

AGSA/01/2026

Request for Proposal (RFP) for the provision of a Secure Email Gateway (SEG) and Email Archiving Solution for a period of 60 months including configuration, support and maintenance.

Closing date: 06 August 2026

at 15h00

Important Note: Compulsory Briefing session will take place on 13 July 2026 from 09h00-10h30 via MS Teams



**A U D I T O R - G E N E R A L
S O U T H A F R I C A**

Auditing to build public confidence



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SECTION 1: GENERAL CONDITIONS OF BID



1. General Information

The Auditor-General of South Africa (AGSA) is a Chapter 9 Constitutional Institution with a mandate to strengthen our country's democracy by enabling oversight, accountability and governance in the public sector through auditing, thereby building public confidence. The AGSA has identified a need for the services as detailed in this Request for Proposal (RFP).

2. Enquiries

- 2.1 All communication and attempts to solicit information of any kind relative to this RFP should be channelled **in writing** to:

Name:	<u>Mr. Lesley Mathe</u>
Email address:	<u>LesleyMa@agsa.co.za</u>

- 2.2 Enquiries in relation to this RFP will not be entertained after **16h00** on **22 July 2026**.
- 2.3 The enquiries will be consolidated and AGSA will issue one response and such response will be posted, within three days after the last day of enquiries, onto the AGSA website (www.agsa.co.za) under tenders i.e. next to the same RFP document.
- 2.4 The AGSA may respond to any enquiry in its absolute discretion and the bidder acknowledges that it will have no claim against the AGSA on the basis that its bid was disadvantaged by lack of information, or inability to resolve ambiguities.

3. Compulsory Briefing Session

- 3.1 There will be a compulsory briefing session to be held on **13 July 2026** at **10h00** via an MS Teams meeting.
- 3.2 Important information will be shared with bidders around the expectations on this tender which requires bidders to attend, as failure to attend will lead to ineligibility to submit a tender response and to be considered for subsequent evaluations.
- 3.3 Bidders must send their company name and e-mail addresses of their representatives who will be joining in the MS Teams meeting to LesleyMa@agsa.co.za before **16h00** on or before **10 July 2026**.

4. Bid Validity Period

Responses to this RFP received from bidders will be valid for a period of 120 days counted from the bid closing date.

5. Instructions on submission of Bids

- 5.1 Bid responses must be submitted /deposited into the AGSA's tender box.
- 5.2 The closing date for the submission of bids is **06 August 2026** not later than **15h00**. No late bids will be considered. Tender documents must be deposited in the tender box situated at:



Procurement Tender Box

Auditor-General South Africa, Head-office,
Reception Area, Ground Floor,
4 Daventry Street,
Lynnwood Bridge Office Park,
Lynnwood Manor,
Pretoria

Bids sent to any other address other than the one specified herein will be disqualified and will not be considered for evaluation. It is the bidder's responsibility to ensure that the bid is sent to the correct address and that this is **received** by the AGSA before the closing date and time in AGSA's dedicated tender box.

5.3 The AGSA will not be held responsible for any of the following:

5.3.1 Bid responses sent to the incorrect address.

5.4 Only bid responses received via the tender box will be considered.

5.5 Where a complete bid response (inclusive of all relevant schedules) is **not received** by the AGSA in the tender box by the closing date and time, such a bid response will be regarded as incomplete and late. Such late and/ or incomplete bid will be disqualified.

5.6 **Bidders must submit their responses in both a hard copy (one original hard copy) and a soft copy. The soft copy / electronic copy must be a replicate of the entire hard copy bid response and must be submitted on a Universal Serial Bus (USB). Failure to provide both hard and soft copy responses may render your response as incomplete. The AGSA reserves the right to only assess one of the response formats (either hard copy or soft copy) of your response, hence the importance of a complete bid response in both hard copy and soft copy is emphasized.**

5.7 This bid document is made available at no cost to bidders and is available in PDF format and also in an editable format (MS Word document). **The AGSA's tender requirements should not be altered by bidders and the PDF format serves as the basis for this.**

6. Preparation of Bid Response

6.1 All the documentation submitted in response to this RFP must be in English.

6.2 The bidder is responsible for all the costs that it shall incur related to the preparation and submission of the bid document.

6.3 Bids submitted by bidders that are companies, or include companies, must be signed by a person or persons duly authorized by a resolution of the relevant Board of Directors. A certified copy of this resolution must be submitted with the bid.

6.4 The bidder is responsible for verifying that all pages of its bid are correctly numbered and that none are missing or duplicated. The AGSA accepts no liability for any consequences arising from missing or duplicated pages in the bid submission.



- 6.5** Bidder's tax affairs with the South African Revenue Service (SARS) must be in order (tax compliant status) and bidders must provide written confirmation to this effect as part of their tender response.

7. Supplier Performance Management

- 7.1** Supplier Performance Management is viewed by the AGSA as a critical component in ensuring value for money acquisition and good supplier relations between the AGSA and all its suppliers.
- 7.2** The successful bidder shall upon receipt of written notification of an award, be required to conclude the AGSA's standard Service Agreement, which will form an integral part of the supply agreement. The Service Agreement will serve as a tool to measure, monitor, and assess the supplier performance and ensure effective delivery of service, quality and value-add to AGSA's business.
- 7.3** Successful bidders will be required to comply with the above condition and also provide a scorecard on how their product/ service offering is being measured to achieve the objectives of this condition.

8. AGSA's Rights

- 8.1** The AGSA is entitled to amend any bid condition, bid validity period, RFP specification, or extend the bid closing date, all **before the bid closing date**. All bidders, to whom the RFP documents have been issued and where the AGSA have record of such bidders, may be advised in writing of such amendments in good time and any such changes will also be posted on the AGSA's website under the relevant tender information. All prospective bidders should therefore ensure that they visit the website regularly and before they submit their bid response to ensure that they are kept updated on any amendments in this regard.
- 8.2** The AGSA reserves the right not to accept the lowest priced bid. The AGSA normally awards the contract to the bidder who proves to be fully capable of handling the contract and whose bid is functionally acceptable and/or financially advantageous to the AGSA.
- 8.3** The AGSA reserves the right to award this bid as a whole or in part.
- 8.4** The AGSA reserves the right to conduct site visits at the bidder's corporate offices and/ or at client sites if so required.
- 8.5** The AGSA reserves the right to consider the guidelines on prescribed consultancy rates as set out in the **National Treasury Instruction Note on Cost Containment Measures**, where relevant.
- 8.6** The AGSA reserves the right to request all relevant information, agreements and other documents to verify information supplied in the bid response. The bidder hereby gives consent to the AGSA to conduct background checks, including FICA verification, on the bidding entity and any of its directors/ trustees/ shareholders/ members.
- 8.7** The AGSA reserves the right of final decision on the interpretation of its tender requirements and responses thereto.



