



REQUEST FOR PROPOSAL
Bid Number: 2018/23

**Implementation of Business
Intelligence: Big Data Analytics
Platform (BI-BDAP)**

Release Date: 2018-11-13
Closing Date: 2019-01-31

Briefing Session Date: 2018-11-28
Briefing Session Venue: Sasria Offices

Table of Contents

1. Part 1 - Letter of Invitation	3
2. Part 2 - Instructions	4
2.1. Sasria	4
2.2. Contractual commitment	4
2.3. Confidentiality	4
2.4. Submission Format (Returnable Schedules)	5
2.4.1 Cover Page:.....	5
2.4.2 Schedule 1:.....	5
2.4.3 Schedule 2.....	5
2.4.4 Schedule 3:.....	5
2.4.5 Schedule 4:.....	6
2.5. Submission of Proposals.....	6
2.6. Queries and clarifications.....	6
2.7. Pre-Proposal Briefing Session	7
2.8. Automatic Disqualification	7
2.9. Proposal costs	7
2.10. Validity period	7
2.11. Important dates.....	7
2.12. Transformation.....	8
3. Part 3 - RFP Requirements	9
3.1. Background Information	9
3.2. Scope of Work	9
3.3. Contract Duration.....	24
4. Part 4 - Financial Proposal	25
5. Part 5: Qualification and Evaluation Criteria	29
5.1. Evaluation of proposals.....	29
5.2. Prequalifying Criteria.....	29
5.3. Evaluation Criteria.....	29
5.3.1. Level 1- Governance Verification	29
5.3.2. Level 2- Technical Evaluation	30
5.3.3. Level 3 – Preference Point System	332
6. Part 6 – Required Documents	35
ANNEXURE A: NON DISCLOSURE AGREEMENT	36
ANNEXURE B: ACCEPTANCE OF BID CONDITIONS AND BIDDER’S DETAILS	48
ANNEXURE C: SHAREHOLDER INFORMATION	52
ANNEXURE D: PREVIOUS EXPERIENCE	

1. Part 1 - Letter of Invitation

To the Service Provider:

Sasria SOC Limited (Sasria) hereby invites proposals from suitably qualified service providers to implement the Business Intelligence – Big Data Analytics Platform (BI-BDAP).

The service provider will be selected under the procedures described in this Request for Proposal (RFP) document.

The RFP consists of the following documents:

- Part 1 – Letter of Invitation
- Part 2 – Instructions
- Part 3 – RFP Requirements
- Part 4 – Financial Proposal
- Part 5 – Pre-Qualification and Evaluation Criteria
- Part 6 - Required Documents
 - Confidentiality and Non-disclosure Agreement (Annexure A);
 - Acceptance of Bid Conditions (Annexure B);
 - Shareholder Information (Annexure C);
 - Previous Experience (Annexure D)
 - Invitation to Bid (SBD 1);
 - Declaration of Interest (SBD 4);
 - Preference Points Claims Form in terms of the Preferential Procurement Regulations 2017 (SBD 6.1);
 - Declaration of Bidder's Past SCM Practices (SBD 8); and
 - Certificate of Independent Bid Determination (SBD 9).

Note: Failure to provide any one of the documents required in Part 6 may lead to an immediate disqualification of the service provider from the tender process.

2. Part 2 - Instructions

2.1. Sasria

Sasria SOC Ltd (Sasria) is the only short-term insurer that provides special risk cover to all individuals and businesses that own assets in South Africa, as well as government entities. This is a unique cover against risks such as civil commotion, public disorder, strikes, riots and terrorism, making South Africa one of the few countries in the world that provide this insurance, particularly at affordable premiums.

As a state-owned entity, Sasria has a legislative mandate that governs day-to-day business operations and a broader strategic mandate to make a positive contribution to transformation within the Insurance industry in South Africa. Sasria's core business is the provision of short-term insurance for riots, strikes, terrorism, civil commotion and public disorder to businesses Government entities and individuals.

The Government of the Republic of South Africa, and specifically the National Treasury through the Minister of Finance, is the sole shareholder of Sasria. As such, Sasria has to comply with a number of legal and regulatory requirements.

Bidders are encouraged to review Sasria's latest Integrated Report, available on its website, to get a better understanding of its business operations and functions.

2.2. Contractual commitment

No commitment of any kind, contractual or otherwise shall exist unless and until a formal written agreement has been executed by or on behalf of Sasria. Any notification of preferred bidder status by Sasria shall not give rise to any enforceable rights by the Bidder. Sasria may cancel this RFP any time prior to the formal written agreement being executed by or on behalf of Sasria.

Sasria reserves the right at its sole discretion, and at any time, to amend, deviate from, postpone, discontinue or terminate the transaction/procurement process without incurring any liability whatsoever to any other party.

Sasria reserves the right not to award this tender to the highest ranked or highest scoring bidder, as it needs to align its procurement practices to governance practices that are in line with its own growth path. These may include but are not limited to: driving socio-economic development objectives that are enshrined in various government policies.

2.3. Confidentiality

All bidders to this RFP will be required to sign the confidentiality and non-disclosure agreement outlined on Annexure A in this document.

2.4. Submission Format (Returnable Schedules)

Bidders are required to submit a comprehensively detailed bid responses in accordance with the submission format specified below (each schedule must be clearly marked):

2.4.1 Cover Page:

The cover page must clearly indicate the Bid Number, Bid Description and the Bidder's Name.

