



AGSA/05/2024

Request for Proposal (RFP) for the appointment of a service provider for provision of the information technology (IT) asset management discovery tool that will assist with the management of the configuration items (CI) in the Configuration Management Database (CMDB), as well as support and maintenance for a period of sixty-three (63) months

Closing date: 04 April 2024

At 15:00

Important Note: A Compulsory Briefing Session will take place on 13 March 2024 from 13:00 to 14:30 via MS Teams



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SECTION 1: GENERAL CONDITIONS OF BID



1. General Information

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

2. Enquiries

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

Name: Mr Lesley Mathe

Email address: lesleyma@agsa.co.za

2.2 Enquiries in relation to this RFP will not be entertained after **16h00 on 15 March 2024**.

2.3 The enquiries will be consolidated and AGSA will issue one response and such response will be posted, within two days after the last day of enquiries, onto the AGSA website (www.agsa.co.za) on the *tenders link*, under request for proposal i.e. next to the same RFP document.

2.4 The AGSA may respond to any enquiry in its absolute discretion and the bidder acknowledges that it will have no claim against the AGSA on the basis that its bid was disadvantaged by lack of information, or inability to resolve ambiguities.

3. Compulsory Briefing Session

3.1 There will be a compulsory briefing session to be held on **13 March 2024 at 13:00pm** via an MS Teams **meeting**.

3.2 Important information will be shared with bidders around the expectations on this tender which requires bidders to attend, as failure to attend will lead to ineligibility to submit a tender response and to be considered for subsequent evaluations.

3.3 Bidders must send their company name and e-mail addresses of their representatives who will be in joining the MS Teams meeting to lesleyma@agsa.co.za before **12:00pm on Thursday, 11 March 2024**.

4. Bid Validity Period

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



5. Instructions on submission of Bids

- 5.1 Bid responses must be submitted / deposited in the AGSA's tender box.
- 5.2 The closing date for the submission of bids is **04 April 2024** not later than **15h00**. No late bids will be considered. Tender documents must be deposited in the tender box.

Procurement Tender Box

Auditor-General South Africa, Head-office

Reception Area, Ground Floor,

4 Daventry Street,

Lynnwood Bridge Office Park,

Lynnwood Manor,

Pretoria

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

- 5.3 The AGSA will not be held responsible for the following:
 - 5.3.1 Bid responses sent to the incorrect address,
- 5.4 Only bid responses received via the tender box will be considered,
- 5.5 Where a complete bid response (inclusive of all relevant schedules) is not received by the AGSA in the tender box by the closing date and time, such a bid response will be regarded as incomplete and late. Such late and/ or incomplete bid will be disqualified.
- 5.6 Bidders must submit their responses in hard copy (one original hard copy). Included in the hard copy response must be one soft/ electronic copy of the entire bid response on a Universal Serial Bus (USB). Failure to provide both hard and soft copy responses may render your response as incomplete.
- 5.7 This bid document is made available at no cost to bidders and is available in PDF format and also in an editable format (MS Word document). The purpose of this is to enable bidders to access the requirements seamlessly especially the Appendices which may be in EXCEL (embedded in word), for seamless completion purposes. The AGSA's tender requirements should not be altered by bidders and the PDF format serves as the basis for this.

6 Preparation of Bid Response

- 6.1 All the documentation submitted in response to this RFP must be in English.
- 6.2 The bidders are responsible for all the costs that it shall incur related to the preparation and submission of the bid document.



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- 6.3 Bids submitted by bidders which are or comprised of companies must be signed by a person or persons duly authorised thereto by a resolution of the applicable Board of Directors, a copy of which resolution, duly certified, must be submitted with the bid.
 - 6.4 The bidder should check the numbers of the pages of its bid to satisfy itself that none are missing or duplicated. No liability will be accepted by AGSA in regard to anything arising from the fact that pages of a bid are missing or duplicated.
 - 6.5 Bidder's tax affairs with the South African Revenue Service (SARS) must be in order (tax compliant status) and bidders must provide written confirmation to this effect as part of their tender response.

7 Supplier Performance Management

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

8 AGSA's Rights

- 8.1 The AGSA is entitled to amend any bid condition, bid validity period, RFP specification, or extend the bid closing date, all **before the bid closing date**. All bidders, to whom the RFP documents have been issued and where the AGSA have record of such bidders, may be advised in writing of such amendments in good time and any such changes will also be posted on the AGSA's website under the relevant tender information. All prospective bidders should therefore ensure that they visit the website regularly and before they submit their bid response to ensure that they are kept updated on any amendments in this regard.
- 8.2 The AGSA reserves the right not to accept the lowest priced bid. The AGSA normally awards the contract to the bidder who proves to be fully capable of handling the contract and whose bid is functionally acceptable and/or financially advantageous to the AGSA.
- 8.3 The AGSA reserves the right to award this bid as a whole or in part.
- 8.4 The AGSA reserves the right to conduct site visits at the bidder's corporate offices and/ or at client sites if so required.



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- 8.5 The AGSA reserves the right to consider the guidelines on prescribed consultancy rates as set out in the **National Treasury Instruction Note on Cost Containment Measures**, where relevant.
 - 8.6 The AGSA reserves the right to request all relevant information, agreements, and other documents to verify information supplied in the bid response. The bidder hereby gives consent to the AGSA to conduct background checks, including FICA verification, on the bidding entity and any of its directors/ trustees/ shareholders/ members.
 - 8.7 The AGSA reserves the right of final decision on the interpretation of its tender requirements and responses thereto.

9 Undertakings by the Bidder

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

10 Reasons for Disqualification

- 10.1 The AGSA reserves the right to disqualify any bidder which does any one or more of the following, and such disqualification may take place without prior notice to the offending bidder, however, the bidder will be notified in writing of such disqualification:



- 10.1.1 bidders who are not tax compliant and/ or who do not submit a valid Tax Compliance Status PIN and/ or proof of application of such as endorsed by SARS on the closing date and time of the bid submission and/ or failure to provide the AGSA with its SARS issued Tax Verification PIN code giving access to the AGSA to electronically verify tax compliance;
- 10.1.2 bidders who submit incomplete information and documentation according to the requirements of this RFP document;
- 10.1.3 bidders who submit information that is fraudulent, factually untrue or inaccurate information;
- 10.1.4 bidders who receive information not available to other potential bidders through fraudulent means;
- 10.1.5 bidders who do not comply with any of the **mandatory requirements** as stipulated in the RFP document including non-attendance of the compulsory briefing session where applicable;
- 10.1.6 bidders who fail to comply with FICA and POPIA requirements as listed herein.