9. Undertakings by the Bidder

- 9.1** By submitting a bid in response to the RFP, the bidder undertakes to offer or render all or any of the services described in the bid response to the AGSA on the terms and conditions and in accordance with the specifications stipulated in this RFP document.
- 9.2** The bidder shall prepare for a possible presentation should AGSA require such and the bidder will be required to make such presentation within three to five (3-5) days from the date the bidder is notified of the presentation. Such presentation may include a practical demonstration of products or services as called for in this RFP, where relevant.
- 9.3** The bidder agrees that the offer contained in its bid shall remain binding upon him/her and receptive for acceptance by the AGSA during the bid validity period indicated in this RFP and acceptance of the offer shall be subject to the terms and conditions contained in this RFP document read with the bid.
- 9.4** The bidder furthermore confirms that he/she has satisfied himself/ herself as to the correctness and validity of his/her bid response; that the price(s) and rate(s) quoted cover all the work/ item(s) specified in the bid response documents; and that the price(s) and rate(s) cover all his/ her obligations under a resulting contract for the services contemplated in this RFP; and that he/ she accepts that any mistakes regarding price(s) and calculations will be at his/ her risk.
- 9.5** The successful bidder accepts full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/ her under the Services Agreement and SLA to be concluded with the AGSA, as the principal(s) liable for the due fulfilment of such contract.
- 9.6** The bidder accepts that all costs incurred in the preparation, presentation and demonstration of its solution shall be for the account of the bidder. All supporting documentation and manuals submitted with the bid will become AGSA property unless otherwise stated by the bidder/s at the time of submission.

10. Reasons for Disqualification

- 10.1** The AGSA reserves the right to disqualify any bidder who does any one or more of the following, and such disqualification may take place without prior notice to the offending bidder, however, the bidder will be notified in writing of such disqualification:
- 10.1.1 bidders who are not tax compliant and/ or who do not submit an original valid Tax Compliance Status PIN and/ or proof of application of such as endorsed by SARS on the closing date and time of the bid submission and/ or failure to provide the AGSA with a SARS issued Tax Verification PIN code giving access to the AGSA to electronically verify tax compliance;
- 10.1.2 bidders who submit incomplete information and documentation according to the requirements of this RFP document;
- 10.1.3 bidders who submit information that is fraudulent, factually untrue or inaccurate information;
- 10.1.4 bidders who receive information not available to other potential bidders through fraudulent means;



- 10.1.5 bidders who do not comply with any of the **mandatory requirements** as stipulated in the RFP document including non-attendance of the compulsory briefing session, where applicable;
- 10.1.6 bidders who fail to comply with FICA and POPIA requirements as listed herein.

11. Returnable Schedules

Bidders shall submit their bid responses in accordance with the returnable schedules specified below (each schedule must be clearly marked):

11.1 Cover Page: (The cover page must clearly indicate the RFP reference number, bid description and the bidder's name)

11.2 Schedule 1

- 11.2.1 Executive Summary (explaining how the bidder understand the requirements of this RFP and the summary of the proposed solution)
- 11.2.2 Annexure 1 of this RFP document (duly completed and signed)

11.3 Schedule 2

- 11.3.1 Valid Tax Compliance Status PIN (TCS PIN) and/ or proof of application as endorsed by SARS and/ or SARS issued tax verification PIN code;
- 11.3.2 Originally certified copies of bidder's CIPC company registration documents listing all members with percentages;
- 11.3.3 Copy of Board Resolution, duly certified;
- 11.3.4 Originally certified copy of ID document for the Company Representative (signatory of the bid document);
- 11.3.5 Annexure 2 of this RFP document (duly completed and signed);
- 11.3.6 Annexure 3 of this RFP document (duly completed and signed);
- 11.3.7 Annexure 4 of this RFP document (duly completed and signed);
- 11.3.8 Annexure 5 of this RFP document (duly completed and signed);
- 11.3.9 Annexure 6 of this RFP document (duly completed and signed);
- 11.3.10 Response to Annexure 7: BEE Claims Form;

Bidders must submit a B-BBEE verification certificate indicating the contribution level of the bidding entity. For Exempted Micro Enterprises (EME) with an annual revenue of less than R10 million and Qualifying Small Enterprises (QSE) with an annual revenue of between R10 million and R50 million per annum, a sworn affidavit confirming the annual total revenue and level of black ownership may be submitted. Any misrepresentation in terms of the declaration constitutes a criminal offence as set out in the B-BBEE Act as amended.

Note: If a bidder is a Consortium, Joint Venture (JV) or Prime Contractor with Sub-contractor(s), the documents listed above must be submitted for each Consortium/ JV member or Prime Contractor and Sub-contractor(s).

- 11.3.11 Annexure 8 of this RFP document (duly responded to);



- 11.3.12 Annexure 9 of this RFP document (duly completed and signed);
- 11.3.13 Statement of Financial Position of the Bidder: Latest Audited Financial Statements (where applicable in terms of the Company's Act) and/ or independently reviewed financial statements and/or cash flow Budget for new entities with no financial records.
- 11.3.14 Copy of Joint Venture/ Consortium/ Sub-contracting Agreement duly signed by all parties (if applicable).
- 11.4 Schedule 3:** Response to Section 2 of this RFP document, in line with the format indicated in this RFP document.
- 11.5 Schedule 4:** Price Proposal (response to Section 3 of this RFP document) (*Must be submitted as a separate file/document marked as Schedule 4: Price Proposal*)

12. Evaluation Criteria and Weightings

Bids shall be evaluated in terms of the following process:

- 12.1 Stage 1: Initial Screening Process:** During this phase, bid responses will be reviewed for purposes of assessing compliance with RFP requirements including the general bid conditions, which requirements include the following:
- Submission of a valid Tax Compliance Status PIN as referenced in 11.3.1 above
 - Submission of Company Registration Forms as referenced in 11.3.2 above
 - Submission of ID copy for the Company Representative as referenced in 11.3.4 above
 - B-BBEE Status Certification as referenced in 11.3.10 above
 - Completion of all Standard Bidding Documents and other requirements, as reflected in this RFP, which covers the following:
 - Section 2: Statement of compliance with the Functional Evaluation Criteria for this RFP;
 - Section 3: Cost Proposal and Price Declaration Form;
 - Annexure 1: Acceptance of Bid Conditions;
 - Annexure 2: Tax Compliance Requirements;
 - Annexure 3: Supply Chain Management Questionnaire;
 - Annexure 4: Declaration of Interest;
 - Annexure 5: Certificate of Independent Bid Determination;
 - Annexure 6: Shareholders' Information/ Group Structure;
 - Annexure 7: B-BBEE Claim Form;
 - Annexure 8: Disclosure Statement (Bidder to declare on the company's official letterhead stating whether it is currently subject to any criminal, civil, or similar legal proceedings);



- Annexure 9: Privacy & Protection of Personal Information Act 4 of 2013 Requirements; and
- Submission of a copy of a Joint Venture/ Consortium/ Sub-contracting Agreement duly signed by all parties (if applicable).

