

**PART A**  
**INVITATION TO RESPOND TO RFI**

**YOU ARE HEREBY INVITED TO RESPOND TO THE REQUIREMENTS OF THE DEPARTMENT OF HOME AFFAIRS**

BID NUMBER:	RFI DHA01-2022	CLOSING DATE:	25 MARCH 2022	CLOSING TIME:	11:00					
DESCRIPTION	<b>REQUEST FOR INNOVATION ION CT NEEDS AND CHALLENGES</b>									
<b>RFI RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>										
<b>Department of Home Affairs,</b>										
<b>230 Johannes Ramokhoase Street,</b>										
<b>Cnr. Thabo Sehume and Johannes Ramokhoase Streets</b>										
<b>Hallmark Building, Pretoria</b>										
<b>PROCUREMENT PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>							
CONTACT PERSON	<b>Nico Masango/ Lunga Njwabule</b>		CONTACT PERSON	<b>Simphiwe Hlophe</b>						
TELEPHONE NUMBER	<b>(012) 406 2789 / 012 406 4027</b>		TELEPHONE NUMBER	<b>(012) 406 7117</b>						
E-MAIL ADDRESS	<b><a href="mailto:Nico.masango@dha.gov.za">Nico.masango@dha.gov.za</a> / <a href="mailto:lunga.njwabule@dha.gov.za">lunga.njwabule@dha.gov.za</a></b>		E-MAIL ADDRESS	<b><a href="mailto:Simphiwe.hlophe@dha.gov.za">Simphiwe.hlophe@dha.gov.za</a></b>						
<b>SUPPLIER INFORMATION</b>										
NAME OF RESPONDENT										
POSTAL ADDRESS										
STREET ADDRESS										
TELEPHONE NUMBER	CODE		NUMBER							
CELLPHONE NUMBER										
FACSIMILE NUMBER	CODE		NUMBER							

## PART B TERMS AND CONDITIONS FOR BIDDING

### 1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.

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

SIGNATURE OF BIDDER: .....

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

DATE: .....

## I INSTRUCTIONS TO RESPONDENTS

### A THE TENDER DOCUMENTS

#### **Rules for Responding**

- 1.1. The Department is not bound to accept any of the proposals submitted and reserves the right to call for presentations from short-listed bidders before final selection.
- 1.2. Foreign firms providing proposals must become familiar with local conditions and laws and take them into account in preparing their proposals.
- 1.3. The service provider and its affiliates are disqualified from providing goods, works and services to any private party to this Agreement, or any eventual project that may result, directly or indirectly from these services.
- 1.4. Firms may ask for clarification on these tender documents or any part thereof up to close of business 1 week before the deadline for the submission of the bids.
- 1.5. The Department reserves the right to return late submission unopened.

#### **Conditions of the Tender**

- 1.6. The General Conditions of contract, as attached will apply.
- 1.7. All information, documents, programmes and reports must be regarded as confidential and may not be made available to any unauthorised person or institution without the written consent of the Department.
- 1.8. The service provider is entitled to general knowledge acquired in the execution of this agreement and may use it, provided that it shall not be to the detriment of the Department.

#### **Cost of Responding**

- 1.9. The Respondent shall bear all costs associated with the preparation and submission of its RFI response and the Department, will in no case be held responsible or liable for these costs, regardless of the conduct or outcome of the RFI process.

#### **Content of Tender Documents**

- 1.10. The services required, procurement procedures and contract terms are prescribed in the RFI documents, which include:
  - i. Instruction to RFI Respondents;
  - ii. Technical RFI;
  - iii. Terms of Reference;

## RFI DHA01-2022

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1.11. The Respondent is expected to examine all instructions, forms, terms and specifications in the tender documents. Failure to furnish all information required by the tender documents or submission of a not responsive to the tender documents in every respect will be at the Respondent's risk and may result in rejection of the bid.

### **Clarification of Tender Documents**

1.12. The Department will respond in email to any request for clarification of the RFI documents which it receives no later than 1 week prior to the deadline for submission of prescribed by the Department.

**1.13. RFI Respondents are invited to a non-compulsory virtual (Microsoft Teams) briefing session that will be held as follows:**

- **RFI DHA01-2022**
- **Date and time:** Friday, 18 February 2022 at 10h00.

