



**SOUTH AFRICAN DIAMOND AND  
PRECIOUS METALS REGULATOR**

Corner Bonaero Drive and Cote D Azur Avenue  
**Kempton Park 1622, South Africa**

P. O. Box 16001, Doornfontein 2028 – South Africa  
Tel (011) 223 7000 Fax (011) 334-8898  
info@sadpmr.co.za

All correspondence to be addressed: The Chief Executive Officer

## REQUEST FOR BID

**RFB NO: 05-2024**

**DESCRIPTION: APPOINTMENT OF A BIDDER TO UPGRADE THE WEB ADMIN PORTAL AND DEVELOP ADDITIONAL (ONLINE) MODULES FOR THE SOUTH AFRICAN DIAMONDS AND PRECIOUS METALS REGULATOR (SADPMR).**

### COMPULSORY BRIEFING SESSION

**Date: 06 MARCH 2024**

**TIME: 10H00AM**

**VENUE: MICROSOFT TEAMS (ONLINE)**

**Microsoft Teams** [Need help?](#)

**[Join the meeting now](#)**

Meeting ID: 387 010 912 714

Passcode: Cwoh9

### Dial-in by phone

For organizers: [Meeting options](#) | [Reset dial-in PIN](#)

The Bid must be submitted on the letterhead of your business and submitted not later than:

**Date: 22 MARCH 2024**

**Time :11hH00 AM**

**Venue: Corner Bonaero Drive and Cote D Azur Avenue  
Kempton Park 1622, South Africa Diamond, and Precious Metal Regulator**

### The following conditions will apply:

- 1) Price(s) quoted must be valid for ninety (90) days from closing date of the tender.
- 2) Price(s) quoted must be firm and inclusive of VAT.
- 3) A firm delivery period must be indicated.
- 4) These quotations will be evaluated in terms of Preferential Procurement Regulations, 2022:  
**80 points for price**  
**20 points for specific goals as follows:**
  - Enterprises owned by black women. (51% shareholding)- 5 points
  - Entities owned by people with disabilities. (51% shareholding) - 5 points
  - Entities owned by black people. (51% shareholding)- 5 points
  - Enterprises owned by youth. (51% shareholding)- 5 points
- 5) Only bidders registered on the central supplier database (CSD) and with a CSD number will be considered for this tender, as this is a requirement from the National Treasury.

- 6) BBEE certificate / Sworn Affidavit BBEE
- 7) Entities owned by people with disabilities
- 8) Copies of ID's / CIPC / CSD
- 9) Late responses will not be considered.

<p><b>ISSUED BY:</b></p> <p><b>THE CHIEF EXECUTIVE OFFICER SOUTH AFRICAN DIAMOND AND PRECIOUS METALS REGULATOR P.O. BOX 16001 DOORFONTEIN 2028</b></p> <p><b>Tel: (011) 223 7000 Fax: (011) 334 8898</b></p>	<p><b>CONTACT PERSON (SPECIFICATION)</b> Ms. Cynthia Khadimovha</p> <p><b>E-mail:</b> <a href="mailto:cynthiak@sadpmr.co.za">cynthiak@sadpmr.co.za</a></p>	<p><b>CONTACT PERSON (ADMINISTRATION)</b> Ms. Shalati Mabunda</p> <p><b>E-mail:</b> <a href="mailto:shalatim@sadpmr.co.za">shalatim@sadpmr.co.za</a></p>
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**PART A**

**INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (South African Diamond and Precious Metals Regulator)</b>			
BID NUMBER:	RFB: 05 - 2024	CLOSING DATE & TIME:	22 March 2024 @11:00
DESCRIPTION	APPOINTMENT OF A BIDDER TO UPGRADE THE WEB ADMIN PORTAL AND DEVELOP ADDITIONAL (ONLINE) MODULES FOR THE SOUTH AFRICAN DIAMONDS AND PRECIOUS METALS REGULATOR (SADPMR).		
<b>BID RESPONSE DOCUMENTS SHOULD BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>			
<b>RESPONSES SHOULD BE SUBMITTED:</b>  Date: <b>22 March 2024</b> Time :11hH00 AM Venue: Corner Bonaero Drive And Cote D Azur Avenue Kempton Park 1622, South Africa Diamond, and Precious Metal Regulator			
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>		<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>	
CONTACT PERSON	C Khadimovha	CONTACT PEOPLE	S Mabunda
TELEPHONE NUMBER	(011) 223 7000	TELEPHONE NUMBER	(011) 223 7000
FACSIMILE NUMBER		FACSIMILE NUMBER	
E-MAIL ADDRESS	<a href="mailto:cynthiak@sadpmr.co.za">cynthiak@sadpmr.co.za</a>	E-MAIL ADDRESS	<a href="mailto:shalatim@sadpmr.co.za">shalatim@sadpmr.co.za</a>
<b>SUPPLIER INFORMATION</b>			
NAME OF BIDDER			
POSTAL ADDRESS			
STREET ADDRESS			
TELEPHONE NUMBER	CODE	NUMBER	
CELLPHONE NUMBER			

FACSIMILE NUMBER	CODE		NUMBER	
E-MAIL ADDRESS				
VAT REGISTRATION NUMBER				
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		<b>O R</b>	CENTRAL SUPPLIER DATABASE No: MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No

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

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No  [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No  [IF YES, ANSWER THE QUESTIONNAIRE BELOW ]
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**QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?  YES  NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA?  YES  NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?  YES  NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?  YES  NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?  YES  NO

**IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.**

**PART B**

**TERMS AND CONDITIONS FOR BIDDING**

**1. BID SUBMISSION:**

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

**2. TAX COMPLIANCE REQUIREMENTS**

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

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

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....

(Proof of authority must be submitted e.g. company resolution)

DATE: .....

## BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

### 2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise,

employed by the state?

**YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

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

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

2.2.1 If so, furnish particulars:

.....  
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....  
.....

### 3 DECLARATION

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

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

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

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to

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



submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

- I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....	.....
Signature	Date
.....	.....
Position	Name of bidder

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022**

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

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

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**1. GENERAL CONDITIONS**

- 1.1 The following preference point systems are applicable to invitations to tender:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
  - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

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

The applicable preference point system for this tender is 80/20.

- 1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:
- (a) Price; and
  - (b) Specific Goals.

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

The maximum points for this tender are allocated as follows:

	<b>POINTS</b>
<b>PRICE</b>	<b>80</b>
<b>SPECIFIC GOALS</b>	<b>20</b>
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

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

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

## 2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

### 3.2. FORMULAE FOR GOOD AND SERVICES

#### 3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

- Ps = Points scored for price of tender under consideration  
Pt = Price of tender under consideration  
Pmax = Price of highest acceptable tender

#### 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

***(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)***

***Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)***

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Enterprises owned by black women. (51% shareholding)		5		
Entities owned by black people. (51% shareholding)		5		
Enterprises owned by youth. (51% shareholding)		5		
Entities owned by people with disabilities (51% shareholding)		5		

**NB: Please submit all supporting documents to substantiate the above, failure to submit will result in non-allocation of points.**

**DECLARATION WITH REGARD TO COMPANY/FIRM**

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary.

.....  
**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

.....

.....

# **TERMS OF REFERENCE TO APPOINT A BIDDER TO UPGRADE THE WEB ADMIN PORTAL AND DEVELOP ADDITIONAL (ONLINE) MODULES FOR THE SOUTH AFRICAN DIAMONDS AND PRECIOUS METALS REGULATOR (SADPMR).**

## **1. BACKGROUND**

The South African Diamond and Precious Metals Regulator (SADPMR) is located at Corner Bonaero Drive and Cote D Azur Avenue, Kempton Park, 1622.

The primary goal for this submission is to appoint a service provider to work with SADPMR development team to upgrade the Web Admin Portal and develop additional online modules.

## **2. OBJECTIVE**

The main objective of this project is to ensure that a service provider is appointed to assist SADPMR to upgrade the Web Admin Portal and develop additional online modules. This will enable external clients to capture and submit their license applications; capture and submit monthly register transactions, and finally online diamond tender bidding which give clients the opportunity to place their bids and capture reserve prices from the comfort of their business premises or residential areas. The ability to automate the current processes, do an upgrade and to host the current system on Cloud to ensure we adhere to the latest technology within the industry.

## **3. REQUIREMENTS**

The SADPMR requires the following services:

### **3.1 Requirements Gathering:**

The User Requirement Specification for both the Web Admin Portal and Additional Online modules will be provided by ICT to the service provider.

## **4. UPGRADE AND AUTOMATION OF WEB ADMIN PORTAL**

To automate the current processes, do an upgrade and host the current system on Cloud to ensure we adhere to the latest technology within the industry.

### **4.1 Licensing Module:**

- 4.1.1 On all tables - add UserId, Captured\_Date, ModifiedUserId and Modified\_Date for each record for audit purposes and accountability.
- 4.1.2 Amend the workflow by removing some profiles and aligning the system with the current structure.
- 4.1.3 Add Licensing application email notifications.
- 4.1.4 Ability to edit Business Premises Address.
- 4.1.5 Display Full Address on all address fields.
- 4.1.6 Ensure Application date is within 5 working days (both future date & back dated).
- 4.1.7 Ensure that Application Days – count down is calculated from the Payment Clearing Date.
- 4.1.8 Ability to capture Application Refusal process.

- 4.1.9 Ability to upload application supporting documents.
- 4.1.10 Ability to renew AR certificate while having an active certificate.
- 4.1.11 Ability to capture an AR certificate cancellation Ability to capture the Diamond Certificate (DC) & Precious Metals Export Approval (PMEA) Applications.
- 4.1.12 Ability to capture the following Endorsement Applications:
  - 4.1.12.1 PMEA – Additional Metal
  - 4.1.12.2 PMI – Additional Country
  - 4.1.12.3 PMI – Additional Metal
  - 4.1.12.4 Precious Metals Licences & Permits – Change of Name
  - 4.1.12.5 Precious Metals Licences & Permits – Conversion (Individual to Company)

## **4.2 Inspection Module:**

- 4.2.1 On all tables - add UserId, Captured\_Date, ModifiedUserId and Modified\_Date for each record for audit purposes and accountability.
- 4.2.2 Remove - 6 months automatic Re-Inspection creation.
- 4.2.3 Remove the current Inspection Workflow and align with the current structure.
- 4.2.4 Ability to upload Inspection Report.
- 4.2.5 Ability to upload Inspection pictures.
- 4.2.6 Ability to upload Transformation Report
- 4.2.7 Amend Schedule Inspection function.
- 4.2.8 Amend Inspection Dates function.
- 4.2.9 Add Inspectorate Email Notifications.

## **4.3 Diamond and Precious Metals Registers Module:**

- 4.3.1 On all tables - add UserId, Captured\_Date, ModifiedUserId and Modified\_Date for each record for audit purposes and accountability.
- 4.3.2 Amend the workflow by amending the profiles and aligning the system with the current structure.
- 4.3.3 Ability to automatically add an existing diamond register book to a renewed license collected.
- 4.3.4 Ability to ensure that Diamond Register Number Sequence is followed (No skipping of pages).
- 4.3.5 Ability to add Mine Farm to a Producer Client.
- 4.3.6 Ability to add Producers Registers.
- 4.3.7 Remove registration of PM producer roles from Manager to Data Analyst.

## **4.4 DEEC – Tender facilitation, Import & Export Modules:**

- 4.4.1 On all tables - add UserId, Captured\_Date, ModifiedUserId and Modified\_Date for each record for audit purposes and accountability.
- 4.4.2 Ability to edit the tender information before the tender is open.
- 4.4.3 Enable Third party API connection to source hourly exchange rate for the diamond tender facilitation closure.
- 4.4.4 Add functionality to Release Perpetual Parcel.
- 4.4.5 Ability to add Seal Numbers – Specific Tenders and release parcels while the DV valuation process is in progress.
- 4.4.6 Ability to edit Seal Numbers –Perpetual & Specific Tenders.



- 4.4.7 Ability to edit ALL IE Transaction.
- 4.4.8 Ability to mark IE transaction as Deleted.
- 4.4.9 Ability to add Polished Synthetic Export Transaction
- 4.4.10 Ability to add Polished Synthetic Import Transaction
- 4.4.11 Ability to process Sec 74 Import Transaction
- 4.4.12 Ability to process Sec 74 Export Transaction
- 4.4.13 Add the rand value on ALL Import Transactions – R(i), S(ii), S(i) & P
- 4.4.14 Ability to process Synthetic Export Transaction
- 4.4.15 Ability to process Synthetic Import Transaction

#### **4.5 DV – Tender Facilitation, Import & Export Modules:**

- 4.5.1 On all tables - add UserId, Captured\_Date, ModifiedUserId and Modified\_Date for each record for audit purposes and accountability.
- 4.5.2 Add the valid DV Valuation Fee calculation for Perpetual, Buyer Election & Specific Tenders.
- 4.5.3 Ability to process DV Valuation Fee on Specific Special Tenders from one seller client.
- 4.5.4 Ability to process DV Valuation Fee for buyers on Buyer Election from multiple Specific Tenders.
- 4.5.5 Ability to capture DV Price for Perpetual tenders within 8 days since the tender is opened.
- 4.5.6 Add Notes section on the DV Valuation Fee page.
- 4.5.7 Ability to add a Sec 74 Valuation Fee Transaction.
- 4.5.8 Amend the DV Valuation Fee Report (SO Report – sample to be provided)
- 4.5.9 Add a DV Valuation Fee Transaction List to display all valuation transactions completed.
- 4.5.10 Add the ability to re-print the DV Valuation Fee Report.

#### **4.6 Finance:**

- 4.6.1 On all tables - add UserId, Captured\_Date, ModifiedUserId and Modified\_Date for each record for audit purposes and accountability.
- 4.6.2 Enable all IE transactions to post to PASTEL automatically.
- 4.6.3 Enable all Licensing applications post to PASTEL automatically.
- 4.6.4 Enable integration to PASTEL with WAP that is to be hosted on Cloud.
- 4.6.5 Enable Third party API connection to source Daily exchange rate.

#### **4.7 Bidding Portal**

- 4.7.1 Add the ability to Accept / Reject Below Reserve parcels in an effective manner.
- 4.7.2 Add the functionality to send the OTP for access and password reset for external clients.

## **4.8 REPORTS**

### **4.8.1 LICENSING**

- 4.8.1.1 License Application
- 4.8.1.2 Valid Licenses
- 4.8.1.3 License(s) expiring soon (60 days before expiry)
- 4.8.1.4 License(s) Issued
- 4.8.1.5 License contact details
- 4.8.1.6 Expired license(s)
- 4.8.1.7 HDSA Juristic Client(s)
- 4.8.1.8 HDSA Individual Client(s)
- 4.8.1.9 License(s) issued to Woman
- 4.8.1.10 License(s) issued to Youth (<35 yrs)
- 4.8.1.11 100% HDSA Juristic Clients
- 4.8.1.12 ARs in 100% HDSA Companies
- 4.8.1.13 Licensing SO & INV Generated
- 4.8.1.14 Licensing SO & Null INV Generated

### **4.8.2 INSPECTIONS**

- 4.8.2.1 List of inspections conducted per user per month.
- 4.8.2.2 List of inspections conducted per license type.
- 4.8.2.3 List of inspections conducted per province.
- 4.8.2.4 List of Transformation inspections conducted per user per month.
- 4.8.2.5 List of Transformation inspections conducted per license type.
- 4.8.2.6 List of Transformation inspections conducted per province.

### **4.8.3 DIAMOND REGISTERS**

- 4.8.3.1 Diamond Registers captured/recorded per user per month.
- 4.8.3.2 Diamond Registers Stats per register type per month.
- 4.8.3.3 Diamond Registers non-complaint (non-submission).
- 4.8.3.4 Diamond Registers non-complaint (late-submission > 7th every month).
- 4.8.3.5 List of site holders
- 4.8.3.6 Captured Registers
- 4.8.3.7 Captured Registers per user.
- 4.8.3.8 Generate DB Stats
- 4.8.3.9 Generate DD Stats
- 4.8.3.10 Generate DTH Stats
- 4.8.3.11 Generate DR Stats
- 4.8.3.12 Generate PROD Stats
- 4.8.3.13 Generate Compliance

#### **4.8.4 PRECIOUS METALS REGISTERS**

- 4.8.4.1 PM Registers captured/recorded per user per month.
- 4.8.4.2 PM Registers Stats per register type per month.
- 4.8.4.3 PM Registers non-complaint (non-submission).
- 4.8.4.4 PM Registers non-complaint (late-submission > 15th every month).
- 4.8.4.5 PMR4 Stats Manufacturing Articles.

#### **4.8.5 DEEC: TENDER FACILITATION, IMPORT & EXPORT**

- 4.8.5.1 General Movement Report per month.
- 4.8.5.2 Parcels sold Locally per month.
- 4.8.5.3 Tender Information per month.
- 4.8.5.4 Parcel List – Perpetual Tender Parcel
- 4.8.5.5 IE SO & INV Generated
- 4.8.5.6 Rough Export Transactions
- 4.8.5.7 Rough Import Transactions
- 4.8.5.8 Polished Export Transactions
- 4.8.5.9 Polished Import Transactions
- 4.8.5.10 Sec 64 Exp Transactions
- 4.8.5.11 Sec 74 Export Transactions
- 4.8.5.12 Sec 74 Import Transactions
- 4.8.5.13 Rough Re-Import Transactions
- 4.8.5.14 Polished Re-Import Transactions
- 4.8.5.15 Synthetic Export Transactions
- 4.8.5.16 Synthetic Import Transactions
- 4.8.5.17 Polished Synthetic Export Transactions
- 4.8.5.18 Polished Synthetic Import Transactions

#### **4.8.6 DV: TENDER FACILITATION, IMPORT & EXPORT**

- 4.8.6.1 DV Valuation Fee Report (SO Report).
- 4.8.6.2 DV Valuation SO & INV Fees Generated.
- 4.8.6.3 DV Valuation Fee Transaction List.

#### **4.8.7 FINANCE**

- 4.8.7.1 Licensing SO\_Inv Generated
- 4.8.7.2 Licensing SO\_Null Inv Generated
- 4.8.7.3 DV Valuation SO & INV Fees Generated
- 4.8.7.4 DV Valuation Report:- Additional Parameter: Perpetual / Specific Tender – Sample to be provided.
- 4.8.7.5 IE SO & INV Generated
- 4.8.7.6 IE SO\_Null INV Generated
- 4.8.7.7 Diamond Register Book Sold

## **5. ADDITIONAL MODULES - FRONT-END DEVELOPMENT:**

- 5.1 Design interface for external clients to capture and submit their license applications; capture and submit monthly register transactions, including the ability to attach documents.
- 5.2 Create a secure bidding interface for clients to submit bids and reserve prices, including the ability to download customized reports.
- 5.3 Develop features for clients to access and download customized closed tender reports.

## **6. BACK-END DEVELOPMENT (UPGRADE WAP AND ADDITIONAL MODULES):**

- 6.1 Integrate with third-party back-end services:
  - 6.1.1 Payment gateways
  - 6.1.2 SendGrid email services
  - 6.1.3 Pastel
  - 6.1.4 Exchange Rate API).
- 6.2 Develop the logic for handling bids, licensing and registers capturing, user accounts, and authentication.
- 6.3 Set up a secure and scalable database to store information, user data, and transaction records.
- 6.4 Implement an email/SMSs notification system to alert clients for updates or relevant events.
- 6.5 Create an administration panel for managing client's information, tenders, and other system settings.

## **7. SECURITY AND AUTHENTICATION (UPGRADE WAP AND ADDITIONAL MODULES):**

- 7.1 Implement robust security measures to protect user data, transactions, and sensitive information.
- 7.2 Set up user authentication and authorisation mechanisms to ensure that only authorised users can access the portal.
- 7.3 Implement two-factor authentication for signing in.

## **8. TESTING (UPGRADE WAP AND ADDITIONAL MODULES):**

- 8.1 Conduct thorough testing.
- 8.2 Address and fix any issues, bugs, or vulnerabilities discovered during testing.

## **9. DEPLOYMENT (UPGRADE WAP AND ADDITIONAL MODULES):**

- 9.1 Prepare both development (test) and production (live) for deployment on Microsoft Azure cloud environment.
- 9.2 Configure server settings, databases, and other components for optimal performance.

## 10. DOCUMENTATION (UPGRADE WAP AND ADDITIONAL MODULES):

10.1 Create comprehensive documentation for system architecture documentation.

## 11. TRAINING (UPGRADE WAP AND ADDITIONAL MODULES):

11.1 Provide Skills Transfer to the SADPMR development team on the programming components and language used to ensure continuous problem solving in future by the team.

11.2 Provide training sessions for administrators, clients, or other users on how to use the system effectively.

## 12. MONITORING AND REPORTING

12.1 The successful bidder will report directly to SADPMR SCM and ICT team:

12.1.1 The ICT Division for technical matters.

## 13. COMPLETION DATE

The expected duration for the development and deployment of the web applications and upgrade of Web Admin Portal for the SADPMR is twelve (12) months from signing of the contract.

## 14. COMPULSORY BRIEFING SESSION

A compulsory information / briefing session will be held remotely via Teams Meeting.

## 15. EVALUATION CRITERIA

Responses will be evaluated on two stages. The first stage being the functionality and the second stage being the price and preference.

### 15.1. PHASE 1: FUNCTIONALITY CRITERIA

Description of item	Requirements	Weighting
Company experience	Business profile of the company including a description of work (Software Development) previously undertaken. (Attach Business Profile)  <i>1-3 years = 5 points; 4-7 years = 10 points; 8 years and above = 20 points</i>	20

Description of item	Requirements	Weighting
System Developer Qualification and Experience	<ul style="list-style-type: none"> <li>• <i>Qualifications</i></li> <li>• BSc Degree in Computer Science and/or IT System Development.</li> </ul> <p>(Attach CV and qualifications of the Team members assigned for software development)</p> <p><i>No qualification= 0 point; Qualification = 15 points</i></p> <p><i>2 years' Experience = 5 points; 3-6 years' Experience = 10 points; 6 years and above = 20 points</i></p>	35
References/ Award letters	<p>Track record in performing similar work (software development). The service provider should submit reference letters from the previous similar projects that they have undertaken.</p> <p>The Reference/ Award Letters from the clients must include:</p> <ul style="list-style-type: none"> <li>• Company Letter Head;</li> <li>• The Reference Letter must not be older than five years at the time of bid closing.</li> </ul> <p><i>0-2 reference letters= 5 points, 3-5 reference letters= 10 points; 6 and more reference letters= 15 points</i></p> <p><i>(Attach reference letters/ award letters)</i></p>	15
Project plan	<p>A project implementation plan that outlines and tracks milestones, deliverables and tasks as well as resources to be assigned to the project and dependencies, which will demonstrate the prospective suppliers' understanding of requirements.</p> <p><i>No project plan= 0 point;</i></p> <p><i>Project plan without milestones and deliverables= 10 points;</i></p> <p><i>Project plan with deliverables= 15 points;</i></p> <p><i>Project plan with milestones and deliverables = 30 points</i></p> <p><i>(Attach project plan)</i></p>	30

**NB: ONLY BIDDERS OBTAINING 70 POINTS OR MORE SHALL PROCEED TO PHASE TWO OF EVALUATION WHICH IS PRICE AND PREFERENCE POINTS.**

**15.2. PHASE TWO EVALUATION: The 80/20 Principle is based on Price and special goals for SADPMR.**

The following formula is to be used to calculate the points out of 80 for price inclusive of all applicable taxes.

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

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

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmin = Price of highest acceptable bid

15.2.2 A maximum of 20 points to be awarded to a bidder for the specific goals listed on the SADPMR preferential procurement policy as follows:

Special Goals	80/20 Points System	Relevant Evidence
Enterprises owned by youth. (51% shareholding)	5	CSD / BBBEE certificate / BBBEE Sworn Affidavit
Enterprises owned by black women. (51% shareholding)	5	CSD / BBBEE certificate / BBBEE Sworn Affidavit
Entities owned by black people. (51% shareholding)	5	CSD / BBBEE certificate / BBBEE Sworn Affidavit
Enterprise owned by people with disabilities (51% shareholding)	5	Letter from the General Practitioner/Specialist

**15.3. The following must be submitted to claim the points for specific goals:**

15.3.1. CIPC proof and CSD Report for the last three (3) months from the closing date of this RFQ

Tenderers are encouraged to obtain the 3 months CIPC proof and CSD Report from

<https://eservices.cipc.co.za/>. Failure to submit the CIPC proof and CSD Report will result in zero (0) scoring for specific goals.

15.3.2. The points scored for the specific goal must be added to the points scored for price and the total must be rounded off to the nearest two decimal places.

15.3.3. Final appointment to be awarded to the tenderer scoring the highest points.

## **16. OTHER CONDITIONS**

- Bidders must submit an original bid and one (1) copy of the technical proposal plus an electronic copy on a USB.
- Bidders are further requested to separate financial proposal from technical proposal/two envelopes system.
- The SADPMR reserves the right to end the contract at any stage in accordance with the General Conditions of Contract.
- SADPMR reserves the right not to appoint any bidder.
- SADPMR reserves the right to award the contract to a Bidder whose bid was not the lowest in price.
- SADPMR reserves the right to award the bid to a Bidder who is not the highest scoring Bidder.
- Any enquiries must be referred, in writing, to the specified persons.