Failure to comply with the requirements assessed in Stage 1 (compliance), may lead to disqualification of bids.

12.2 Stage 2: Technical/ Functionality Evaluation

Bid responses will be evaluated in accordance with the functional criteria as follows:

12.2.1 Pre-qualification Criteria (Mandatory Criteria)

The technical assessment will commence with the pre-qualifying criteria as listed in section 2 of this RFP document.

Note: All bidders that fail to comply with any of the mandatory criteria shall not be considered for further evaluation on the *Other Functional/ Technical Requirements*.

12.2.2 Other Functional/ Technical Requirements

With regards to the other Functional requirements, the following criteria (set out in more detail on section 2 of this RFP document) and the associated weightings will be applicable:

EVALUATION CRITERIA	WEIGHT
1. Previous related experience (signed customer reference letters)	10
2. Skills and experience of the resources	15
3. Solution implementation project management approach and detailed project plan	15
4. Compliance with technical requirements for the SEG email and archiving solution as detailed in appendix A	50
5. Training and knowledge transfer to AGSA technical team members	10
TOTAL	100

Note: The minimum qualifying score for functionality is 70% or points. Only bidders that score 70% or points on functionality will be shortlisted for the next stage of evaluation.



12.3 Stage 3: Preference Point System Evaluation

All bids that achieve the minimum qualifying score for other technical evaluation (acceptable bids) will be evaluated further in terms of the preference point system to determine the final score as follows:

CRITERIA	POINTS
Price	80
B-BBEE	20
TOTAL	100



SECTION 2: FUNCTIONAL REQUIREMENTS SPECIFICATION



1. SPECIAL INSTRUCTION TO BIDDERS

- a. Should a bidder have reasons to believe that the requirement Specification is not open and/ or is written for a particular brand or product or service provider; the bidder shall notify AGSA Procurement within five (5) days after publication of the RFP.
- b. Bidders shall provide full and accurate answers to the questions posed in this document and, where required, explicitly state “Comply/ Not Comply” regarding compliance with the requirements. Bidders must substantiate their response to all questions, including full details on how their proposal/ solution will address specific functional/ technical requirements. All documents as indicated must be supplied as part of the bid response.

2. PROJECT BACKGROUND AND PURPOSE

2.1. A secure email gateway (SEG) is a cybersecurity solution that monitors and filters all inbound/ incoming and outbound/ outgoing email traffic to safeguard an organisation against email-based threats such as phishing, malware, spam, impersonation, and data loss. It serves as a protective layer between external email sources and the internal email infrastructure. The SEG solution includes multiple layers of inspection, filtering out spam, detecting phishing attempts, scanning for malware in attachments and links, Uniform Resource Locator (URL) protection and enforcing company-specific security policies. If the email passes all these security checks, the email is forwarded to the organisation’s internal mail server. These capabilities are essential to protect the AGSA’s communication environment from increasingly sophisticated email-borne threats.

2.2. An email archiving solution is a software designed to automatically capture, store, organise, and retain email communication in a secure, searchable format for future long-term access. It enables quick retrieval of historical emails and supports compliance with regulatory requirements. The email archiving solution enables the tamper-proof, long-term retention of email communications. It supports features such as legal hold, compliance auditing, and fast, efficient search and retrieval of historical email records. This ensures alignment with regulatory, legal, and governance requirements.

2.3. Email communication is the AGSA’s primary channel of business correspondence and collaboration. However, it is also the most targeted vector for cyber-attacks. This highlights the ongoing and evolving nature of email-based threats and the need for a



SEG solution. At the same time, regulatory and legal compliance demands such as those related to data retention, audit trails, and retrieval of archived emails have become more stringent. These developments necessitate the implementation of a robust email archiving solution that ensures secure, searchable, and legally defensible email retention.

2.5. The AGSA maintains a centralised email archiving environment and the prospective bidder will be required to migrate the existing archived emails. The current archived email size is approximately 80 terabytes with an expected growth of 10-20% per annum, primarily driven by the increase in the number of mailboxes and overall email usage. The current AGSA retention for email archiving services is 20 years. The proposed solution must be compatible with the AGSA's existing ICT infrastructure, which includes the following:

- Windows Server 2016 and above
- Windows 10 Operating System and above
- Microsoft Office 365
- Microsoft SQL Server 2016 – Enterprise Edition and above
- Microsoft Teams
- Microsoft SharePoint Online
- Microsoft OneDrive
- Active Directory 2016 and above
- Azure Active Directory
- Microsoft Exchange Online
- Oracle 12C database
- PeopleSoft 9.2

3. SCOPE OF WORK

The AGSA requires the following services:

3.1. A bidder to provide and deploy a SEG and email archiving solution that is fully compatible with the AGSA's existing hybrid ICT environment, which integrates both on-premises and cloud-based systems (Microsoft Exchange) for a period of 60 months including configuration, licensing, support and maintenance. The SEG and email archiving solution technical requirements are detailed in appendix A, sections A-C.