11 Returnable Schedules

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

- 11.1 **Cover Page:** The cover page must clearly indicate the RFP reference number, bid description and the bidder's name
- 11.2 **Schedule 1:**
 - 11.2.1 Executive Summary (explaining how the bidder understand the requirements of this RFP and the summary of the proposed solution)
 - 11.2.2 Annexure 1 of this RFP document (duly completed and signed)
- 11.3 **Schedule 2**
 - 11.3.1 Valid Tax Compliance Status Pin (TCS PIN) and/ or proof of application as endorsed by SARS and/ or SARS issued tax verification PIN code;
 - 11.3.2 Originally certified copies of bidder's CIPC company registration documents listing all members with percentages.
 - 11.3.3 Copy of Board Resolution, duly certified;
 - 11.3.4 Originally certified copy of ID document for the Company Representative (signatory of the bid document)
 - 11.3.5 Annexure 2 of this RFP document (duly completed and signed);
 - 11.3.6 Annexure 3 of this RFP document (duly completed and signed);
 - 11.3.7 Annexure 4 of this RFP document (duly completed and signed);
 - 11.3.8 Annexure 5 of this RFP document (duly completed and signed);
 - 11.3.9 Annexure 6 of this RFP document (duly completed and signed);



11.3.10 Response to Annexure 7: B-BBEE Claims Form

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

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

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

11.3.12 Annexure 9 of this RFP document (duly completed and signed);

11.3.13 Statement of Financial Position of the bidder: Latest Audited Financial Statements (where applicable in terms of the Company's Act) and/or independently reviewed financial statements and/or cash flow budget for new entities with no financial records;

11.3.14 Copy of Joint Venture/ Consortium/ Subcontracting Agreement duly signed by all parties (if applicable).

11.4 Schedule 3:

11.4.1 Response to Section 2 of this RFP document, in line with the format indicated in this RFP document.

11.5 **Schedule 4:** Price Proposal (response to Section 3 of this RFP document) *(Must be submitted as a separate file/ document marked as Schedule 4: Price Proposal)*

12 Evaluation Criteria and Weightings

Bids shall be evaluated in terms of the following process:

12.1 **Phase 1: Initial Screening Process:** During this phase, bid responses will be reviewed for purposes of assessing compliance with RFP requirements including the general bid conditions, which requirements include the following:

- Submission of a valid Tax Compliance Status PIN as referenced in 11.3.1 above.
- Submission of Company Registration Forms as referenced in 11.3.2 above.
- Submission of ID copy for the Company Representative as referenced in 11.3.4 above.
- B-BBEE Status Certification as referenced in 11.3.10 above.
- Completion of all Standard Bidding Documents and other requirements, as reflected in this RFP, which covers the following:
 - Section 2: Statement of compliance with the Functional Evaluation Criteria for this RFP.



- Section 3: Cost Proposal and Price Declaration Form.
- Annexure 1: Acceptance of Bid Conditions.
- Annexure 2: Tax Compliance Requirements.
- Annexure 3: Supply Chain Management Questionnaire.
- Annexure 4: Declaration of Interest.
- Annexure 5: Certificate of Independent Bid Determination.
- Annexure 6: Shareholders' Information/ Group Structure.
- Annexure 7: B-BBEE Claim Form.
- Annexure 8: Disclosure Statement.
- Annexure 9: Privacy & Protection of Personal Information Act 4 of 2013 Requirements.

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

12.2 Phase 2: Technical/ Functionality Evaluation

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

12.2.1 Pre-Qualifying Criteria (Eligibility Criteria)

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

Note: All bidders that fail to comply with any of the mandatory criteria shall not be considered for further evaluation on functionality

12.2.2 Other Functional/ Technical Requirements

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

Evaluation Criteria	Weight
Original Equipment Manufacturer Partner/ Certification level status as detailed in Appendix B	5
Evidence that the bidder has experience in implementing an IT asset management discovery tool in the past 7 years as detailed in Appendix B	5
Evaluation of skills and experience of the resource that will be assigned to the project reflecting minimum of 7 years' experience in implementing the IT asset management discovery tool as detailed in Appendix B	15
Evaluation of the project management approach through a project plan detailing	5



activities and timelines to deliver the solution as detailed in Appendix B	
Compliance with technical requirements for the asset management discovery tool software as detailed in appendix A, section A.	25
Compliance with technical requirements for the asset management discovery tool software as detailed in appendix A, sections B-D.	45
TOTAL	100

Note: The minimum qualifying score for functionality is 70 % or points. Bidders who score 70% or points on functionality will be invited for demonstration, which will be evaluated using the criteria specified in Appendix C.

12.2.3 Bidder Demonstrations

Bidders who score 70% or points on functionality will be invited for demonstration, which will be evaluated using the criteria specified in Appendix C. Bidders who fail to score the minimum qualifying score of 70% or points shall not be considered any further for evaluation on Price and B-BBEE.

12.3 Phase 3: Preference Point System

All bids that achieve the minimum qualifying score of 70% for demonstration will be evaluated further in terms of the preference point system, as follows:

CRITERIA	POINTS
Price	80
B-BBEE	20
TOTAL	100



SECTION 2: FUNCTIONAL REQUIREMENTS SPECIFICATION



1. SPECIAL INSTRUCTION TO BIDDERS

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

2. PROJECT BACKGROUND AND PURPOSE

The Auditor-General of South Africa (AGSA) is the supreme audit institution (SAI) of South Africa. The AGSA has a constitutional mandate and, as the SAI of South Africa, exists to strengthen our country’s democracy by enabling oversight, accountability, and governance in the public sector through auditing, thereby building public confidence.

The AGSA previously implemented an ITSM tool version which has Incident, Service Request, Change, Problem and Configuration Management modules functionalities and operates as a cloud-based solution. The CMDB is configured but with no information, i.e. there are no formally managed CIs, prompting the need for the procurement of the IT asset management discovery tool. As a result, there are currently no CIs formally managed on the CMDB. The anticipated management scope involves 8 000 devices, with a potential growth of approximately 5% during the contract period. The types of CI’s to be maintained are hardware (e.g., server specifications, network devices), software information (e.g., installed applications, versions), mobile devices, network topology, relationships between assets, and other relevant attributes. The CMDB modules is to be accessed/ managed by approximately ten (10) users.

3. SCOPE OF WORK

The AGSA requires the services of a solution provider/ reseller partner, who will deliver on the following:



- 3.1 Provision of the information technology (IT) asset management discovery tool that will assist with the management of the configuration items (CI) in the Configuration Management Database (CMDB), as well as the support and maintenance for a period of five (5) years. This tool's primary role is to identify CIs for integration into the CMDB and configure the pre-existing IT Asset Management (ITAM) module within the Ivanti Information Technology Service Management (ITSM) tool. The AGSA is currently utilising the Ivanti ITSM tool version 2005-2023 which was implemented in March 2023.
- 3.2 Provision of the IT asset management discovery tool software licenses and functional requirements for the tool, the technical requirements for the tool are listed in **appendix A**.
- 3.3 Monitoring and Reporting: Monitoring and reporting in the form of alerts, reports, and dashboards, the technical requirements for monitoring and reporting service are listed in **appendix A, section D**.
- 3.4 Support and Service Availability: The availability of the tool provided will be measured using uptime percentage metrics as follows:
- The expected service level agreement (SLA) is 99.99% uptime.
 - The response time required is 10 minutes mean time to respond.
 - Problem resolution required is 4-hours mean time to repair.
 - Customer support availability required is 24 hours-seven days a week (24/7).
- 3.5 Project Management and Professional Services: Professional services are required for the project management and configuration of the tool. The service offered must include support for five (5) years. The technical requirements for the professional services are listed in **appendix A, section A and B**.
- 3.6 Certification: The bidder must be a reseller of the proposed IT asset management tool and a valid confirmation from the original equipment manufacturer (OEM) or evidence that the bidder is the OEM of the proposed solution must be provided.
- 3.7 Training: The bidder must provide a detailed plan and training material outlining how they will provide training to ten (10) AGSA's team members. This plan must include the transfer of knowledge and skills to the AGSA's staff. The training will be throughout the contract period as and when the need arises.

4. PERIOD OF CONTRACT

The successful bidder will be appointed for a period of sixty-three (63) months. The support and maintenance contract period is five (5) years commencing on the date of



sign-off of the project implementation and commissioning of the requested solution by the AGSA. The implementation period is expected to be a maximum of three (3) months.

5. TECHNICAL EVALUATION CRITERIA

Bidders shall be evaluated in terms of the following criteria:

5.1 Pre-qualification criteria (eligibility criteria)

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

Bidder to select/ tick Comply or Not Comply below.

#	Pre-qualification criteria / eligibility criteria	Comply	Not Comply	Page no:
5.1.1	<p>The bidder must be a reseller or the OEM of the proposed solution.</p> <p>The bidder must provide a confirmation (letter or certificate) from the original equipment manufacturer (OEM) or submit written confirmation / evidence confirming that the bidder is the OEM of the proposed solution.</p>			
	Substantiate			

5.2 Other technical evaluation

Bidders must refer to Appendix A, B and C for other Technical Evaluation criteria.

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



SECTION 3: COST PROPOSAL



SECTION 3: COST PROPOSAL

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

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

YES	NO
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Important: If not firm for the full period, provide details of the basis on which price adjustments shall be applied e.g. CPI etc.

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

4

Is the proposed bid price linked to the exchange rate?	Yes	No
<i>If yes, the bidder must indicate CLEARLY which portion of the bid price is linked to the exchange rate:</i>		
<i>For purposes of this tender, the ZAR Rate to be quoted on for major foreign currencies should be as follows:</i>		
<i>1 US Dollar to ZAR – R19.02</i>		
<i>1 British Pound to ZAR – R24.10</i>		
<i>1 EURO to ZAR – R20.62</i>		
<i>Note – this is the South African Reserve bank rate as at 05 March 2024 and will apply to evaluate price proposals during the tender evaluation stage. Any Rate of exchange fluctuations will be addressed as part of contract negotiations with the recommended bidder. Bidders proposing pricing in any other foreign denomination, should clearly indicate such with the associated ZAR rate as of 05 March 2024.</i>		

5

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

6

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

7 COSTING MODEL

7.1 Refer to **the EXCEL sheet below** for completion of costing (to access the EXCEL sheet, bidders may click on the sheet below)



Five-Year Pricing Schedule: **AGSA/05/2024**

Name of bidder:							
Item	Item details	Cost Excl. VAT (Year 1)	Cost Excl. VAT (Year 2)	Cost Excl. VAT (Year 3)	Cost Excl. VAT (Year 4)	Cost Excl. VAT (Year 5)	Grand Total Cost
IT asset management discovery tool licenses (including current ITSM tool licenses)	ITSM tools licenses expires on 30 June 2024	R -	R -	R -	R -	R -	R -
Once-off installation of the IT asset management tool		R -	R -	R -	R -	R -	R -
Once off configuration of IT asset management discovery tool		R -	R -	R -	R -	R -	R -
Training	10 AGSA staff members	R -	R -	R -	R -	R -	R -
Post implementation support	5 year (24x7x 4 to 8 hrs MTTR)	R -	R -	R -	R -	R -	R -
Other costs (Please define)		R -	R -	R -	R -	R -	R -
Other costs (Please define)		R -	R -	R -	R -	R -	R -
Other costs (Please define)		R -	R -	R -	R -	R -	R -
Other costs (Please define)		R -	R -	R -	R -	R -	R -
Total cost (excluding VAT)		R -	R -	R -	R -	R -	R -
VAT @ 15%		R -	R -	R -	R -	R -	R -
Total (including VAT)		R -	R -	R -	R -	R -	R -

The pricing will be dependent on rates of exchange (if applicable), therefore, bidders are required to fix their prices as per the validity period of 120 days.

NB: The supplier must also provide a separate detailed quotation.



Price Declaration Form

Dear Sir,

Having read through and examined the Request for Proposal (RFP) Document, RFP no. **AGSA/05/2024** the General Conditions, and all other Annexures to the RFP Document, we offer to assist the AGSA with provision of the information technology (IT) asset management discovery tool that will assist with the management of the configuration items (CI) in the Configuration Management Database (CMDB), as well as the support and maintenance for a period of sixty -three (63) months at a rate of:

R..... (Including VAT)

In words

R..... (Including VAT)

We confirm that this price covers all activities associated with the service, as called for in the RFP document including costs of indicative quantities as specified herein. We confirm that AGSA will incur no additional costs whatsoever, other than in respect of VAT and any currency fluctuations and quantity changes, over and above this amount in connection with the provision of this service.

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

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

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

SIGNED

DATE

(Print name of signatory)

Designation

FOR AND ON BEHALF OF: COMPANY NAME

Tel No



SECTION 4: ANNEXURES



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

Request for Proposal No: _____

Name of Bidder: _____

Authorised signatory: _____

Name of Authorised
Signatory: _____

Position of Authorised
Signatory: _____

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

BIDDING STRUCTURE

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

REQUIRED INFORMATION

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



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



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



Annexure 2: Tax Compliance Requirements

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

Annexure 3: Supply chain management practices questionnaire

Request for Proposal No: _____

Name of Bidder: _____

Authorised signatory: _____

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

The bidder must complete the following questionnaire.

Bidder's past supply chain management practices:

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



Auditing to build public confidence

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

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

Name of Company: _____

Company Registration Number: _____

Company VAT Registration Number: _____

Signature

Date



Annexure 4: Declaration of Interest

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- The bidder is employed by the state; and/or

- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

- 2.1 Full Name of bidder or his or her representative:

- 2.2 Identity Number:

- 2.3 Position occupied in the Company (director, trustee, shareholder?):

- 2.4 Company Registration Number:

- 2.5 Tax Reference Number:

- 2.6 VAT Registration Number:

- 2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.



¹“State” means –

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

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

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

2.7.1 If so, furnish the following particulars:

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

.....

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

.....
.....

Position occupied in the state institution:

.....

Any other particulars:

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

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



2.7.2.1 If yes, did you attached proof of such authority to the bid 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 (i.e. shareholder, partner, director etc.), aware of any relationship (family, friend, other) between any other bidder or any other company and any person employed by the AGSA who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.10.1 If so, furnish particulars.



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

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

2.11.1 If so, furnish particulars:

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

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

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

DECLARATION

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

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

.....
Signature Date

.....
Position Name of bidder



Annexure 5: Certificate of Independent Bid Determination

SBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

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



CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

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

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However,



- communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
 8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
 9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
 10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder



Annexure 7: B-BBEE CLAIM FORM

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

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

General Conditions

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

Definitions

- 1.3 "all applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- 1.4 "B-BBEE" means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 1.5 "B-BBEE status level of contributor" means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the B-BBEE Act;
- 1.6 "bid" means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- 1.7 "Broad-Based Black Economic Empowerment Act" means the Broad-Based Black Economic Empowerment Act, Act No. 53 of 2003 ("B-BBEE Act");
- 1.8 "comparative price" means the price after the factors of a non-firm price and all unconditional discounts that can be utilised have been taken into consideration;
- 1.9 "consortium or joint venture" means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;
- 1.10 "contract" means the agreement that results from the acceptance of a bid by an organ of state;
- 1.11 "EME" means an Exempted Micro Enterprise as defined by Codes of Good Practice issued in terms of section 9 (1) of the B-BBEE Act No 53 of 2003;
- 1.12 "QSE" means a Qualifying Small Enterprise as defined by Codes of Good Practice issued in terms of section 9 (1) of the B-BBEE Act No 53 of 2003;
- 1.13 "Firm price" means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;



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

Points Awarded for B-BBEE Status Level of Contribution

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

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



- 1.27 A bidder who qualifies as an EME or QSE in terms of the B-BBEE Act must submit an affidavit confirming Annual Total Revenue and Level of Black Ownership.
- 1.28 A bidder other than EME or QSE must submit a valid B-BBEE certificate, or a certified copy thereof issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA)
- 1.29 A consortium or joint venture will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their consolidated B-BBEE status level certificate.
- 1.30 A consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 1.31 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialised scorecard contained in the B-BBEE Codes of Good Practice.
- 1.32 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends to sub-contract more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 1.33 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

Bid Declaration

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

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

- 1.35 B-BBEE Status Level of Contribution:

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

Annexure 8: Disclosure Statement

Disclosure Statement

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

- 1.1 The AGSA considers the integrity of its appointed service providers to be of critical importance. The AGSA reserves the right to disqualify from further consideration, any bidder whose integrity, based on past conduct (during the 5 years immediately preceding the bid submission date), it considers questionable.
- 1.2 To this end, the AGSA requires each bidder to include in its bid, a disclosure statement which details the following (with sufficient information and supporting documentation for the AGSA to make its own assessment as to the materiality or seriousness of allegations regarding the bidder's integrity or conduct):
 - 1.2.1 any criminal charges made against the bidder or any of its directors, shareholders or management officials regarding their professional conduct;
 - 1.2.2 any civil proceedings initiated against the bidder or any of its directors, shareholders or management officials regarding their professional conduct; and
 - 1.2.3 any other enquiry or similar proceedings initiated or threatened against the bidder or any of its directors, shareholders or management officials regarding their professional conduct.
- 1.3 Where the bidder is a consortium, the disclosure statement referred to in paragraph 1.2 above must be made separately in respect of each consortium partner.
- 1.4 In the event that the bidder's circumstances change, after submission of its bid, in regard to any matter referred to in paragraph 1.2 above or in regard to any matter referred to in its disclosure statement, the bidder must submit a written notification to AGSA indicating the nature and extent of such changed circumstances.
- 1.5 The AGSA reserves the right to seek such additional information from any bidder, in respect of the disclosure statement referred to in paragraph 1.2 above, as it may, in its sole discretion, determine, whether such information has been requested under this RFP or otherwise, and may require the bidder to make oral presentations for clarification purposes or to present supplementary information, in respect of the disclosure statement if so required by the AGSA.
- 1.6 Based on its own assessment of the contents of the bidder's disclosure statement and any publicly available information which is relevant to the contents of such disclosure statement, the AGSA will decide whether the bidder's conduct or any allegations relating thereto pose a risk, reputational or otherwise, to the AGSA; and if it reaches an adverse conclusion the AGSA will in its sole discretion have the right to disqualify a bidder from further participation in the tender process. Disqualification on this ground may be done at any stage in the bid evaluation process prior to contract award.

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

Requirements

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

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

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

Consent to process information according to Popia

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

YES/NO

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

YES/NO

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

YES/NO

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

YES/NO



- e) The bidder's personal data shall be kept confidential and be used for the purpose intended for this bid and shall not be shared with third parties for unrelated or unlawful purposes. In addition, the information shall be handled in line with record retention guidelines and be disposed of when the timelines in the guidelines have been reached. Any request for deletion of personal information shall be acceded to in line with legislative requirements. Should such deletion impact on the evaluation, adjudication, awarding and contract phases, the bidder shall be informed and such impact effected.

YES/NO

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

YES/NO

Information security measures that the AGSA implements

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

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

Company/ Entity Registration Number: _____

Company/ Entity VAT Registration Number: _____

Signature (Company/ Entity Representative)

Date



APPENDIX A – TECHNICAL AND FUNCTIONAL REQUIREMENTS

(To access the Technical Requirements, bidders may click on the below EXCEL sheet)



Ref #	Technical and Functional Requirements	Compliance Bidder to select either (Yes or No) on the dropdown arrow below	Substantiating Details/ Comments (Bidder to indicate page, section, or topic reference in their proposal to support each of the requirements stipulated)
Section A Configuration Management Database - IT Asset Management Discovery Tool			
BRQ001	Provision of the IT asset management discovery tool software.		
BRQ002	Workshop with AGSA internal team to determine optimal configuration settings for IT asset management discovery tool.		
BRQ003	Deployment and configuration of the IT asset management tool software in order to populate CI information into ITSM CMDB.		
BRQ004	Provide customised installation package for the IT asset management discovery agents.		
BRQ005	Configure the solution to collect a comprehensive set of configuration data, including hardware details (e.g. server specifications and network devices), mobile devices, software information (e.g., installed applications and versions), network topology, relationships between assets, and other relevant attributes.		
BRQ006	Configure agents connectors for existing CI repositories, which are Ivanti ITSM, Microsoft (MS) M365, MS Active Directory (AD), MS Azure, MS Azure AD, VMWare Vcentre, MS Configuration Manager and MS Intune for integration purposes.		
BRQ007	Setup any on-premise gateway required for integration with cloud services.		
BRQ008	Setup of both hardware and software inventories.		
BRQ009	Setup both passive and active scanning for discovery of CI information in order to discover CI's connected on Wi-Fi, LAN, WAN and mobile connectivity (3G, 4G etc).		
BRQ010	Setup automation and scheduling in order to support automation features for scheduling regular discovery scans, data updates, and synchronisation with external systems, to ensure that the CMDB remains up-to-date and accurate without requiring manual intervention.		
BRQ011	Setup configuration rules and logic to normalise and reconcile CI information from all sources.		
BRQ012	Populate CMDB with normalised and reconciled information.		
BRQ013	Setup reports and dashboards of the discovered CI's and allow categorisation and filtering on various categories such as notepads, router, laptops, servers etc.		
BRQ014	Setup security measures and access controls to protect critical configuration data, ensure secure authentication and encryption, implement role-based access control, and adhere to pertinent security standards.		
BRQ015	Setup the necessary audit trail functionality to report on any changes made to CI information.		
BRQ016	The service provider must provide assurance that the system complies with best practice security standards (e.g. ISO/IEC 27000 series).		
BRQ017	The service provider must provide confirmation of Protection of Personal Information Act (POPIA) compliance.		
BRQ018	Support for a period of 5-year with a 4 hour MTTR (Mean Time to Repair). Service provider will be requested to sign a service level agreement accordingly.		
Section B Information Technology Asset Management Enablement			
BRQ019	Workshop with AGSA team to determine the IT asset management (ITAM) business objectives and to provide ITAM best practices and ITAM readiness report.		
BRQ020	Enablement of ITAM solution based on the output from the workshop to enable the ITAM minimum		
Section C The tool must have the following functionalities for each role:			
Section C.1 Asset Management Specialist			
BRQ021	An asset management specialist must be able to logon to the system with user credentials authenticated via Active Directory.		
BRQ022	An asset management specialist must have the ability to perform asset transactions (bulk updates) on the system i.e., additions, issue, transfers, returns and disposals.		
BRQ023	The system must allow the asset management specialist to capture asset data through barcode scanning.		
BRQ024	The system must allow the asset management specialist to perform cost adjustment and re-categorisation.		
Section C.2 Fixed Asset Manager			
BRQ025	A manager must be able to logon to the system with user credentials authenticated via Active Directory.		
BRQ026	A manager must have access to approve transactions performed by the asset management specialist.		
BRQ027	A manager must have the ability to run the asset management reports and close monthly processes to consolidate the movements (transfers, additions, and disposals) in order to update the Asset Register.		
BRQ028	A manager must have the ability to reconcile asset management report to general ledger.		
BRQ029	A manager must not be able to add assets, they can only approve addition of assets.		
Section C.3 Senior Manager			
BRQ030	A senior manager must be able to logon to the system with user credentials authenticated via Active Directory.		
BRQ031	A senior manager must have the ability to review, oversee and approve reconciliations.		
Section C.4 IT Asset Manager			
BRQ032	An IT asset manager must be able to logon to the system with user credentials authenticated via Active		
BRQ033	An IT asset manager must have access to all system functionalities.		
Section D Information Technology Asset Management System Functionalities			
BRQ034	The system must have the ability to integrate with: • ERP System such as PeopleSoft 9.2 version or higher (Accounts Payable Voucher, Human Capital - Staff Establishment and Retirement) • General Ledger related system		
BRQ035	The system must be secured and accessible using the single sign-on platform (AD, Azure AD) i.e., same sign-on as all AGSA applications.		
BRQ036	The system must centralise the management of assets.		
BRQ037	The system must have the capability to import manual data with the following requirements: • In various file formats, including but not limited to excel, text files, PDFs, etc. • From various systems, facilitating data migration processes.		
BRQ038	The system must have the ability to ensure accurate auto-population of fields.		
BRQ039	The system must allow the definition of compulsory fields, ensuring that progression to another status is dependent on the population of these specified compulsory fields.		
BRQ040	The system must allow manual capturing of assets as well as importing of the assets from Accounts Payables module and generate Accounts Payable report.		
BRQ041	The system must have the capability to validate fields defined for assets.		
BRQ042	The system must have the capability to manage procurement tracking to: • Control expenses effectively. • Facilitate the management of purchasing processes, ensuring efficiency and accuracy. • Enable the effective handling of invoices within the procurement system.		
BRQ043	The system must have the capability to manage contracts linked to assets to: • Meet regulatory requirements for contract management, with a focus on compliance management. • Enable the association of contracts with assets and effectively manage their lifecycles. • Facilitate the ability to consolidate major software contracts to leverage discounts strategically.		
BRQ044	The system must have the capability to manage the asset repository by: • Providing information about each asset, including hardware and software details. • Facilitating hardware and software lifecycle management. • Enabling the storage of documents related to assets, such as process and procedure documents, warranty documents, and managing their content lifecycle. • Allowing the addition and viewing of asset types, with specific report requirements around the viewing of asset types. • Providing the ability to categorise assets effectively. • Enabling the management of digital assets, including virtual machines.		
BRQ045	The system must have the capability to: • Scan barcodes through physical scanning using dedicated hardware. • Scan barcodes using mobile devices, such as smartphones.		
BRQ046	The system must have the capability to: • Facilitate the mapping of the barcode to other asset identifiers, allowing for automatic population of asset details by scanning the barcode and avoiding manual data entry. • Prevent duplicate barcodes and serial numbers. • Implement access control for barcodes.		
BRQ047	The system must have the capability to calculate the total cost of ownership (TCO) of an asset by: • Providing the ability to accurately calculate the maintenance cost of the asset, inclusive of parts and materials. • Enabling the generation of reports that highlight which assets are more cost-effective compared to others. • Offering the capability to determine asset utilisation in relation to cost, providing insights into cost-		
BRQ048	The system must have the capability to update the asset custodians through the human capital staff establishment (allocation of personal assets).		
BRQ049	The system must have the capability to generate a comprehensive "All Open Transaction Report" that includes an analysis of asset movements, as well as the corresponding depreciation values, i.e. before the transaction is approved.		
BRQ050	The system must have an automated workflow for approvals of asset transactions.		
BRQ051	The system must keep a record of all IT assets types (e.g. digital assets, software assets, hardware, asset licenses, asset controls and asset services).		
BRQ052	The system must have the capability to manage inventory by: • Providing the ability to track and record stock efficiently. • Facilitating the ability to forecast demand for inventory. • Offering the ability to organise and manage the storeroom effectively. • Providing the ability to monitor expiration dates for inventory items.		
BRQ053	The system must have the ability to perform re-categorisation and calculate the depreciation based on the new asset category.		
BRQ054	The system must have the capability to record damaged assets in the General Journal. This is to calculate whether the cost to repair exceeds the future cash flow of the asset. In this process, the Impairment Loss account is debited, while the Accumulated Impairment Loss account is credited.		
BRQ055	The system must be able to provide the IT security teams with secured and complete IT asset data.		
BRQ056	The system must have a detailed audit trail capability.		
BRQ057	The system must have the capability to perform cost adjustments of an asset and calculate the depreciation based on the adjusted amount.		
BRQ058	The system must have the capability to manage all assets, including the ability to calculate depreciation for every asset correctly, using the asset category, for both manually added and existing assets.		
BRQ059	The system must have the capability to calculate the net book value of disposals and journal entry processing correctly.		
BRQ060	The system must have the capability to generate a Net Book Value report.		
BRQ061	The system must have the capability to enter depreciation in the General Ledger monthly by debiting Depreciation Expense and crediting Accumulated Depreciation.		
BRQ062	The system must have the capability to capture the reasons for assets disposal (e.g. assets no longer in use, scrapped, to be donated, stolen, or lost).		
BRQ063	The system must have the capability to generate an Asset Disposal report.		
BRQ064	The system must have the capability to remove the assets from Cost and the respective Accumulated Depreciation once they are marked as retired.		
BRQ065	The system must have the capability to perform reinstatement of an asset and calculate depreciation at the reinstatement date.		
BRQ066	The system must have the capability to generate the Fixed Asset Register which can be exported to excel or other formats.		
BRQ067	The system must have the capability to conduct asset verification.		
BRQ068	The system must have the capability to generate a concise Asset Verification Summary Report outlining verified assets, discrepancies, and overall verification status.		
BRQ069	The system must have the capability to encrypt data in transit and data at rest.		
BRQ070	The system must have the capability to empower users to create custom queries and generate custom ad-hoc reports according to their specific requirements.		
BRQ071	The system must have the capability to produce real-time reports on the status and changes of configuration items and IT assets as well as alerts and notifications for critical changes.		
BRQ072	The system must have the capability to implement data validation mechanisms to ensure accuracy and consistency of information stored in the CMDB and flag the inconsistencies identified.		
BRQ073	The system must have the capability to accommodate the growing volume of configuration items and IT assets over time and ensure performance remains optimal even as the database expands.		
BRQ074	The system must have a detailed audit trail and logging mechanisms to track changes made on the CMDB.		
BRQ075	The system must have the capability to produce dashboards including visualisations, charts, and graphs.		
BRQ076	The system must have the capability to produce a report of incidents, change and problem logged against a configuration item.		



APPENDIX B – TECHNICAL EVALUATION CRITERIA

(To access the Technical Evaluation Criteria, bidders may click on the below EXCEL sheet)



Appointment of the service provider to supply the IT asset management discovery tool				
Evaluation criteria	Measure description	Point allocation per criterion	Bidders score	Evaluator to reference page numbers or sections that they have verified for each criterion
1. OEM Partner/ Certification status Portfolio of evidence: The bidder must submit a valid proof (letter or certificate) that they are the original equipment manufacturer or they are certified by the OEM to sell or support the IT asset management discovery tool.	Premier Level/ Highest Level or OEM of solution = 5% Select Level/ Second Highest Level = 3% Authorised Level/ Lowest Level = 1% No evidence submitted = 0%	5		
2. Evidence that the bidder has experience in implementing an IT asset management discovery tool in the past 7 years. Portfolio of evidence: Reference letters, at least 3 client reference letters (with contactable references) indicating that the bidder has implemented the proposed or similar solution in the past 7 years.	3 client references letters indicating that the bidder has implemented the proposed or similar solution in the past 7 years = 5% 2 client reference letters indicating that the bidder has implemented the proposed or similar solution in the past 7 years = 2% 1 client reference letter indicating that the bidder has implemented the proposed or similar solution in the past 7 years = 1% No evidence submitted = 0%	5		
3. Evaluation of skills and experience of the resource that will be assigned to the project reflecting minimum of 7 years experience in implementing the IT asset management discovery tool. Portfolio of evidence: Bidders to provide a CV of a resource that will be implementing the project and the CV must clearly show that the resource has implemented the proposed solutions.	Experience in implementing the IT asset management discovery tool: - Resource CV indicating 7 years experience or more = 15% - Resource CV indicating 5-6 years experience = 10% - Resource CV indicating 2-4 years experience = 5% - No CVs submitted or all CVs submitted shows less than 2 years of experience = 0%	15		
4. Evaluation of the project management approach. Portfolio of evidence: Project plan detailing activities and timelines to deliver the solution. The solution is expected to be delivered in 3 months.	The project plan indicates that the solution will be delivered in: - Less than or equal to 3 months = 5% - More than 3 months and before 5 months = 2% - More than 5 months = 0%	5		
5. Compliance with technical requirements for the IT asset management discovery tool as detailed in appendix A, section A . Portfolio of evidence: The service provider must submit confirmation in writing that they comply with the requirements indicated in the appendix A, section A .	- 100% compliance with the solution requirements as detailed in the ITAM Tool Spec Compliance % tab (25 points) - 90%-99% compliance with the solution requirements as detailed in the ITAM Tool Spec Compliance % tab (15 points) - 80%-89% compliance with the solution requirements as detailed in the ITAM Tool Spec Compliance % tab (10 points) - 70%-79% compliance with all the solution requirements as detailed in the ITAM Tool Spec Compliance % tab (5 points) - 0%-69% compliance with all the solution requirements as detailed in the ITAM Tool Spec Compliance % tab (0 points)	25		
6. Compliance with technical requirements for IT asset management tool as detailed in appendix A, section B-D . Portfolio of evidence: The service provider must submit confirmation in writing that their ITAM module has the capabilities required indicated in the appendix A, section B-D - e.g. system technical functionality document from the solution being proposed which highlights all system capabilities.	- 100% compliance with the solution requirements as detailed in the ITAM Spec Compliance % tab (45 points) - 90%-99% compliance with the solution requirements as detailed in the ITAM Spec Compliance % tab (35 points) - 80%-89% compliance with the solution requirements as detailed in the ITAM Spec Compliance % tab (30 points) - 70%-79% compliance with all the solution requirements as detailed in the ITAM Spec Compliance % tab (15 points) - 0%-69% compliance with all the solution requirements as detailed in the ITAM Spec Compliance % tab (0 points)	45		
Grand Total		100	0	
		Minimum Score Required	70%	

Ref #	Technical and Functional Requirements	Compliance (1 = Comply, 0 = Does Not Comply)
Section A	Configuration Management Database - IT Asset Management Discovery Tool	
BRQ001	Provision of the IT asset management discovery tool software.	
BRQ002	Workshop with AGSA internal team to determine optimal configuration settings for IT asset management	
BRQ003	Deployment and configuration of the IT asset management tool software in order to populate CI information	
BRQ004	Provide customised installation package for the IT asset management discovery agents.	
BRQ005	Configure the solution to collect a comprehensive set of configuration data, including hardware details (e.g. server specifications and network devices), mobile devices, software information (e.g., installed applications and versions), network topology, relationships between assets, and other relevant attributes.	
BRQ006	Configure agents connectors for existing CI repositories, which are Ivanti ITSM, Microsoft (MS) M365, MS Active Directory (AD), MS Azure, MS Azure AD, VMWare Vcentre, MS Configuration Manager and MS Intune	
BRQ007	Setup any on-premise gateway required for integration with cloud services.	
BRQ008	Setup of both hardware and software inventories.	
BRQ009	Setup both passive and active scanning for discovery of CI information in order to discover CI's connected on Wi-Fi, LAN, WAN and mobile connectivity (3G, 4G etc).	
BRQ010	Setup automation and scheduling in order to support automation features for scheduling regular discovery scans, data updates, and synchronisation with external systems, to ensure that the CMDB remains up-to-date	
BRQ011	Setup configuration rules and logic to normalise and reconcile CI information from all sources.	
BRQ012	Populate CMDB with normalised and reconciled information.	
BRQ013	Setup reports and dashboards of the discovered CI's and allow categorisation and filtering on various categories such as notepads, router, laptops, servers etc.	
BRQ014	Setup security measures and access controls to protect critical configuration data, ensure secure authentication and encryption, implement role-based access control, and adhere to pertinent security standards	
BRQ015	Setup the necessary audit trail functionality to report on any changes made to CI information.	
BRQ016	The service provider must provide assurance that the system complies with best practice security standards (e.g. ISO/IEC 27000 series).	
BRQ017	The service provider must provide confirmation of Protection of Personal Information Act (POPIA) compliance.	
BRQ018	Support for a period of 5-year with a 4 hour MTTR (Mean Time to Repair). Service provider will be requested to sign a service level agreement accordingly.	
Compliance percentage		0%



Ref #	Technical and Functional Requirements	Compliance (1 = Comply, 0 = Does Not Comply)
Section B Information Technology Asset Management Enablement		
BRQ019	Workshop with AGSA team to determine the ITAM business objectives and to provide ITAM best practices and	
BRQ020	Enablement of ITAM solution based on the output from the workshop to enable the ITAM minimum	
Section C The tool must have the following functionalities for each role:		
Section C.1 Asset Management Specialist		
BRQ021	An asset management specialist must be able to logon to the system with user credentials authenticated via	
BRQ022	An asset management specialist must have the ability to perform asset transactions (bulk updates) on the system i.e., additions, issue, transfers, returns and disposals.	
BRQ023	The system must allow the asset management specialist to capture asset data through barcode scanning.	
BRQ024	The system must allow the asset management specialist to perform cost adjustment and re-categorisation.	
Section C.2 Fixed Asset Manager		
BRQ025	A manager must be able to logon to the system with user credentials authenticated via Active Directory.	
BRQ026	A manager must have access to approve transactions performed by the asset management specialist.	
BRQ027	A manager must have the ability to run the asset management reports and close monthly processes to consolidate the movements (transfers, additions, and disposals) in order to update the Asset Register.	
BRQ028	A manager must have the ability to reconcile asset management report to general ledger.	
BRQ029	A manager must not be able to add assets, they can only approve addition of assets.	
Section C.3 Senior Manager		
BRQ030	A senior manager must be able to logon to the system with user credentials authenticated via Active Directory.	
BRQ031	A senior manager must have the ability to review, oversee and approve reconciliations.	
Section C.4 IT Asset Manager		
BRQ032	An IT asset manager must be able to logon to the system with user credentials authenticated via Active	
BRQ033	An IT asset manager must have access to all system functionalities.	
Section D Information Technology Asset Management System Functionalities		
BRQ034	The system must have the ability to integrate with: • ERP System such as PeopleSoft 9.2 version or higher (Accounts Payable Voucher, Human Capital - Staff Establishment and Retirement) • General Ledger related system	
BRQ035	The system must be secured and accessible using the single sign-on platform (AD, Azure AD) i.e., same sign-on as all AGSA applications.	
BRQ036	The system must centralise the management of assets.	
BRQ037	The system must have the capability to import manual data with the following requirements: • In various file formats, including but not limited to excel, text files, PDFs, etc. • From various systems, facilitating data migration processes.	
BRQ038	The system must have the ability to ensure accurate auto-population of fields.	
BRQ039	The system must allow the definition of compulsory fields, ensuring that progression to another status is dependent on the population of these specified compulsory fields.	
BRQ040	The system must allow manual capturing of assets as well as importing of the assets from Accounts Payables module and generate Accounts Payable report.	
BRQ041	The system must have the capability to validate fields defined for assets.	
BRQ042	The system must have the capability to manage procurement tracking to: • Control expenses effectively. • Facilitate the management of purchasing processes, ensuring efficiency and accuracy. • Enable the effective handling of invoices within the procurement system.	
BRQ043	The system must have the capability to manage contracts linked to assets to: • Meet regulatory requirements for contract management, with a focus on compliance management. • Enable the association of contracts with assets and effectively manage their lifecycles. • Facilitate the ability to consolidate major software contracts to leverage discounts strategically.	
BRQ044	The system must have the capability to manage the asset repository by: • Providing information about each asset, including hardware and software details. • Facilitating hardware and software lifecycle management. • Enabling the storage of documents related to assets, such as process and procedure documents, warranty documents, and managing their content lifecycle. • Allowing the addition and viewing of asset types, with specific report requirements around the viewing of asset types. • Providing the ability to categorise assets effectively.	
BRQ045	The system must have the capability to: • Scan barcodes through physical scanning using dedicated hardware. • Scan barcodes using mobile devices, such as smartphones.	
BRQ046	The system must have the capability to: • Facilitate the mapping of the barcode to other asset identifiers, allowing for automatic population of asset details by scanning the barcode and avoiding manual data entry. • Prevent duplicate barcodes and serial numbers. • Implement access control for barcodes.	
BRQ047	The system must have the capability to calculate the total cost of ownership (TCO) of an asset by: • Providing the ability to accurately calculate the maintenance cost of the asset, inclusive of parts and materials. • Enabling the generation of reports that highlight which assets are more cost-effective compared to others. • Offering the capability to determine asset utilization in relation to cost, providing insights into cost.	
BRQ048	The system must have the capability to update the asset custodians through the human capital staff establishment (allocation of personal assets).	
BRQ049	The system must have the capability to generate a comprehensive 'Air Open' transaction report that includes an analysis of asset movements, as well as the corresponding depreciation values, i.e. before the transaction is processed.	
BRQ050	The system must have an automated workflow for approvals of asset transactions.	
BRQ051	The system must keep a record of all IT assets types (e.g. digital assets, software assets, hardware, asset licenses, asset controls and asset services).	
BRQ052	The system must have the capability to manage inventory by: • Providing the ability to track and record stock efficiently. • Facilitating the ability to forecast demand for inventory. • Offering the ability to organise and manage the storeroom effectively. • Providing the ability to monitor expiration dates for inventory items.	
BRQ053	asset category.	
BRQ054	The system must have the capability to record damaged assets in the General Journal. This is to calculate whether the cost to repair exceeds the future cash flow of the asset. In this process, the Impairment Loss account is debited, while the Accumulated Impairment Loss account is credited.	
BRQ055	The system must be able to provide the IT security teams with secured and complete IT asset data.	
BRQ056	The system must have a detailed audit trail capability.	
BRQ057	The system must have the capability to perform cost adjustments of an asset and calculate the depreciation based on the adjusted amount.	
BRQ058	The system must have the capability to manage all assets, including the ability to calculate depreciation for every asset correctly, using the asset category, for both manually added and existing assets.	
BRQ059	correctly.	
BRQ060	The system must have the capability to generate a Net Book Value report.	
BRQ061	The system must have the capability to enter depreciation in the General Ledger monthly by debiting Depreciation Expense and crediting Accumulated Depreciation.	
BRQ062	The system must have the capability to capture the reasons for assets disposal (e.g. assets no longer in use, scrapped, to be donated, stolen, or lost).	
BRQ063	The system must have the capability to generate an Asset Disposal report.	
BRQ064	The system must have the capability to remove the assets from Cost and the respective Accumulated Depreciation once they are marked as retired.	
BRQ065	reinstatement date.	
BRQ066	other formats.	
BRQ067	The system must have the capability to conduct asset verification.	
BRQ068	The system must have the capability to generate a concise Asset Verification Summary Report outlining verified assets, discrepancies, and overall verification status.	
BRQ069	The system must have the capability to encrypt data in transit and data at rest.	
BRQ070	The system must have the capability to empower users to create custom queries and generate custom ad-hoc reports according to their specific requirements.	
BRQ071	The system must have the capability to produce real-time reports on the status and changes of configuration items and IT assets as well as alerts and notifications for critical changes.	
BRQ072	The system must have the capability to implement data validation mechanisms to ensure accuracy and consistency of information stored in the CMDB and flag the inconsistencies identified.	
BRQ073	The system must have the capability to accommodate the growing volume of configuration items and IT assets over time and ensure performance remains optimal even as the database expands.	
BRQ074	The system must have a detailed audit trail and logging mechanisms to track changes made on the CMDB.	
BRQ075	The system must have the capability to produce dashboards including visualisations, charts, and graphs.	
BRQ076	configuration item.	
Compliance percentage		0%





APPENDIX C – DEMONSTRATION CRITERIA

(To access the Demonstration Criteria, bidders may click on the below EXCEL sheet)



Ref #	Demo Technical Requirements	Compliance (1 = Comply, 0 = Does Not Comply)
Section A Configuration Management Database - IT Asset Management Discovery Tool		
BRQ005	Configure the solution to collect a comprehensive set of configuration data, including hardware details (e.g. server specifications and network devices), mobile devices, software information (e.g., installed applications and versions), network topology, relationships between assets, and other relevant attributes.	
BRQ006	Configure agents connectors for existing CI repositories, which are Ivanti ITSM, Microsoft (MS) M365, MS Active Directory (AD), MS Azure, MS Azure AD, VMWare Vcentre, MS Configuration Manager and MS Intune	
BRQ007	Setup any on-premise gateway required for integration with cloud services.	
BRQ009	Setup both passive and active scanning for discovery of CI information in order to discover CI's connected on Wi-Fi, LAN, WAN and mobile connectivity (3G, 4G etc).	
BRQ010	Setup automation and scheduling in order to support automation features for scheduling regular discovery scans, data updates, and synchronisation with external systems, to ensure that the CMDB remains up-to-date	
BRQ011	Setup configuration rules and logic to normalise and reconcile CI information from all sources.	
BRQ012	Populate CMDB with normalised and reconciled information.	
BRQ013	Setup reports and dashboards of the discovered CI's and allow categorisation and filtering on various categories such as notepads, router, laptops, servers etc.	
BRQ014	Setup security measures and access controls to protect critical configuration data, ensure secure authentication and encryption, implement role-based access control, and adhere to pertinent security standards	
BRQ022	An asset management specialist must have the ability to perform asset transactions (bulk updates) on the system i.e., additions, issue, transfers, returns and disposals.	
BRQ027	A manager must have the ability to run the asset management reports and close monthly processes to consolidate the movements (transfers, additions, and disposals) in order to update the Asset Register.	
BRQ034	The system must have the ability to integrate with: <ul style="list-style-type: none"> • ERP System such as PeopleSoft 9.2 version or higher (Accounts Payable Voucher, Human Capital - Staff Establishment and Retirement) • General Ledger related system 	
BRQ035	The system must be secured and accessible using the single sign-on platform (AD, Azure AD) i.e., same sign-on as all AGSA applications.	
BRQ045	The system must have the capability to: <ul style="list-style-type: none"> • Scan barcodes through physical scanning using dedicated hardware. • Scan barcodes using mobile devices, such as smartphones. 	
BRQ058	The system must have the capability to manage all assets, including the ability to calculate depreciation for every asset correctly, using the asset category, for both manually added and existing assets.	
BRQ059	correctly.	
BRQ066	other formats.	
BRQ070	The system must have the capability to empower users to create custom queries and generate custom ad-hoc reports according to their specific requirements.	
BRQ076	configuration item.	
Compliance Percentage		0%
Minimum Score Required		70%