**Interested RFI respondents must submit an email requesting the link to the virtual meeting on or before Wednesday, 16 February 2022.**

### **Amendment of Tender Documents**

1.14. At any time prior to the deadline for submission of bids, the Department may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective RFI respondent, modify the tender document by amendment.

1.15. All prospective RFI Respondents who have received the tender document will be notified of the amendment in writing or by fax, and same will be binding on them.

1.16. In order to allow prospective RFI Respondents reasonable time in which to take the amendment into account in preparing their RFI responses, the Department, at their discretion, may extend the deadline for the submission of bids.

## **B. PREPARATION OF BIDS**

### **Language of RFI Response**

1.1. The prepared by the RFI Respondent, as well as all correspondence and documents relating to the RFI Response exchanged by the RFI Respondents and the Department shall be written in English.

### **Documents Constituting the RFI Response**

1.2. The prepared by the Respondent shall comprise the following components:

1. **Technical RFI Response**
2. **Financial Bid, comprising:**
  - i. Not applicable

## **Closing Date of Bids**

- 1.3. RFI Responses (Technical and Financial) must be received by the Department at the address specified under clause 1.13 above. In the event of the specified date for the submission of RFI Responses being declared a holiday for the Department, the RFI Responses will be received up to the appointed time on the next working day.
- 1.4. The Department may, at its discretion, extend this deadline for submission of RFI responses by amending the RFI documents in which case all rights and obligations of the Department and RFI Respondents previously subject to the deadline will thereafter be subject to the deadline as extended.

## **Late Bids**

- 1.5. Any received by the Department after the deadline for submission of prescribed by the Department, will be rejected and/or returned unopened to the Bidder.

## **Modification and Withdrawal of Bids**

- 1.6. A bidder, may modify or withdraw, its response after the bid's submission, provided that written notice of the modification or withdrawal is received by the Department prior to the deadline prescribed for submission of responses.
- 1.7. The Bidder's modification or withdrawal notice shall be prepared, sealed, marked and dispatched in accordance with the provisions of clause 6. A withdrawal notice may also be sent by fax, followed by a signed confirmation copy, post marked not later than the deadline for submission of bids.
- 1.8. No may be modified subsequent to the deadline for submission of bids.
- 1.9. No may be withdrawn in the interval between the deadline for submission of and the expiration of period of validity specified by the on the Invitation to form.

## **C. EVALUATION OF BIDS**

### **Clarification of RFI Responses**

- 1.1. During evaluation of bids, the Department may, at its discretion, ask the for a clarification of its bid. The request for clarification and the response shall be in writing.



**home affairs**

Department:  
Home Affairs  
**REPUBLIC OF SOUTH AFRICA**

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#### **TERMS OF REFERENCE**

**RFI DHA01-2022**

#### **REQUEST FOR INNOVATION ICT NEEDS AND CHALLENGES**

##### **CLOSING DATE AND TIME OF BID:**

**25 March 2022 at 11h00**

are invited to a non-compulsory virtual (Microsoft Teams) briefing session that will be held as follows:

**Date and time:** Friday, 18 February 2022 at 10h00.

**Interested bidders must submit an email requesting the link to the virtual meeting on or before Wednesday, 16 February 2022.**

**BID VALIDITY PERIOD: 90 DAYS**

**Department of Home Affairs  
Supply Chain Management**

## TERMS OF REFERENCE

### OBJECTIVE

1. The purpose of the request for information (RFI) is to invite Information & Communications Technology (ICT) Solution Providers/Integrators, Original Equipment Manufacturers (OEMs), and Valued-Added Resellers (VARs) to give input on information in accordance with various ICT challenges and aspirations the Department of Home Affairs may have within specified focus areas.
2. Respondents are expected to submit a separate response for each focus area post their attendance of a briefing.

### BACKGROUND

3. The Department of Home Affairs (DHA) is largely dependent on computerised information systems to carry out its business operations, service delivery and to process, maintain, and secure essential information.
4. In 2007 cabinet approved the Free and Open Source Software (FOSS) Policy and Strategy for government. The cabinet issued a statement that all new software developed for or by the government will be based on open standards and government will itself migrate current software to open source software.
5. The Department views the use of FOSS not only as cost-saving imperative, but a necessary mitigation against vendor lock-in whilst ensuring support certainty and an increased contribution to tax revenue collection efforts.

### BUSINESS OBJECTIVES

6. This RFI seeks achieve the following primary objectives:
  - a. Reduce the cost of ICT;
  - b. Progressively migrate towards modern but proven technologies; and
  - c. Optimise ICT investments through optimal selection of ICT goods and services.

### FOCUS AREAS

7. In order to assist the Department to timeously review the responses, respondents are kindly request to submit separate responses for each focus area.

The responses should cover the following focus areas:

- Network Connectivity Platforms
- Network Monitoring, Alerting, and Reporting Tools
- Self-Contained Secured Wireless Local Area Networks for Internet Access
- Network Configuration Management
- Data Centre, Server and Application Hosting Consolidation
- Application Performance Management

- Application Virtualisation
- Container-based Virtualisation Technologies
- Office Productivity (Traditional and OCR)
- Enterprise Project and Portfolio Management
- Enterprise Performance Management
- Database Management Systems
- Business Intelligence (BI)
- System Integration Platforms / Middleware
- Enterprise Content Management
- Automated Secure Code Reviews
- Software Development Toolsets
- Infrastructure-aware Application Development
- Secure DevOps Programme
- Robotic Process Automation
- Mobile Application Development
- Virtual Meeting Platforms
- ICAO Standard Compliant Photographs
- Artificial Intelligence
- Citizen Empowerment and Inclusion
- Human Capital Development
- Centralised System and Audit Logging
- Digital Asset Protection
- Multi-factor Authentication and Transaction Non-Repudiation
- User Activity Monitoring
- Intrusion Detection and Prevention

## **NETWORK CONNECTIVITY PLATFORMS**

8. The Department is currently using the following network connectivity modes:

- a. Fibre for Front Offices and Bank Branches;
- b. Microwave for Front Offices;
- c. VSAT for Ports of Entry, Front Offices, and Mobile Trucks;
- d. Mobile LTE for Ports of Entry, Mobile Trucks, Health Facilities;
- e. DIGINET for Front Offices and Bank Branches– These connections should have been migrated to fibre but the local telecommunications infrastructure does not allow this.

9. The Department operates both within well serviced and underserviced areas (rural and urban) in terms of telecommunications infrastructure. Fibre would be the preferred mode of connectivity for immobile points of presence such as front offices, bank branches, health facilities, and ports of entry. Unfortunately, fibre infrastructure is not available at all DHA offices.
10. The current Live Capture system runs optimally on Fibre, Microwave and DIGINET, poorly on LTE and VSAT (Geostationary High Orbiting and Low Earth Orbiting satellites). Whilst Live Capture optimally runs on network links with less than 60ms latency, the VSAT links have an average latency of 500 +ms.

## **NETWORK MONITORING, ALERTING, AND REPORTING TOOLS**

11. The Department is using ManageEngine on a limited basis to monitor, alert, and report on Data Centre infrastructure. Tools such as IBM Netcool were previously licensed but not used. An appraisal of available intelligent tools that would allow proactive monitoring, alerting, reporting, and capacity planning of data centre and network infrastructure is requested.

## **NETWORK CONFIGURATION MANAGEMENT**

12. This is currently not used within the Department. An appraisal on available multi-vendor network change, configuration and compliance management (NCCM) solutions for switches, routers, firewalls and other network devices is hereby requested.

## **SELF-CONTAINED SECURED WIRELESS LOCAL AREA NETWORKS FOR INTERNET ACCESS**

13. The Department has office spaces which it uses to interact with business, civic society, diplomats, and organised labour. In such spaces there is usually a need for wireless internet access. For systems security reasons, such wireless access should not be connected to the DHA internal network.
14. Possible areas of deployment may include the Corporate Office, Ministry, and Provincial Management Offices. Such deployment solution should also have the ability to enrol users and keep records of each user's activity for a minimum period of five (5) years. An infrastructure-as-a-service option would be preferred.

## **DATA CENTRE, SERVER AND APPLICATION SYSTEM HOSTING CONSOLIDATION**

15. The Department hosts its systems across various data centres and computing platforms. We would like to not just reduce the number of data centres to at least two or three, but to also consolidate applications in a manner that ensure ICT Service Continuity by deploying application systems in a high availability configuration across data centres.

