as a Consortium / Joint Venture. It is recognized that applicants may wish to form consortia or joint ventures to respond to this bid. The following guidelines apply:
 - Bidders are prohibited from being part of more than one consortium / joint venture.
 - One of the members shall be nominated by the others as authorised to be the lead applicant and this authorisation shall be included in the agreement entered between the consortium members.
 - The lead applicant in the Consortium or Joint Venture must satisfy all the administrative requirements contained in the TOR and submit all the relevant documents necessary to meet the minimum requirements of the applications.

- Other members of a consortium or a joint venture must comply with the requirements in line with Service Provider Funding Policy prescripts for the respective Service Provider categories.
- The consortium/joint venture submission must be signed-off by each institution/organisation to be legally binding on all consortium members.
- The lead applicant shall be the only authorised party to make legal statements, communicate with the Department, and receive instructions for and on behalf of all the members of the consortium.
- The lead applicant shall be held responsible for the delivery of services and for meeting conditions outlined in this bid.
- A copy of the agreement entered and signed by all members of the consortium or joint venture shall be submitted with the consortium proposal indicating the respective responsibilities of each party.
- Indicate how the joint venture/ consortium will be managed in the event of a dispute arising during the implementation period of the programme (Provide a contingency plan of managing any possible conflicts).

2. CONTRACT MANAGEMENT

- 2.1. The successful bidder will be required to enter into a service level agreement (SLA) with the Department of Cooperative Governance. The National Treasury General Conditions of Contract (GCC) will form part of the SLA to be concluded between DCOG and the successful bidder.
- 2.2. The SLA will include project assignments that will address each of the project deliverables. The SLA may further establish a Project Steering Committee to manage, monitor and oversee the project such as:
 - Ensure that services are rendered timeously.
 - render a quality assurance function; and
 - ensure that the project remains within the allocated budget.
- 2.3. The SLA will include a detailed payment schedule. Payments will therefore only be approved and processed based on the achievement of deliverables as per the implementation plan and/or project plan and related performed project tasks.
- 2.4. If the parties (the Department and the appointed service provider) are unable to reach agreement on the special conditions of contract (SLA) after a period of 14 calendar days of the date on which the bid award is communicated to the service provider, then the Department reserves the right to cancel the award to the service provider and to appoint another service provider.

2.5. Bidders should note that:

- All information related to this bid, or information provided to the service provider subsequent to the award of this bid, must be treated as confidential and may not be disclosed in any way to third parties without the explicit written consent of DCOG.
- All rights, title and ownership of any Intellectual Property developed by or for the Service Provider or DCOG independently and outside of execution/production of the Deliverables related to this bid and provided during the course of this project ("Background IP") shall remain the sole property of the party providing the Background IP.
- To the extent that the Service Provider utilises any of its Background IP in connection with the Deliverables, such Background IP shall remain the property of the Service Provider and DCOG shall acquire no right or interest therein. Service Provider shall grant DCOG a non-exclusive, royalty-free, non-transferable licence to use such Background IP strictly for purposes of making beneficial use of the Deliverables into which such Background IP has been incorporated.
- All Intellectual Property rights in Bespoke Deliverables are or will be vested in and owned by DCOG unless specifically agreed otherwise in writing. The Service Provider agrees that it shall not, under any circumstances, question or dispute the rights and ownership of DCOG in and to the Bespoke Deliverables. DCOG shall grant the Service Provider a non-exclusive, royalty free, non-transferable licence to use the Bespoke Deliverables for the purpose of performing its obligations under this project.
- The Service Provider may not publish or sell, in whole or in part, any Bespoke Deliverables emanating from this project without the explicit written consent of DCOG.
- The Copyright of any Bespoke Deliverables shall vest in DCOG.

2.6. No amendments to the SLA or any variation, waiver, relaxation or suspension of any of the provisions thereof shall have any force or effect, unless reduced to writing and signed by both parties.

Annexure A

Item	Details
Full Name	
Surname	
Experience	<i>(e.g. 3 years' experience in development using....)</i>
Qualification	Qualification 1: (Attach certified copy) Name of Qualification: Institution: Year Obtained:
	Qualification 2: (Attach certified copy) Name of Qualification: Institution: Year Obtained: