

SPECIFICATION FOR PROVISIONING, INSTALLATION AND CONFIGURATION OF AN INTRANET SYSTEM/SOLUTION WITH AN INTERGRATED INTERNAL CONTENT MANAGEMENT, COLLABORATION AND INFORMATION PORTAL, MAINTENANCE AND SUPPORT FOR A PERIOD OF THIRTY-SIX (36) MONTHS, AT GATEWAY AIRPORT AUTHORITY LIMITED.

TERMS OF REFERENCES AND SPECIAL CONDITIONS OF THE BID

GAAL/140/2023/2024

PROVISIONING, INSTALLATION AND CONFIGURATION OF AN INTRANET SYSTEM/SOLUTION WITH AN INTEGRATED INTERNAL CONTENT MANAGEMENT, COLLABORATION AND INFORMATION PORTAL, MAINTENANCE AND SUPORT FOR A PERIOD OF THIRTY-SIX (36) MONTHS, AT GATEWAY AIRPORT AUTHORITY LIMITED

CLOSING DATE AND TIME OF BID

18 JULY 2025 AT 11H00

BID VALIDITY PERIOD: 150 DAYS FROM THE CLOSING DATE

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1. INTRODUCTION

Gateway Airport Authority Limited (GAAL) seeks to appoint a suitably qualified, reputable, and experienced service provider for provisioning, installation and configuration of an intranet system/solution with an integrated internal content management, collaboration and information portal which must meet the business requirements and provide maintenance and support for a period of thirty-six (36) months. The solution must mitigate and protect against advanced threats, provide extensive archiving and cloud platform.

2. BACKGROUND

Gateway Airport Authority Limited (GAAL) is a schedule 3D public entity and the industry in which it operates under is highly dynamic, requires efficient communication, collaboration, and information sharing among employees. This document defines the Terms of Reference for the provision of an intranet system/solution with interactive internal collaboration and information portal to enhance productivity, streamline operations, and improve knowledge management.

GAAL's core business requirements are centred on its regulatory and supervisory functions and business processes which are informed by its mandate emanating from the Limpopo Department of Transport and Community Safety (LDTCS) and compliance with the South African Civil Aviation Authority (SACAA) regulations, policies, standards and procedures. GAAL currently operates multiple systems to support the core business and services areas, however, several processes are still executed manually impeding the efforts of collaboration, digital transformation and cohesive management of information.

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GAAL requires services of a specialised service provider to build an intranet system/portal that will serve the business needs to streamline its processes, manage content, improve communication and information dissemination,

3. PROJECT DESCRIPTION AND OBJECTIVES

GAAL's requirements is to appoint a suitably qualified, reputable, and experienced service provider for provisioning, installation and configuration of an intranet system/solution with an integrated internal content management, collaboration and information portal which must meet the business requirements and provide maintenance and support for a period of thirty-six (36) months.

The solution will

- Serve an internal information hub
- Cater for all internal content management needs
- Serve the communication and collaboration needs of the company
- Cater for internal publishing, notification and bulletin needs

The bidder should be open to a presentation on the proposed solution and negotiation on the quoted amount where necessary.

Detailed documentation of the project shall be provided by the appointed service provider upon completion and signing off the project. The documentation shall include the Standard Operating Procedures (SOP)/manuals, with step-by-step processes and phases as guidelines on how the solution was configured, including process flows/workflows, schematic representation and any other required documentation regarding the solution in accordance with the baseline standards and procedures.

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The appointed service provider must assist with closing/attending the audit findings, provide skills transfer/on the job training for GAAL ICT staff as a first line of support and assist with mitigating any risk of disruption. The service provider must comply with all the regulatory measures and standards in information security, IT service management, quality management and have the capacity to implement ICT solutions; have a plan in place to do an official handing over of the project upon expiry of the contract for business continuity and to mitigate any envisioned risk of disruption that might occur. In-house training/skills transfer to GAAL IT officials must be provided.

The primary objectives of this project are as follows:

- To provide easy access to company-wide resources, policies, procedures and knowledge assets etc.
- To implement a secure, scalable, and user-friendly internal content and collaboration portal.
- To enable real-time updates on aviation regulations, safety protocols, and company news.
- To integrate key business tools (e.g. scheduling, task management, performance tracking).
- To facilitate knowledge sharing through forums, blogs, and training materials.
- To facilitate effective collaboration and communication within and across departments/different business units.
- To strengthen employee engagement through interactive features.

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4. SCOPE OF WORK

SPECIFICATIONS

The potential supplier must be able to provide the intranet system/solution with an integrated internal content management, collaboration and information portal with the below features and expectations as part of the deployment of the solution:

- Provisions and Implementation of a user-friendly web-based and mobile-accessible portal.
- Creation of different access levels for employees, management, and administrators.
- Implementation of security and data protection measures in line with relevant regulations (*POPIA, ISO 27001 for Information Security etc*).
- Integration with existing company systems (Finance, Human Resource, Information and Communication Technology, Operations, Supply Chain Management and etc).
- Deployment of communication channels such as instant messaging and video conferencing.
- Establishment of document management and knowledge-sharing frameworks.
- Training and onboarding for employees on portal usage.

4.1 Solution Provision and Implementation

- Design and provision of a suitable integrated platform (cloud-based).
- Configuration and customisation to align with organisational workflows and branding.

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- Integration with existing systems (e.g., Active Directory, email, document repositories).
- Migration of existing content from legacy systems, where applicable.
- User and role management configuration with secure access controls.
- Development of user dashboards, workspaces, and collaboration areas.
- Setup of content lifecycle management (creation, approval, publishing, archiving, viewing, editing, viewing and editing and etc.)

4.2 Key Features Required

- Document and content management (versioning, search, metadata tagging, etc.).
- Team collaboration features (chats, forums, shared workspaces).
- Internal news and announcement boards.
- Calendar and task integration.
- Mobile access support.
- Analytics and reporting capabilities.
- Granular access controls and audit logging.
- Compliance with information security management, e.g. POPIA and other applicable data protection legislation

4.3 Training and Change Management

- The development and delivery of training materials for various user groups.
- The facilitation of workshops and hands-on training sessions.
- Ongoing user support during the adoption phase.

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- Provide skills transfer/on the job training for GAAL ICT staff as a first line of support and assist with mitigating any risk of disruption.
- To provide training to the newly appointed service provider and have a plan in place to do an official handing over of the project upon expiry of the contract for business continuity and to mitigate any envisioned risk of disruption that might occur.

4.4 Maintenance and Support

- To provide maintenance and support during the duration of the three (03) years contract.
- The provision of technical support (Tier 1–3) for system users.
- The routine system maintenance, upgrades, and patching.
- The performance monitoring and optimisation.
- Issue resolution and incident management.
- SLA-based support structure.

5. DELIVERABLES EXPECTED

The successful bidder will be expected to deliver:

- Project implementation plan.
- Configured and deployed content and collaboration portal.
- User and administrator training.
- Technical and user documentation.
- Maintenance and Support plan with defined SLAs.
- Periodic performance and usage reports.

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- Ongoing technical support and system maintenance services.

6. THE BASIC REQUIREMENTS OF THE PROPOSAL

The proposals will be evaluated based on the below requirements:

- Technical, functional and compliance requirements of the proposed solution.
- Experience and qualifications of the team.
- Project methodology and implementation plan.
- Cost effectiveness and value for money.
- Post-implementation plan (maintenance and support strategy)

6.1 DETAILED FUNCTIONAL REQUIREMENTS OF THE PROPOSED SOLUTION

The technical, functional and compliance requirements of the proposed solution will be evaluated as per the below:

#	Description of the technical, functional and compliance requirements	Compliance with the requirements Yes/No
	The software must be “cloud-native” and must have the ability to be deployed on any of the major cloud service	Yes/No

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#	Description of the technical, functional and compliance requirements	Compliance with the requirements Yes/No
	providers. The data must reside strictly within the geographical borders of South Africa.	
	The development and hosting (on Gaal's existing Infrastructure) of a single integrated enterprise platform	
	A unique workflow, with automated notifications to employees about new documents or vital information that has been disseminated across the organization	
	The proposed interface/methodology should provide ease of use and integrate with current systems and application	
	The upload and sharing of documentation and/or articles should be easy and allow collaboration amongst our employees	
	Upon publishing of information, employees should be able to discuss, comment and provide feedback to the author regarding the published information within the system	
	Published information should follow a approval process which would ensure that the information and/or documents are accurate and have been vetted by department leads	
	All service providers that propose a low code/no code development platform ensure that all requirements of the proposal are adhered to and that these platforms can	



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#	Description of the technical, functional and compliance requirements	Compliance with the requirements Yes/No
	successfully integrate with the external 3 rd party entities should it be required.	
	The development and business analysis teams of the service provider to be based in South Africa and to work at GAAL premises when required	
	System capabilities	
	Enable employees to submit all publication requests online through the web portal	
	Platform must integrate seamlessly into MS 365	
	Users able to track, review and manage submitted applications, track activities (e.g. decision-making committee outcomes), see application statuses and respond to queries online.	
	User management for: <ul style="list-style-type: none"> a. Unlimited user creation and access control b. Profile management c. User grouping management d. Categorization as per the business units, designation and etc. e. Access Control List (ACL) functionalities. f. Log user activity for audit purposes 	
	Advanced reporting and business intelligence capabilities	
	Web client – system must be accessed through a web client, and support for MS Edge, Chrome, FireFox, Safari and etc.	
	IT Security standards – system must conform to the latest IT security standards, ISO and POPIA compliance	

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#	Description of the technical, functional and compliance requirements	Compliance with the requirements Yes/No
	An integrated content management system that allows for the upload of all application and supporting documentation	
	Secure document workflow according to user profile	
	User management Capabilities	
	Secure user account creation	
	User access categorization (User profiles with contact details, job roles, and permissions)	
	User profiles creation according to job function (Role-based access control)	
	Integration with external user directories (e.g., Active Directory, LDAP)	
	Single sign-on (SSO) and multi-factor authentication (MFA)	
	Reporting	
	Dashboard for super users and senior managers	
	Dashboard for individual users based on user access	
	Advanced reporting and business intelligence functionality	
	Advanced search functionality	
	Communication & Collaboration Tools (system to cater for...	
	Notifications and alerts for important updates	
	Private and group messaging with threaded conversations	
	Discussion boards for topic-based conversations	
	Document & File Management	
	Cloud storage integration in MS OneDrive and MS SharePoint	

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#	Description of the technical, functional and compliance requirements	Compliance with the requirements Yes/No
	Secure file sharing with granular permissions	
	Version control and history tracking for documents	
	Automatic backups and recovery options	
	Collaborative editing of files	
	Security & Compliance	
	Data encryption for secure communication and storage	
	Compliance with, POPIA, and other relevant information security and data protection standards, ISO and etc.	
	Automated threat detection and incident response	
	Audit logs and activity tracking for accountability	
	Secure Application Programming Interface API (integration module) connections and third-party integrations	
	Performance & Scalability	
	Offline access for essential tools and files	
	High availability and fault-tolerant architecture	
	Mobile-friendly design with dedicated apps	
	Integration	
	AI-powered search for quick access to relevant documents and chats	
	Multi-language support for global teams	
	API access for integrating with other enterprise applications	
	Plugin and extension support for additional functionalities	

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6.2 Experience and Qualifications of the Team

The experience and qualifications of the technical team will be evaluated as per the evaluation criterion under functionality requirements

6.3 Project Methodology and Implementation Plan

The project methodology and implementation plan will be evaluated as per the evaluation criterion under functionality requirements

6.4 Cost Effectiveness and Value for Money

The cost effectiveness and value for money will be determined based on the bid offer in alignment to the proposed solution.

6.5 Post-implementation Plan (maintenance and support strategy)

The post-implementation plan will outline a detailed maintenance and support strategy, inclusive of the handing over of the project upon the expiry of the contract for business continuity and to mitigate any envisioned risk of disruption that might occur.

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3. EVALUATION CRITERIA

All bids will be evaluated in terms of administrative & mandatory requirements, functionality, and preference point system;

Administrative (mandatory) Criteria (Gate 0)	Functionality Evaluation Criteria (Gate 1)	Price and Specific Goals Evaluation Criteria (Gate 2)
Bidders must submit all documents as outlined in paragraph 3.1 (Table 1) below. Only bidders that comply with all these criteria will proceed to Gate 1.	Bidder(s) are required to achieve a minimum of 75 points out of 100 points to proceed to Gate 2 (Price and Specific goals).	Bidder(s) will be evaluated on price (weighted price) and Specific goals claimed points

3.1 Gate 0: Administrative (mandatory) requirements

Bidder(s) must submit the documents listed in **Table 1** below. All documents must be completed and signed in black ink by the duly authorized representative of the prospective bidder(s). **Correction fluid is not allowed and any cancellation on the bid document must be initialed by the authorized signatory.** During this phase, Bidders' responses will be evaluated based on compliance with the listed administration and mandatory bid requirements. The bidder(s) proposal will be disqualified for non-submission of any of the documents.



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#	Document Name ¹	Included in the published bid document?	To be returned by the bidder?	Bidder may tick Yes if document is submitted
GATE 0: ADMINISTRATION REQUIREMENTS EVALUATION				
	SBD 1 Invitation to Bid	Yes	Yes	
	Proof of authority must be submitted as per SBD 1 e.g. company resolution for the capacity under which this bid is signed.	No	Yes	
	SBD 3.1 Pricing Schedule	Yes	Yes	
	SBD 4 Bidders Disclosure	Yes	Yes	
	SBD 6.1 Preference Points Claim Form Non-submission of below documents/information for verification will lead to a zero (0) score on Specific goals. <ul style="list-style-type: none"> ▪ Full CSD Report ▪ Medical certificate for disability ▪ Proof of address not older than three months 	Yes	Yes	
	Full updated CSD report	No	Yes	

¹ Table 1 is provided as guidance to assist bidders with documents that must be returned with the bid. The list is not exhaustive, and it is the responsibility of the bidder to provide all required documents as per the provision of each clause in this bid

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#	Document Name ¹	Included in the published bid document?	To be returned by the bidder?	Bidder may tick Yes if document is submitted
MANDATORY REQUIREMENTS EVALUATION				
	Pricing Schedule (or bid offer/pricing)	No	Yes	
	The Bidder must be accredited by the OEM for the proposed solution. The bidder must submit the OEM partnership letter/ valid certificate for the proposed solution.	No	Yes	
	The Bidder must be accredited by the hosting OEM. The Bidder must submit the hosting OEM partnership letter/valid certificate.	No	Yes	
	The Bidder must be accredited by the Server OEM. The Bidder must submit the Server OEM partnership letter/valid certificate.	No	Yes	
	The Bidder must be accredited with ISO/IEC 9001:2015 for Quality Management. Bidder must submit a valid certified copy of ISO/IEC 9001:2015 accreditation certificate not older than 6 months.	No	Yes	

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#	Document Name ¹	Included in the published bid document?	To be returned by the bidder?	Bidder may tick Yes if document is submitted
	The Bidder must be accredited with ISO/IEC 27001:2022 for Information Security Management. The bidder must submit a valid certified copy of ISO/IEC 27001:2022 accreditation certificate not older than 6 months.	No	Yes	
	The Bidder must be accredited with ISO/IEC 14001:2015 in providing Environmental Management Systems. The bidder must submit a valid certified copy of ISO/IEC 14001:2015 accreditation certificate not older than 6 months in the name of the bidder.	No	Yes	
GATE 1: FUNCTIONALITY COMPLIANCE EVALUATION				
	Contactable reference letters (signed) from previous and existing client.	No	Yes	
	Financial Viability – A stamped bank confirmation letter or proof of funding from a recognized financial institution with a minimum amount of R2 000 000 confirming the ability to execute the project	No	Yes	



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#	Document Name ¹	Included in the published bid document?	To be returned by the bidder?	Bidder may tick Yes if document is submitted
	Valid qualification certifications.	No	Yes	
	Detailed high level project plan and methodology	No	Yes	
	Detailed proposed solution	No	Yes	
GATE 2: PRICE & SPECIFIC GOALS EVALUATION				
	Pricing Schedule (or bid offer/pricing)	No	Yes	
OTHER DOCUMENTS REQUIRED				
	Bidders Company Profile	No	Yes	
	Bidders CIPC Company Registration Documents	No	Yes	
	General Condition of Contract	Yes	Yes	

GATE 0: ADMINISTRATIVE EVALUATION

Bidders are required to submit the legislative documents to comply with the policy to guide uniformity in procurement reform processes in the Government regarding the standardised bidding documents (SBDs) for the supply chain management. It is also a requirement for bidders to submit additional documents as detailed below:

SBD 1 – Invitation to Bid

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Proof of Authority – This is a Company Resolution for the capacity under which this bid is signed.

SBD 3.1 – Pricing Schedule

SBD 4 – Bidders Disclosure

SBD 6.1 – Preference Points Claim Form

Central Supplier Database (CSD) – A full updated CSD report

MANDATORY REQUIREMENTS EVALUATION

During this gate, the bidders' responses will be evaluated based on the mandatory requirement.

Non-compliance to the mandatory requirement **will result in the disqualification** of the bid response.

Pricing Structure (or bid offer/pricing) and Schedule

Bid price /pricing structure must be completed /or submitted in full for all services categories. Where bidder has omitted to put price for certain price categories the price offer will not be accepted and will be disqualified as it will not be comparable with others who have quoted for all service categories.

Price structures that do not comply with this requirement will invalidate the Prices must be all-inclusive for the provision of disaster recovery, backup and replication solution, this includes VAT (if registered for VAT), and any other costs that may influence the price.

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3.2 Gate 1: Functionality Evaluation Criteria

All bidders are required to respond to the functionality evaluation criteria.

Only Bidders that have met the Administrative and/or Mandatory Criteria in (Gate 0) will be evaluated in Gate 1 for functionality as per below table:

Functionality Evaluation – Bidders will be evaluated out of 100 points and are required to achieve minimum threshold of 75 points to proceed to Gate 2 for Price and Specific goals evaluations; and

As part of due diligence, the entity may conduct a site visit at the bidders' place of business (as per the physical address provided by the bidder on SBD1) and/or at client of the Bidder (reference) for validation of the services previously rendered.

Evaluation Criteria for Functionality is as Follows:

Criteria	Sub-Criteria	Weight of Criterion	Bidder Score
Company Experience and Track Record for similar services (Attach Contactable Reference Letters	Reference letters covering the provision, installation and configuration of intranet system/solution.	3 Letters = 20 Points 1 - 2 Letters = 10 Points 0 Letters = 0 Point	
Detailed High Level Project Plan and Methodology	Plan and Methodology showing the implementation of the project. The plan shall also show the timelines for	Excellent = 10 Point (Must include Project Timelines, Methodology Type,	

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	the entire project and how integration will take place. The bidder must also indicate their strategy to migrate data from one system to another when required.	Quality Assurance, Testing and Training) Moderate = 5 Points (Any Three of the above methodology deliverables) Poor = 0 Point (Any Two of the above methodology deliverables)	
Project Manager Qualifications	Project Manager required for the initial implementation of the project: Must have Prince2 / PMP / Project Management certification, ITIL and Certified Security Associate or any equivalent certificate in Security.	All 3 Certificates = 20 Points 2 or less Certificates = 10 Points No Certificates = 0 Points	
Software Developer Qualifications	Software Developer with an NQF Level 6 Diploma/Degree or higher in Software	Certificate = 20 Points No Certificate(s) = 0 Points	

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	Development/Software Development and Media Applications.		
Technical Manager Qualification	A Technical Manager to assist with all escalated technical support issues, management of the servers, cloud platform and infrastructure. Must have a Server Certificate, Cloud Platform and Infrastructure Certificate)	All 2 Certificates = 10 Points 1 certificate(s) = 5 Points No Certificate(s) = 0 Points	
IT Technician Qualification	An IT Technical Support Technician to assist with technical support. Must have an NQF Level 6 IT Diploma/Degree	Certificate = 10 Points No Certificate(s) = 0 Points	
Financial Viability	A stamped bank confirmation letter or proof of funding from a recognized financial institution.	Above R2m = 10 Points R1m to R2m = 5 Points	



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		Less than R1m = 0 Point	
Total		100	

The maximum points that can be scored on functionality equals to 100 points.

Bidders scoring less than 75 points will be disqualified.

Bidders that fail to meet the minimum threshold for functionality will be disqualified.

Thereafter, **only the qualifying bid(s) will be evaluated in terms of the 80/20.**

Qualifying bidders may be invited for presentation.

3.3 Gate 2: Preference Point System,

Only Bidders that have met the 75 points thresholds in Gate 1 will be evaluated in Gate 2 for price and specific goals.

Preference Points System where the 80 points are awarded for price and the 20 points are awarded for specific goals as follows:

FINAL EVALUATION CRITERIA	POINTS
Price	80
Specific goals	20
Total	100

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SPECIAL CONDITIONS OF BIDDING AND BID SUBMISSION REQUIREMENTS

4.1. Terms and conditions:

4.1.1. The individuals proposed for professional work on the project shall remain on the project unless the airport grants permission to change the proposal. Such permission will only be granted in exceptional circumstances.

4.1.2. No material or information derived from the provision of the services under the Contract may be used for any purposes other than those of the airport, except where authorized in writing to do so. All information will be held strictly confidential. The successful service provider will be required to sign a confidentiality agreement with the airport.

4.1.3. Copyright of all documents and electronic aids, software programmes prepared or developed in terms of the appointment, shall vest in the airport.

4.1.4. The airport reserves the right to amend, modify or withdraw this TOR document or amend, modify or terminate any of the procedures or requirements set out herein at any time and from time to time, without prior notice except where required by law, and without liability to compensate or reimburse any Prospective service providers.

4.1.5. Any briefing notes which may be issued by the airport to the Bidder/s should be considered as part of this TOR. Furthermore, in the event that the

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negotiations between the airport and the preferred Bidder/s fail with regard to the conclusion of a Service Level Agreement, the airport reserves its right not to appoint the Preferred Bidder/s without incurring any liability to compensate or reimburse the Preferred Bidder/s.

4.1.6. Neither the airport, nor any of its respective officers, or employees may make any representation or warranty, expressed or implied in this TOR document. And nothing contained herein is, or shall be relied upon as, a promise or representation, whether as to the past or the future.

4.1.7. A proposal submitted by a company, close corporation or other legal person must be accompanied by a resolution or agreement of the directors or members and be signed by a duly authorized person.

4.1.8. A proposal submitted by a partnership must be accompanied by a written partnership agreement.

10.1.9. A proposal submitted by a consortium of two or more parties must be accompanied by a signed memorandum of understanding between the parties to such consortium indicating:

- a) the conditions under which the consortium will function;
- b) Its period of duration;
- c) The persons authorized to represent it;
- d) The participation of the several parties forming the consortium;
- e) The benefits that will accrue to each party;

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f) Any other information necessary to permit full appraisal of its functioning.

4.1.10. The costs of preparing proposals and of negotiating the contract will not be reimbursed.

4.1.11. The preferred Bidder will be required to enter into a Service Level Agreement (SLA) prior to appointment.

4.1.12. The airport is not bound to accept any of the proposals submitted and reserves the right to call for best and final offers from short-listed bidders before final selection. The airport also reserves the right to call interviews with short-listed bidders before final selection, and to negotiate price.

4.1.13. Bidders may ask for clarification on this TOR or any of its Annexures up to close of business seven (7) working days before the deadline for the submission of bids. Any request for clarification must be submitted by email to the contact person. Copies of questions and answers will be published on the entity's website, without revealing the identity of the source of the questions.

4.1.14. Bidders may not contact the airport on any matter pertaining to their bid from the time when bids are submitted to the time the contract is awarded. Any effect by the bidder to influence bid evaluation, bid comparisons or award decisions in any manner, may result in rejection of the bid concerned.

4.1.15. Bid submission requirements must be completed in sections and appendices provided in the bid document.

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5. Bid Submission

Bid documents must be placed in the bid box OR couriered to the address on or before the stipulated closing date and time as indicated in the SBD1.

Bid documents will only be considered if received by the entity on or before the closing date and time.

Bidders are required to submit their bids in two clearly marked envelopes as follows:-

ENVELOPE 1 (ADMINISTRATIVE AND/OR MANADATORY & FUNCTIONALITY)	ENVELOPE 2 (PRICE & SPECIFIC GOALS)
Exhibit 1: Administrative and mandatory documents (<i>Refer to Section 3.1 - Gate 0: Administrative requirements (Table 1)) and Detailed Pricing Schedule (Pricing Submission)</i>)	Exhibit 4: SBD 6.1: Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022.
Exhibit 2:	Exhibit 5: <ul style="list-style-type: none"> • Company Profile • Any other supplementary information

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<p>Functionality Responses and Bidder Compliance Checklist for Technical Evaluation.</p> <p>Supporting documents for technical responses. <i>(Refer to Section 3.2 - Gate 1: Functionality Evaluation Criteria)</i></p>	
<p>Exhibit 3: Electronic submission (USB/Memory card/External hard drive) – clearly marked</p>	<p>Exhibit 6: General Conditions of Contract (GCC)</p>



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**PART A
INVITATION TO BID**

SBD 1

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	GAAL/140/2025/2026	CLOSING DATE:	18 JULY 2025	CLOSING TIME:	11H00
DESCRIPTION	PROVISIONING, INSTALLATION AND CONFIGURATION OF AN INTRANET SYSTEM SOLUTION WITH AN INTEGRATED INTERNAL CONTENT MANAGEMENT, COLLABORATION AND INFORMATION PORTAL, MAINTENANCE AND SUPPORTFOR A PERIOD OF THREE YEARS				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
ADMIN BLOCK					
N1 NORTH TO MAKHADO					
GATEWAY WEG					
POLOKWANE, 0700					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		TECHNICAL ENQUIRIES MAY BE DIRECTED TO:			
CONTACT PERSON	JULIUS RAMATJIE	CONTACT PERSON	MONICCA MNISI		
TELEPHONE NUMBER	087-291-1088	TELEPHONE NUMBER	087-291-1054		
FACSIMILE NUMBER	015-288-0125	FACSIMILE NUMBER	015-288-0122		
E-MAIL ADDRESS	scmgroup@gaal.co.za	E-MAIL ADDRESS	monicca.mnisi@gaal.co.za		
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					



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VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO DOES THE ENTITY HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? <input type="checkbox"/> YES <input type="checkbox"/> 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.



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1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.

2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.

2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.

2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.

2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.

2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

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

DATE:

.....



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SBD 3.1

**PRICING SCHEDULE – FIRM PRICES
(PURCHASES)**

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder..... Bid number: **GAAL/140/2025/2026**

Closing Time **11:00**

Closing date: **18 JULY 2025**

OFFER TO BE VALID FOR **150 DAYS** FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)
----------	----------	-------------	---

- Required by:
- At:
- Brand and model
- Country of origin
- Does the offer comply with the specification(s)? *YES/NO
- If not to specification, indicate deviation(s)

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- Period required for delivery
*Delivery: Firm/not firm
- Delivery basis

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

** "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

*Delete if not applicable

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BIDDER'S DISCLOSURE

SBD 4

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 interest² 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.

² 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.

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Full Name	Identity Number	Name of State institution

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

2.2.1 If so, furnish 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:



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- 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 consortium³ will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 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 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.

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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

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SBD 6.1

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

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

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

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**

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

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:

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

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- 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:

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$$\begin{array}{ccc}
 80/20 & \text{or} & 90/10 \\
 P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right) & \text{or} & P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)
 \end{array}$$

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

$$\begin{array}{ccc}
 80/20 & \text{or} & 90/10 \\
 P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) & \text{or} & P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)
 \end{array}$$

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{max} = 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,

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preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Enterprises with ownership of 51% or more by person/s who are black	10	
Enterprises with ownership of 51% or more by person/s who are women	4	

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Enterprises with ownership of 51% or more by person/s who are youth	4	
Enterprises with ownership of 51% or more by person/s with disability	2	
Total	20	

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;

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- 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

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

SURNAME AND NAME:
DATE:
ADDRESS:
.....
.....
.....