## **APPLICATION PERFORMANCE MANAGEMENT**

16. This is currently not used within the Department, but the Department would like to appraise itself on the related technologies including their practical application. The Department would like to be able to gain code-level visibility and being able to detect and resolve application performance issues.

## APPLICATION VIRTUALISATION

17. This is currently not used within the Department, but the Department would like to appraise itself on the related technologies including their practical application.

## CONTAINER-BASED VIRTUALISATION TECHNOLOGIES

18. This is currently not used within the Department, but the Department would like to appraise itself on the related technologies including their application.

## OFFICE PRODUCTIVITY (TRADITIONAL AND OCR)

19. The Department is currently on the Microsoft Enterprise Agreement which allows it to access Microsoft Office products such as Excel, Word, PowerPoint, Visio, Project Desktop, and Publisher.

From time to time there is need to:

- Convert scanned documents (image and PDF) into text documents;
- Edit and redact PDF documents (on premise cost-effective web based solution would be preferred); and
- Convert/export documents into small size PDF documents (both desktop and web based on premise solution would be preferred).

## ENTERPRISE PROJECT AND PORTFOLIO MANAGEMENT

20. Through the Microsoft Enterprise Agreement, the Department is entitled to the use of Microsoft Project Server. However, the software is currently unused.
21. In addition to planning, budgeting, and forecasting projects, the Department would like to be able to develop the capability and capacity to strengthen general project management and scheduling processes by aggregating data and composing helpful reports.

## ENTERPRISE PERFORMANCE MANAGEMENT (EPM)

22. A need for an automated and seamless way of monitoring performance, in terms of the Departmental Strategic Plan, Annual Performance Plans, and Annual Operational Plans, across the Department exists. An ideal EPM solution should comprise of three elements, namely Planning, Budgeting, and Forecasting.

## DATABASE MANAGEMENT SYSTEMS (RELATIONAL AND NOSQL)

23. The following database management systems are in the DHA environment:

- IBM DB2
- Oracle Database
- Microsoft SQL Server
- MySQL/Maria DB

24. The Department would like to consolidate its database platforms onto a reliable, enterprise-grade open-source database platform in order to reduce vendor lock-in and software licensing costs. In addition, the Department would also like implement an open-source document-oriented database platform for its ECM systems.

## BUSINESS INTELLIGENCE (BI)

25. The following BI products are found within the DHA environment:

- a. Reporting Services for Microsoft SQL Server;
- b. Apache Spark (R&D environment); and
- c. Apache Hadoop (R&D environment).

26. The Department would like BI solutions that enables the timely detection of fraud and irregular transactions, coupled with automated realtime alerts and scheduled periodic reports.

## SYSTEM INTEGRATION PLATFORMS / MIDDLEWARE

27. The Department uses Enterprise Bus and Message Queuing systems for integrating data across disparate systems and for fulfilling third party queries on the DHA databases. The following system integration platforms are in the DHA environment:

- IBM Integration Bus and Message Queue
- Oracle Tuxedo
- Talend ESB (R&D environment only)
- Apache MQ (R&D environment only)
- RabbitMQ (R&D environment only)
- ZeroMQ (R&D environment only)

28. The Department would like to explore the possibility of using data streaming and event streaming technologies for processing of hundreds of thousands, if not millions of data queries and transactions that it is positioning itself to get from third party organisations and individuals both within and outside of government.

## ENTERPRISE CONTENT MANAGEMENT (ECM)

29. The following ECM products are found within the DHA environment:

- a. Documentum - limited to core business processes only at Civics and Immigration front offices, including eHome Affairs and eVisa.
- b. SharePoint – recently deployed as part of a Microsoft pilot, but yet to be utilised even for basic personal data management and group collaboration; and
- c. Alfresco – currently used for the storage and retrieval of the recently digitised birth records.

30. The Department would like to not just consolidate its ECM product portfolio, whilst reducing the cost of ownership, but also incorporate document-oriented NoSQL databases. There are numerous non-core business processes that are still paper

form based that could be automated thus reducing process inefficiencies, data loss, and fraud, whilst providing agility for remote working.

## AUTOMATED SECURE CODE REVIEWS

31. This is currently not used within the Department, but the Department would like to appraise itself on the related technologies including their practical application.

## SOFTWARE DEVELOPMENT TOOLSETS

32. The following software development toolsets / programming languages are in use by DHA or its software development partners:
  - a. Microsoft Visual Studio;
  - b. Python (for data processing);
  - c. Angular (for websites);
  - d. C++ (UNIX and Linux platforms only); and
  - e. Java.

## INFRASTRUCTURE-AWARE APPLICATION DEVELOPMENT

33. Current systems such as Live Capture are network bandwidth intensive and network latency intensive (not more than 45ms). The Department would like to ensure that it develops systems that can operate within low network bandwidth and high network latency environments.

## SECURE DEVOPS IMPLEMENTATION

34. The Department seeks to implement secure DevOps (Development Operations) programme in terms of processes, tools, and capacity building. The central concept of Secure DevOps is the enhanced integration of development, IT operations, and security. By adding security into the original mix, the velocity for security changes increases as well.
35. Through this implementation, the Department hopes to:
  - a. Increase the speed of executing change requests;
  - b. Maximise staff productivity;
  - c. Reduce the likelihood of vulnerabilities being introduced and quickly mitigate those risks that remain;
  - d. Improve the quality of application development and deployment services; and
  - e. Improve team collaboration and work atmosphere.

## ROBOTIC PROCESS AUTOMATION

36. This is currently not used within the Department, but the Department would like to appraise itself on the related technologies including their practical application. Possible areas of application may include, inter alia:
  - a. Contact Centre;

- b. Virtual Switchboard;
- c. Ministry;
- d. Offices of the DG and Deputy Directors-General; and
- e. DHA Senior and Middle Management.

## MOBILE APPLICATION DEVELOPMENT

37. This is a new terrain for the Department but nevertheless, in an endeavour to expand its service channels, the Department will be releasing a mobile application that will provide the same functionality as the current eHomeAffairs website.

## VIRTUAL MEETING PLATFORMS

38. The Department is currently using the following virtual meeting platforms:

- a. Microsoft Teams; and
- b. Huawei T-Mobile Desktop.

39. An on premise secure virtual meeting and collaboration solution suite would be preferred. However, a private cloud-based solution, provided it is hosted within a South African organ of state, would be acceptable.

## ICAO STANDARD COMPLIANT PHOTOGRAPHS

40. The International Civil Aviation Organisation (ICAO) has a specific standard for passport photographs. In order to comply with this standard, the Department is currently using a photo booth in its offices and mobile trucks. Photo booths occupy a significant amount of space, and the Department would like to see innovative space-saving solutions that are ICAO-compliant.

## ARTIFICIAL INTELLIGENCE

41. This is currently not used within the Department, but the Department would like to appraise itself on the related technologies including their practical application. Some of the possible areas for application may include, inter alia:

- a. Fraud detection and prevention;
- b. Data trend analysis;
- c. User behaviour analysis;
- d. Contact Centre through the use of virtual assistants;
- e. Image analysis;
- f. Speech and facial recognition;
- g. Intrusion detection and prevention;

## CITIZEN EMPOWERMENT AND INCLUSION

42. Changing citizen demand and outlook towards government services are shaping digital transformation in government. To date, the Department has released the eHomeAffairs website, and will soon be releasing a mobile application and appointment booking system in an endeavour to reduce queues to DHA offices.

43. A self-service kiosk for the renewal of asylum seeker permits is currently deployed at Refugee Reception Reception Centres. In the not-so-distant future, the Department plans to extend self-service kiosks for collections, reprints of Birth, Marriage and Death Certificates, and re-issue applications for Smart ID Cards and Passports.

## HUMAN CAPITAL DEVELOPMENT

44. The development, deployment and support of DHA systems is largely performed by service providers with minimal supervision by DHA officials. Whilst the remuneration packages offered by the private sector to seasoned ICT specialists may sometimes be an obstacle in attracting and retaining ICT specialists, the cost of training and developing ICT specialist internally is also prohibitive. The Department is also considering using MOOC (Massive Open Online Courses) as one of the interventions.

## CENTRALISED SYSTEM & AUDIT LOGGING, ALERTING AND REPORTING

45. The Department would like to have the ability to centrally store system and audit logs from application systems (Database Management Systems, ECM Systems, Web Servers, etc.), infrastructure systems (e.g. DHCP, Directory Services, Operating Systems, etc.) for a minimum period of five (5) years up to fifteen (15) years. This will be useful when running forensic investigations, especially on systems that are used for creating enabling documents such as passports, smart ID cards, birth certificates, death certificates, immigration permits, and marriage certificates.

## DIGITAL ASSET PROTECTION

46. By implementing Digital Rights Management (DRM) systems or processes, the Department may be able to prevent users from accessing or using certain assets, allowing the Department to avoid legal issues that arise from unauthorised use. Through the implementation of DRM, the Department wants to be able to:
- Restrict or prevent users from editing or saving DHA content.
  - Restrict or prevent users from sharing or forwarding DHA content.
  - Restrict or prevent users from printing your content.
  - Disallow users from creating screenshots or screen grabs of DHA content.
  - Set an expiry date on your document or media, after which the user will no longer be able to access it. This could also be done by limiting the number of uses that a user has.
  - Lock access only to certain IP addresses, locations, or devices.
47. In addition, the Department would also like deploy Data Loss Protection technologies with the view of detecting and preventing unauthorised data extractions on DHA's information systems.

## MULTI-FACTOR AUTHENTICATION AND NON-REPUDIATION

48. For selected line-of-business applications the Department has a proprietary Biometric Access Control Management (BACM) solution requiring authentication by username/password combination, smart card, and fingerprint. The same BACM solution

also strengthen the non-repudiation transactions, for systems where it is deployed, by maintaining an electronic vault of all defined user transactions.

## USER ACTIVITY MONITORING

49. With the risks associated with providing super user access to systems administrators and also allowing remote access to users, whether they are officials or contractors, or developers.
50. Depending on the user category, user activity monitoring may be implemented in one or a combination of the following methods:
  - a. Video recordings of sessions.
  - b. Log collection and analysis.
  - c. Network packet inspection.
  - d. Keystroke logging.
  - e. Kernel monitoring.
  - f. File/screenshot capturing.

## INTRUSION DETECTION AND PREVENTION

51. An appraisal of available solutions within this focus area would be highly appreciated.

## VALUE PROPOSITION

52. The RFI responses will assist the Department in compiling portfolios of technology platforms per focus area, and initiate procurement processes within each focus area based on Departmental needs and the market's capability and capacity. The envisaged future procurement processes may take the form of Request for Proposal and/or Request for Tender/Bid.

## POST-RESPONSE ACTIONS

53. A Specification Committee will review focus area responses and make recommendations to DHA Senior Management. Where piloting of the proposed solutions has been put forward, the Department may consider piloting some of the solutions for a period not exceeding six (6) months.

**NOTE:** the service provider has the responsibility to determine and comply with the most recent release of the above listed codes and documents.

### Notes to the bidders:

- You must ensure that you are registered on the CSD and that all your company details have been updated on the CSD.
- The following will apply for this RFI:
  - CLOSING OF RFI Responses

must submit their RFI responses, with each focus area having its own response, hand delivered 230 Johannes Ramokhoase Street, Pretoria

## SBD 4

### DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state<sup>1</sup>, 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 (includes a price quotation, advertised competitive bid, limited 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 or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where:-
  - the 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 or his or her representative: .....
- 2.2 Identity Number: .....
- 2.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>): .....
- 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.

<sup>1</sup>"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.

<sup>2</sup>"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 presently employed by the state? YES / NO

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 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 the appropriate authority to undertake remunerative work outside employment in the public sector? YES / NO

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

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

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, aware of any relationship (family, friend, other) between any other and any person employed by the state 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 of the company have any interest in any other related companies whether or not they are bidding for this contract? YES/NO

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

## 2. Full details of Directors / Trustees / Members / Shareholders.

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

## 3. DECLARATION

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

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.

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

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

**WITNESSES**

1. ....  
2. ....

.....  
**SIGNATURE(S) OF BIDDER(S)**

**DATE:** .....

**ADDRESS** .....

.....

Name of Respondent