- 3.2. The bidder must provide software licenses and any related components necessary for the efficient, secure, and complete functioning of the SEG and email archiving solution within AGSA's environment. This includes any additional modules or integrations required to ensure full functionality and successful deployment. The AGSA does not expect to pay for any licenses during the solution implementation period. The AGSA currently has approximately 4 800 mailboxes with an expected growth of 10% per annum.
- 3.3. Historical email archiving services: The bidder will be required to migrate the existing archived emails and the current archived email size is approximately 80 terabytes with an expected growth of 10-20% per annum. The current AGSA retention for email archiving services is 20 years.
- 3.4. Project management services: The implementation period is envisaged to be a maximum of twelve months including the migration of the current archived emails. The bidder is required to submit a detailed project plan outlining key deliverables, timelines, resource allocation, risk mitigation, and dependencies to ensure timely deployment of the solution.
- 3.5. Training and knowledge transfer: The bidder must provide a detailed plan outlining how they will provide training for a minimum of 20 AGSA technical team members. The training plan must include:
 - 3.5.1. Transfer of skills and knowledge to enable in-house management and maintenance of the solution.
 - 3.5.2. Detailed training materials covering system configuration, monitoring, and troubleshooting.
 - 3.5.3. Ongoing training provision throughout the contract duration, as required.
- 3.6. Post-deployment support and maintenance: The bidders must provide three months post go-live handholding and 45 months comprehensive end-to-end post-deployment support and maintenance service to ensure ongoing operational efficiency, compliance, and security within the AGSA network. This will include regular software updates, technical support, and system health checks to mitigate potential risks and ensure continued adherence to AGSA information security policy and supporting procedures. The support and maintenance requirements are detailed in appendix A, section D. The availability of the proposed SEG and email archiving solution will be measured using uptime percentage metrics as follows:
 - 3.6.1. The expected service level agreement (SLA) is 99.99% uptime.



- 3.6.2. The mean time to respond is 4 hours.
- 3.6.3. Problem resolution required is the next business day.
- 3.6.4. Customer support availability required is 24 hours-seven days a week (24/7).
- 3.7. Certification: The bidder must be an original equipment manufacturer (OEM) of the proposed SEG and email archiving solution or authorised reseller of the solution. A confirmation letter from the OEM or certification from the OEM stating the reseller's certification status must be submitted as evidence thereof.
- 3.8. The bidder must ensure that all archived email data must reside within South African datacentres and must not be stored outside South African borders under any circumstances.

4. PERIOD OF THE CONTRACT

The contract period is 60 months consisting of twelve months configuration and implementation phase including migration of the archived emails, three months hand-holding phase and 45 months post-implementation support and maintenance phase. The configuration and full implementation of the SEG and email archiving solution must be completed within six months from the commencement date. Post-implementation support and maintenance services will commence immediately following the successful implementation. However, the contract period with the prospective bidder will be aligned with the migration of the current archived emails projected timelines to be submitted by the bidder.

5. TECHNICAL EVALUATION CRITERIA

Bidders shall be evaluated in terms of the following criteria for Phase 1 as referenced in Section 1, paragraph 12.2 above:

Bidders shall be evaluated in terms of the following criteria:

5.1 Pre-qualification criteria (mandatory criteria):

The bidder must indicate their compliance/ non-compliance to the following requirements and to substantiate as required. The bidder must respond in the format below, where additional information is provided/ attached somewhere else; such information must be clearly referenced. Failure to comply with the below pre-qualification requirements will lead to automatic disqualification of the bid.

Note: Where a criterion requires substantiation or evidence, a tick alone will not be accepted as proof of compliance. The corresponding substantiation or evidence must be provided to



support the compliance statement. Failure to do so will result in automatic disqualification of the bid.

Bidder to select / tick Comply or Not Comply below.

Criteria	Comply	Not Comply	Page Ref No:
<p>5.1.1 OEM certification or authorised reseller status</p> <p>The bidder must be an original equipment manufacturer (OEM) of the proposed SEG and email archiving solution or authorised reseller of the solution, and a confirmation letter from the OEM or certification from the OEM stating the reseller's certification status must be submitted as evidence thereof.</p>			
<p>Substantiate your compliance by providing evidence and including page numbers in the proposal.</p>			
<p>5.1.2 Skills and experience of the proposed resources</p> <p>The bidder must confirm in writing that at least one resource to be assigned to the AGSA project has a minimum of three (3) years' experience in deploying and supporting the proposed SEG and email archiving solution or relevant version thereof. The same resource must also possess a professional Information or Cyber Security certification (e.g. Certified Information Systems Security Professional (CISSP), Certified Email Security Specialist (CESS), CompTIA Security+). The bidder must submit a curriculum vitae (CV) and a professional Information or Cyber Security certification of at least one resource to be assigned to the AGSA project who complies with a minimum of three (3) years' experience in deploying and supporting the proposed SEG and email archiving solution or relevant version thereof.</p>			
<p>Substantiate your compliance by providing evidence and including page numbers in the proposal.</p>			
<p>5.1.3 Data Residency</p> <p>The solution must ensure that all data is stored, processed and managed exclusively within the geographical boundaries of the Republic of South Africa. No data may be transmitted, processed or stored outside South Africa under any circumstances, including through vendor-managed control planes, Software as a Service (SaaS) management layers, support tooling or diagnostic tooling. The bidder must submit</p>			



Criteria	Comply	Not Comply	Page Ref No:
comprehensive data flow diagrams and documented evidence showing where data is stored, processed, logged, monitored and managed, including all control plane interactions, and must demonstrate compliance with POPIA and South African data sovereignty requirements.			
Substantiate your compliance by providing evidence and including page numbers in the proposal.			

5.2 Other technical evaluation criteria (Appendix B)

The bidder must provide proof of documentation to the following requirements to substantiate what they have submitted as required. The bidder must package the response according to the format below and where additional information is provided/ attached somewhere else; such information must be clearly referenced. Bidders must obtain at least 70% or points on the technical evaluation to be considered further. Bidders that fail to achieve 70% or points shall be disqualified.



No.	Technical Evaluation Criteria	Portfolio of evidence	Applicable scoring guideline	Weighting	Page Ref No:
5.2.1	<p>Signed customer reference letters</p> <p>NB: Bidder must provide at least two (2) customer reference letters demonstrating experience in implementing and supporting a secure email gateway (SEG) and email archiving solution. The referenced project must have been executed within the past five (5) years (March 2021 to date).</p>	<p>Customer reference letters</p> <p>NB: The letter must be on a client's letterhead and signed by the authorised signatory and must include the following aspects:</p> <ul style="list-style-type: none">a. Details of the service offering (SEG and email archiving solution)b. Project period dates when the solution was successfully implemented	<ul style="list-style-type: none">• Two qualifying customer reference letters dated from March 2021-2026 (10 points).• One qualifying customer reference letter dated from March 2021-2026 (5 points).• No customer reference letters submitted/ reference letter submitted is not relevant to service required/ reference letter indicate that the solution was implemented prior to March 2021 (0 points).	10	
Substantiate your compliance by providing full and accurate information and cross reference to the relevant section of your proposal.					



No.	Technical Evaluation Criteria	Portfolio of evidence	Applicable scoring guideline	Weighting	Page Ref No:
5.2.2	<p>Skills and Experience of the proposed resources</p> <p>Skills and experience of the resources who will be assigned to the project reflecting the required number of years experience in the implementation and configuration of the proposed SEG and email archiving solution.</p>	<p>At least two (2) resources' curriculum vitae (CV) each reflecting a minimum of five years' experience or more in the implementation of the proposed SEG and email archiving solution and one of the resources must also possess a professional Information or Cyber Security certification (e.g. Certified Information Systems Security Professional (CISSP), Certified Email Security Specialist (CESS), CompTIA Security+).</p>	<ul style="list-style-type: none"> • Two (2) resources' CVs submitted with 5 years' experience or more per resource in deploying and supporting the proposed SEG and email archiving solution, and at least one resource must have the relevant Information or Cyber Security certification (15 points). • Two (2) resources' CVs submitted with 3-4 years' experience per resource in deploying and supporting the proposed SEG and email archiving solution, and at least one resource must have the relevant Information or Cyber Security certification (10 points). • One resource's CV submitted with 3-4 years' experience in deploying and supporting the proposed SEG and email archiving solution, and the resource must have the relevant Information or Cyber Security certification (5 points). 	15	



No.	Technical Evaluation Criteria	Portfolio of evidence	Applicable scoring guideline	Weighting	Page Ref No:
5.2.3	<p>SEG and email archiving solution implementation project management approach and detailed project plan</p> <p>SEG and email archiving solution implementation - project management approach excluding the migration of the historical emails.</p> <p>This requirement shall be evaluated as follows:</p> <p>a) Proposed project plan detailing key deliverables, associated timelines and dependencies which should be aligned to the bidder's project management approach</p> <p>b) The solution must be implemented within a six (6) months timeframe.</p>	<p>Submission of a proposed project plan detailing key deliverables, associated commissioning and implementation timelines and dependencies which should be aligned to the bidder's project management approach excluding the migration of the historical emails.</p>	<ul style="list-style-type: none"> • Comprehensive and well-structured project plan with clearly defined deliverables, detailed timelines and logical dependencies, showing sequencing and inter-relationships between activities (10 points) • Project plan includes some of the required elements (i.e. deliverables and timelines) but lacks sufficient detail and/or clear dependencies, or is partially structured (5 points) • Project plan is incomplete, vague, or missing key elements (deliverables, timelines, and/or dependencies), making implementation approach unclear OR No project plan submitted (0 points). 	10	
			<ul style="list-style-type: none"> • Completion of the commissioning and implementation of the SEG and email archiving solution within 6 months of the approved contract or shorter turnaround time (5 points). • Completion of the commissioning and implementation of the SEG and email archiving solution within 7-8 months of the approved contract (3 points). • Completion of the commissioning and implementation of the SEG and email archiving solution after 8 months of the approved contract (0 points). 		5
<p>Substantiate your compliance by providing full and accurate information and cross reference to the relevant section of your proposal.</p>					



No.	Technical Evaluation Criteria	Portfolio of evidence	Applicable scoring guideline	Weighting	Page Ref No:
5.2.4	<p>Compliance with technical requirements</p> <p>Bidders must provide written confirmation, accompanied by supporting evidence in their proposal, demonstrating that their solution complies with the SEG and email archiving solution requirements as specified in appendix A.</p>	<p>Written confirmation from the bidder of its compliance with AGSA's SEG and email archiving requirements, supported by relevant substantiating evidence</p> <p>Bidders must provide written confirmation, accompanied by supporting evidence in their proposal, demonstrating that their solution complies with the SEG and email archiving solution requirements as specified in appendix A.</p>	<p>Score obtained from the evaluation of Category A and B of the technical solution requirements as detailed in "Appendix B, Compliance Percentage tab".</p> <p>NB: Bidders will be evaluated against the full set of criteria within the overall Technical Evaluation stage.</p> <p>For this Criterion 5.2.4 - A minimum threshold of 70% will be applied to each BRQ under Category A: Critical Technical Solution Requirements.</p> <p>Bidders are required to achieve the minimum threshold for each individual BRQ.</p> <p>Failure to meet the threshold in any BRQ will result in the bidder being deemed technically non-compliant, leading to disqualification and exclusion from subsequent evaluation stages.</p>	50	
<p>Substantiate your compliance by providing full and accurate information and cross reference to the relevant section of your proposal.</p>					



No.	Technical Evaluation Criteria	Portfolio of evidence	Applicable scoring guideline	Weighting	Page Ref No:
5.2.5	Training and knowledge transfer to AGSA technical team members.	a) Training plan for AGSA team members NB: The bidder is required to submit a training plan for 20 ICT AGSA technical team members covering system configuration, monitoring and troubleshooting to enable in-house management and maintenance of the tool post deployment (i.e. quick-start tutorials, in-app tool tips to assist users understand system features and functionalities and video-based training materials for key functionalities, allowing users to learn visually and at their own pace).	<ul style="list-style-type: none"> • Training plan for 20 ICT AGSA team members submitted clearly indicating the types of training offered, training timelines and method of training (5 points) • No training plan submitted or training plan submitted does not clearly indicate the types of training offered, training timelines and method of training (0 points). 	5	
		b) User guides and knowledge transfer plan NB: The bidder is required to submit user guides and a knowledge transfer plan for 20 AGSA staff members indicating specifics on items such as how to test using the proposed SEG and email archiving solution troubleshooting basic user issues.	<ul style="list-style-type: none"> • Clear user guides and knowledge transfer plan submitted (5 points). • User guides and knowledge transfer plan not submitted, or user guides and knowledge transfer plan does not include the minimum aspects required (0 points). 	5	
Substantiate your compliance by providing full and accurate information and cross reference to the relevant section of your proposal.					
Total Score				100	



Note: Refer to Appendix B for detailed information on the criteria above.

The minimum qualifying score for functionality is (70 out of 100) points. All bidders must obtain at least 70% or points on the technical evaluation stage to be considered further to the next phase. Bidders that fail to achieve 70% or points shall be disqualified.



SECTION 3: COST PROPOSAL



SECTION 3: COST PROPOSAL

1 **NOTE: All prices must be VAT inclusive and must be quoted in South African Rand (ZAR).**

2 Are the rates quoted firm for the full period of the contract?

YES	NO

Important: If not firm for the full period, please refer to paragraph 5 below to provide details of the basis on which price adjustments shall be applied e.g. CPI, etc.

3 All additional costs associated the bidder's offer must be clearly specified and included in the Total Bid Price.

4

Is the proposed bid price linked to the exchange rate?	Yes	No
<p>If yes, the bidder must indicate CLEARLY which portion of the bid price is linked to the exchange rate:</p> <p>For purposes of this tender, the ZAR Rate to be quoted on for major foreign currencies should be as follows: 1 US Dollar to ZAR – R16.44 1 British Pound to ZAR – R21.71 1 EURO to ZAR – R18.74</p> <p>Note – this is the South African Reserve bank rate as of 29 June 2026 and will apply to evaluate price proposals during the tender evaluation stage. Any Rate of exchange fluctuations will be addressed as part of contract negotiations with the recommended bidder. Bidders proposing pricing in any other foreign denomination, should clearly indicate such with the associated ZAR rate as of 29 June 2026.</p>		

5 **Price**

5.1 Is the proposed bid price subject to any escalations?

Yes	No

5.2 If the proposed bid price is subject to any escalations, then please stipulate, in detail, the following:

	Response from bidder
5.2.1.Which price line item(s) is subject to escalations?	
5.2.2.What is the escalation percentage (%) for the affected price line item(s)?	
5.2.3.What is the frequency of escalation for the affected price line item(s)?	
5.2.4.Is the escalation percentage fixed or variable for the affected price line item(s)?	
5.2.5.What is the escalation(s) based on whether fixed or variable? (e.g. CPI, fixed price increases in line with business operating model, etc.)	
5.2.6.Is any price line item(s) linked to the exchange rate? If yes, then stipulate the relevant line item(s).	
5.2.7.Was the stipulated Rate of Exchange (RoE), as provided in the table above, applied to the foreign currency conversion?	



6

Payments will be linked to specified deliverables after such deliverables have been approved by the AGSA. Payments will be made within 30 days from date of invoice.	Comply	Not Comply

7

The AGSA reserves the right to consider the guidelines on consultancy rates as set out in the National Treasury Instruction Note on Cost Containment Measures , where relevant.	Comply	Not Comply
The bidder must indicate if their proposed rates are in line with the provisions of the referenced National Treasury Instruction: Cost Containment Measures.		
Substantiate / Comments		



8 COSTING MODEL FOR SIXTY (60) MONTHS – REFER TO APPENDIX C FOR COMPLETION

Item	Quantity / Unit of Measure	Cost Excl. VAT (Year 1)	Cost Excl. VAT (Year 2)	Cost Excl. VAT (Year 3)	Cost Excl. VAT (Year 4)	Cost Excl. VAT (Year 5)	Grand Total Cost
SEG and Email Archiving Annual Licences	4 800 users	R -	R -	R -	R -	R -	R -
Browser Isolation Licences	4 800 users	R -	R -	R -	R -	R -	R -
DMARC Analyzer - Product	5 seats	R -	R -	R -	R -	R -	R -
DMARC Analyzer - Managed Service	5 seats	R -	R -	R -	R -	R -	R -
Configuration and Implementation	Once-off	R -					R -
ICT Technical Support Team Training and Skills Transfer	20 staff members	R -					R -
Migration of Archived Emails	1 unit	R -					R -
SEG and Email Archiving Solution Support and Maintenance	Annual	R -	R -	R -	R -	R -	R -
Other costs (Please define)		R -	R -	R -	R -	R -	R -
Other costs (Please define)		R -	R -	R -	R -	R -	R -
Other costs (Please define)		R -	R -	R -	R -	R -	R -
Other costs (Please define)		R -	R -	R -	R -	R -	R -
Total cost (excluding VAT)		R -	R -	R -	R -	R -	R -
VAT @ 15%		R -	R -	R -	R -	R -	R -
Total (including VAT)		R -	R -	R -	R -	R -	R -

Notes on pricing:

- Bidders must also provide a separate detailed quotation including an indication of any additional factors/ dependencies that the AGSA team will need to be aware of.
- Where “Other costs” are proposed, bidders must clearly indicate, for each line item, if these costs are necessary for the successful delivery of the project OR if these are optional/ value add and will not have a material impact on the successful delivery of the project. Should 'Other costs' be deemed optional or as value-added components, the AGSA reserves the right to exercise its discretion in determining whether such costs are to be considered in the price evaluation.



- Bidders are advised that the anticipated commencement date of the contract is 01 April 2027. Accordingly, all proposed pricing must be based on this commencement date and should make adequate provision for any applicable foreign exchange fluctuations, escalation adjustments and other relevant cost drivers that may impact delivery of the services.

SUMMARY OF THE COST PROPOSAL

NO.	DESCRIPTION	BIDDER'S PROPOSED COST (INCL. VAT)
1.	SEG and Email Archiving Annual Licenses	
2.	Browser Isolation Licences	
3.	DMARC Analyzer - Product	
4.	DMARC Analyzer - Managed Service	
5.	Configuration and Implementation	
6.	ICT Technical Support Team Training and Skills Transfer	
7.	Migration of Archived Emails	
8.	SEG and Email Archiving Solution Support and Maintenance	
	TOTAL	



Price Declaration Form

Dear Sir/Madam,

Having read through and examined the Request for Proposal (RFP) Document, RFP no. **AGSA/01/2026**, the General Conditions, and all other Annexures to the RFP Document, we offer to provide an SEG and email archiving solution for the Auditor-General South Africa (AGSA) over a period of sixty (60) months at a total cost of:

R.....
..... (Including VAT)

In words

R.....
..... (Including VAT)

We confirm that this price covers all activities associated with the service, as called for in the RFP document. We confirm that AGSA will incur no additional costs whatsoever, other than in respect of VAT, over and above this amount in connection with the provision of this service.

We undertake to hold this offer open for acceptance for a period of 120 days from the date of submission of offers. We further undertake that upon final acceptance of our offer, we will commence with the provision of the required service when required to do so by the AGSA.

We understand that you are not bound to accept the lowest or any offer, and that we must bear all costs which we have incurred in connection with preparing and submitting this bid.

We hereby undertake for the period during which this bid remains open for acceptance, not to divulge to any persons, other than the persons to whom the bid is submitted, any information relating to the submission of this bid or the details therein except where such is necessary for the submission of this bid.

SIGNED

DATE

(Print name of signatory)

Designation _____

FOR AND ON BEHALF OF: COMPANY NAME _____

Tel No: _____

Cell No: _____



SECTION 4: ANNEXURES



Annexure 1: Acceptance of Bid Conditions and Bidder's Details

Request for Proposal No: _____
Name of Bidder: _____
Authorised signatory: _____
Name of Authorised Signatory: _____
Position of Authorised Signatory: _____

By signing above the bidder hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under this RFP.

BIDDING STRUCTURE

Indicate the type of Bidding Structure by marking with an 'X':	
Individual Bidder	
Joint Venture/ Consortium	
Prime Contractor with Sub-Contractors	
Other	

REQUIRED INFORMATION

If Individual Bidder:	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Email address	
Postal Address	
Physical Address	



If Joint Venture or Consortium, indicate the following for each partner:	
Partner 1	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Email address	
Postal Address	
Physical Address	
Scope of work and the value as a % of the total value of the contract	
Partner 2	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Email address	
Postal Address	
Physical Address	
Scope of work and the value as a % of the total value of the contract	



If bidder is a Prime Contractor using Sub-contractors, indicate the following:	
Prime Contractor	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Email address	
Postal Address	
Physical Address	
Subcontractors	
Name of Company	
Company Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Email address	
Postal Address	
Physical Address	
Sub-contracted work as a % of the total value of the contract	



Annexure 2: Tax Compliance Requirements

1. TAX COMPLIANCE REQUIREMENTS		
1.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.		
1.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.		
1.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.		
1.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.		
1.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS PIN.		
2. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS		
2.1	IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2.2	DOES THE BIDDER HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2.3	DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2.4	DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<p>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 1.3 ABOVE.</p>		
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:	

Annexure 3: Supply chain management practices questionnaire

Request for Proposal No: _____

Name of Bidder: _____

Authorised signatory: _____

[Note to the Respondent: The Respondent must complete the information set out below. If the Respondent requires more space than is provided below it must prepare a document in substantially the same format setting out all the information referred to below and return it with Returnable Schedule 2.]

The bidder must complete the following questionnaire.

Bidder's past supply chain management practices:

Item	Question	Yes	No
3.1	<p>Is the Bidder or any of its directors listed on the South African National Treasury's database as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this database were informed in writing of this restriction by the South African National Treasury after the <i>audi alteram partem</i> rule was applied).</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
	If so, provide particulars:		
3.2	<p>Is the Bidder or any of its directors listed on the Register for Bid Defaulters in terms of section 29 of the <i>Prevention and Combating of Corrupt Activities Act</i> No 12 of 2004?</p> <p>To access this Register enter the National Treasury's website, www.treasury.gov.za , click on the icon "Register for Bid Defaulters" or submit your written request for a hard copy of the Register to facsimile number +27123265445.</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
	If so, provide particulars:		
3.3	<p>Was the Bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>



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Item	Question	Yes	No
	If so, provide particulars:		
3.4	Does the Bidder relate to any AGSA employee or part of AGSA current or past staff (employee) establishment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If so, provide particulars:		
3.5	Was any contract between the Bidder and any organ of state (within the Republic of South Africa or within any foreign territory) terminated during the past five years on account of failure to perform on or comply with the contract?		
	If so, provide particulars:		

I, _____ (print name) hereby certify that the information, facts and representations are correct and that I am duly authorized to sign on behalf of the company.

Name of Company: _____

Company Registration Number: _____

Company VAT Registration Number: _____

Signature

Date



Annexure 4: Declaration of Interest

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
 - The bidder is employed by the state; and/or
 - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.
2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**
 - 2.1 Full Name of bidder or his or her representative:
 - 2.2 Identity Number:
 - 2.3 Position occupied in the Company (director, trustee, shareholder²):
 - 2.4 Company Registration Number:
 - 2.5 Tax Reference Number:
 - 2.6 VAT Registration Number:
 - 2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹“State” means –



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

²"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

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

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

Name of state institution at which you or the person connected to the bidder is employed:
.....

Position occupied in the state institution:

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

2.7.2 If you are presently employed by the state, did you obtain **YES / NO**
the appropriate authority to undertake remunerative
work outside employment in the public sector?

2.7.2.1 If yes, did you attached proof of such authority to the bid **YES / NO**
document?

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.



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2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....
.....
.....

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

2.8.1 If so, furnish particulars:

.....
.....
.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars.

.....
.....
.....

2.10 Are you, or any person connected with the bidder (i.e. shareholder, partner, director etc.), aware of any relationship (family, friend, other) between any other bidder or any other company and any person employed by the AGSA who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.10.1 If so, furnish particulars.

.....
.....
.....



2.11 Do you or any of the directors / trustees / shareholders / members YES/NO
of the company have any interest in any other company whether or not
they are bidding for this contract? The AGSA reserves the right to undertake
further background checks on any other company where partners, shareholders
or any interested party of the bidder may be involved in and to consider any
findings in this regard as part of its vetting processes.

2.11.1 If so, furnish particulars:

.....
.....
.....

3 Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Tax Reference Number	State Employee Number / Pearsal Number

DECLARATION

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

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT. I ACCEPT THAT AGSA MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature Date

.....
Position Name of bidder



Annexure 5: Certificate of Independent Bid Determination

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
 - 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
 - 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
 - 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
 - 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:
-



CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. 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 consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:



-
- (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid;
or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
 9. 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.
 10. 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.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder



6.3 Directors

Name of the shareholder	ID Number	Race	Gender

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

CERTIFY THAT THE INFORMATION FURNISHED ABOVE IS CORRECT.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

Annexure 7: B-BBEE CLAIM FORM

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

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

General Conditions

- 1.1 Failure on the part of a bidder to submit a valid B-BBEE certificate issued or a certified copy by a verification professional regulator or Affidavits in respect of EME's and QSE's will be allocated a score of "0" for B-BBEE points
- 1.2 The AGSA reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the AGSA.

Definitions

- 1.3 "all applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- 1.4 "B-BBEE" means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 1.5 "B-BBEE status level of contributor" means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the B-BBEE Act;
- 1.6 "bid" means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- 1.7 "Broad-Based Black Economic Empowerment Act" means the Broad-Based Black Economic Empowerment Act, Act No. 53 of 2003 ("B-BBEE Act");
- 1.8 "comparative price" means the price after the factors of a non-firm price and all unconditional discounts that can be utilised have been taken into consideration;
- 1.9 "consortium or joint venture" 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;
- 1.10 "contract" means the agreement that results from the acceptance of a bid by an organ of state;
- 1.11 "EME" means an Exempted Micro Enterprise as defined by Codes of Good Practice issued in terms of section 9 (1) of the B-BBEE Act No 53 of 2003;
- 1.12 "QSE" means a Qualifying Small Enterprise as defined by Codes of Good Practice issued in terms of section 9 (1) of the B-BBEE Act No 53 of 2003;
- 1.13 "Firm price" 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 levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 1.14 "functionality" means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;



- 1.15 “non-firm prices” means all prices other than “firm” prices;
- 1.16 “person” includes a juristic person;
- 1.17 “rand value” means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes;
- 1.18 “sub-contract” means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
- 1.19 “total revenue” bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the B-BBEE Act and promulgated in the Government Gazette on 9 February 2007; Adjudication Using a Point System
- 1.20 The bidder obtaining the highest number of total points will be awarded the contract.
- 1.21 Preference points for this tender has been set at the 80/20 system. Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts.
- 1.22 Points scored must be rounded off to the nearest 2 decimal places.
- 1.23 In the event that two or more bids have scored equal total points, the successful bid will be the one scoring the highest number of preference points for B-BBEE.
- 1.24 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- 1.25 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

Points Awarded for B-BBEE Status Level of Contribution

- 1.26 Preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

- 1.27 A bidder who qualifies as an EME or QSE in terms of the B-BBEE Act must submit an affidavit confirming Annual Total Revenue and Level of Black Ownership.
- 1.28 A bidder other than EME or QSE must submit a valid B-BBEE certificate, or a certified copy thereof issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA)



- 1.29 A consortium or joint venture will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their consolidated B-BBEE status level certificate.
- 1.30 A consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 1.31 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialised scorecard contained in the B-BBEE Codes of Good Practice.
- 1.32 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends to sub-contract more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 1.33 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

Bid Declaration

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

B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF THIS ANNEXURE

- 1.35 B-BBEE Status Level of Contribution:

..... = (Maximum of 20 points)

Annexure 8: Disclosure Statement

Disclosure Statement

In terms of the tender condition 8.6, which allows the AGSA to conduct background checks on bidders and its shareholders and directors, the AGSA hereby requires bidders to provide the following additional information:

- 9.1 The AGSA considers the integrity of its appointed service providers to be of critical importance. The AGSA reserves the right to disqualify from further consideration, any bidder whose integrity, based on past conduct (during the 5 years immediately preceding the bid submission date), it considers questionable.
- 9.2 To this end, the AGSA requires each bidder to include in its bid, a disclosure statement which details the following (with sufficient information and supporting documentation for the AGSA to make its own assessment as to the materiality or seriousness of allegations regarding the bidder's integrity or conduct):
 - 9.2.1 any criminal charges made against the bidder or any of its directors, shareholders or management officials regarding their professional conduct;
 - 9.2.2 any civil proceedings initiated against the bidder or any of its directors, shareholders or management officials regarding their professional conduct; and
 - 9.2.3 any other enquiry or similar proceedings initiated or threatened against the bidder or any of its directors, shareholders or management officials regarding their professional conduct.
- 9.3 Where the bidder is a consortium, the disclosure statement referred to in paragraph 9.2 above must be made separately in respect of each consortium partner.
- 9.4 In the event that the bidder's circumstances change, after submission of its bid, in regard to any matter referred to in paragraph 9.2 above or in regard to any matter referred to in its disclosure statement, the bidder must submit a written notification to AGSA indicating the nature and extent of such changed circumstances.
- 9.5 The AGSA reserves the right to seek such additional information from any bidder, in respect of the disclosure statement referred to in paragraph 9.2 above, as it may, in its sole discretion, determine, whether such information has been requested under this RFP or otherwise, and may require the bidder to make oral presentations for clarification purposes or to present supplementary information, in respect of the disclosure statement if so required by the AGSA.
- 9.6 Based on its own assessment of the contents of the bidder's disclosure statement and any publicly available information which is relevant to the contents of such disclosure statement, the AGSA will decide whether the bidder's conduct or any allegations relating thereto pose a risk, reputational or otherwise, to the AGSA; and if it reaches an adverse conclusion the AGSA will in its sole discretion have the right to disqualify a bidder from further participation in the tender process. Disqualification on this ground may be done at any stage in the bid evaluation process prior to contract award.

Annexure 9: Privacy & Protection of Personal Information Act 4 of 2013 Requirements

Request for Proposal No:	
Name of Bidder:	
Authorised signatory:	

Protecting personal information is important to the Auditor General South Africa (AGSA). To do so, AGSA follows general principles in accordance with applicable privacy laws and the Protection of Personal Information Act 4 of 2013 (POPIA).

Bidders are therefore required to complete the below and submit as part of their bid response:

Consent to process information according to Popia

- a) The bidder gives consent and accepts that the information provided by the bidder shall be used for the purpose of evaluation and adjudication of this bid. This includes use of the data provided by a bidder to perform due diligence checks involving the collection of personal data from third parties (e.g. clients of the bidder, Sars, CIPC) to validate claims and to gather important information for the purpose of evaluation and adjudication of this bid. This may include the collection of publicly available data.

YES/NO

- b) The bidder gives consent and accepts that the AGSA may use personal data to investigate potential risks such as fronting, criminal conduct and unethical conduct, for the protection of its rights and for the purpose of evaluation and adjudication of this bid. The AGSA may also share personal data with relevant authorities for investigation of criminal conduct and for other lawful purposes.

YES/NO

- c) The AGSA may share the bidder’s personal data with third parties to support our bid evaluation processes.

YES/NO

- d) Bidders must be aware that personal information collected as a result of this process may be used for secondary purposes such as the internal and external audit process.

YES/NO

- e) The bidder’s personal data shall be kept confidential and be used for the purpose intended for this bid and shall not be shared with third parties for unrelated or unlawful purposes. In addition, the information shall be handled in line with record retention guidelines and be disposed of when the

timelines in the guidelines have been reached. Any request for deletion of personal information shall be acceded to in line with legislative requirements. Should such deletion impact on the evaluation, adjudication, awarding and contract phases, the bidder shall be informed and such impact effected.

YES/NO

- f) Bidders must note that if they do not provide consent and submit their personal information as required, the AGSA would be unable to evaluate your bid. This complies with section 18 (1) (d) (e) of the Popia, meaning submission of such personal information is voluntary, and the consequences of not submitting such personal information is that the AGSA would not be able to process your submission.

YES/NO

Information security measures that the AGSA implements

The AGSA secures personal information in its possession and control through technical and organisational safeguards, which it has implemented to protect the integrity and confidentiality of personal information in accordance with generally accepted information security practices and procedures.

I, _____ (print name) hereby certify that the information, facts and representations are correct and that I am duly authorized to sign on behalf of the company.

Name of Company/ Entity: _____

Company/ Entity Registration Number: _____

Company/ Entity VAT Registration Number: _____

Signature (Company/ Entity Representative)

Date