2.4.2 Schedule 1:

Executive Summary (explaining how you understand the requirements of this RFP, summary of your proposed solution and the summary of your experience relevant to the requirements of this RFP)

Annexure B of this RFP document (See Part 6) (duly completed and signed)

2.4.3 Schedule 2

All documents (except Annexure B) listed on Part 6 of this RFP Document (duly completed and signed);

Original and valid Tax Clearance Certificate(s) (TCC);

Valid Certificate of Incorporation i.e. CIPC company registration documents.

Valid B-BBEE verification certificate indicating the contribution level of the bidding entity. An Exempted Micro Enterprises (EME) with an annual turnover less than R10 million, is only required to obtain a sworn affidavit confirming the annual total revenue and level of black ownership. A Qualifying Small Enterprise (QSE) that has 51% or more black beneficiaries may obtain a sworn affidavit confirming the annual total revenue and level of black ownership.

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

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

2.4.4 Schedule 3:

Technical Proposal in line with the Technical Evaluation Criteria in Part 5 of this RFP

document.

2.4.5 Schedule 4:

Financial/ Price Proposal in line with Part 4 of this RFP document

Note: Bidders are requested to submit 1 original copy and 1 hardcopy of their printed proposals. The document text size must be in minimum 11- point font. The printed bid/proposal must not exceed 150 (one hundred and fifty) A4 pages (including front page, table of contents, main proposal, reference pages, annexures and excluding completed SBD forms).

2.5. Submission of Proposals

The closing date for the submission of proposals is **31 January 2019 at 12h00**. Duly completed proposals must be sealed in an envelope that is endorsed with the words “Business Intelligence - Big Data Analytics Platform (BI - BDAP)”. The envelope must be handed in at the Sasria reception desk located at:

Physical address
Sasria SOC Limited
36 Fricker Road
Illovo
Sandton
2196

A receipt will be issued for all bid envelopes received.

Late or incomplete tender proposals will not be accepted or considered and any proposal delivered to any address other than the address mentioned above will not be accepted.

E-mailed, posted or faxed proposals will **NOT** be accepted.

2.6. Queries and clarifications

Any additional information required which is not clarified in the specifications must be addressed in writing to (Procurement@sasria.co.za) by **26 November 2018**. Additional information may be provided at Sasria’s discretion, who reserves the right to provide the same information to all other interested parties, should this enhance the submission.

Sasria reserves the right to request meetings with Bidders to clarify responses or seek additional information to refine assessments.

Sasria reserves the right to conduct supplier due diligence prior to final award or any time during the contract period. This may include site visits and requests for additional information.

2.7. Pre-Proposal Briefing Session

Sasria shall conduct a pre-proposal briefing session on the **28 November 2018 at 10h00 at Sasria offices**. Though Sasria will attempt to answer all questions raised during the pre-proposal briefing session, Sasria encourages bidders to submit questions they would like addressed at the pre-proposal briefing session to procurement@sasria.co.za, preferably no later than two (2) days in advance of the pre-proposal briefing session.

Bidders are encouraged to attend the briefing session in order to gain better insight on Sasria's vision for undertaking the project. This will also serve as an opportunity for Bidders to raise concerns regarding specifications, terms, conditions, and any requirements of this solicitation.

2.8. Automatic Disqualification

If it is found that the bidder or person(s) acting on behalf of the bidder has, in the RFP or during the whole process of evaluation, selection, etc.:

- Misrepresented or altered material information in whatever way or manner;
- Promised, offered or made gifts, benefits to any Sasria employee;
- Canvassed, lobbied in order to gain unfair advantage;
- Committed fraudulent acts; and
- Acted dishonestly and/or in bad faith.

Such bidder and/or person(s) may automatically be disqualified from further participation in this process.

Any attempts by a bidder to directly or indirectly canvas any member of Sasria's personnel for support may result in disqualification of their bid/proposal.

2.9. Proposal costs

All costs and expenses incurred by the bidder relating to their participation in, and preparation of this proposal process shall be borne by the bidder exclusively.

2.10. Validity period

The proposals should remain valid for at least 90 days after the closing date.

2.11. Important dates

Release of RFP	13 November 2018
Last day of queries	26 November 2018
Pre-Proposal Briefing Session	28 November 2018

Responses to queries	30 November 2018
Closing date for submission of proposals	31 January 2019

Sasria reserves the right to amend any date specified above. Any changes will be communicated to the interested parties in writing.

2.12. Transformation

Sasria promotes transformation within the financial services sector of the South African economy and as such, bidders are encouraged to partner with majority black owned entities (51% black owned and controlled). Such partnerships may include the formation of a Joint Venture and/ or subcontracting agreement etc., where a portion of the work under this tender would be undertaken by black owned entities. To give effect to this requirement, bidders are required to submit a partnership / subcontracting proposal detailing the portion of work to be outsourced, level of involvement of the black owned partner and where relevant, submit a consolidated B-BBEE scorecard in-line with the provisions of the PPPFA Regulations which will be considered as part of the B-BBEE scoring.

3. Part 3 - RFP Requirements

3.1. Background Information

The purpose of this RFP is to appoint a service provider that will provide tools and development services to implement a comprehensive Enterprise Business Intelligence - Big Data Analytics Platform (BI - BDAP) for Sasria. The Business Intelligence - Big Data Analytics Platform will consolidate, analyse and manage data from multiple and varied sources, including transactional data, structured and unstructured data. It will provide Sasria with enhanced reporting and analytical capabilities related to external environmental factors highly affecting Sasria's business that includes but not limited to the economy, politics, education, labour relations, and international relations.

This initiative also aims to collate policyholder information in order to better understand the organisation's risk exposure and accumulation. There is a great need to acquire adequate information with all stakeholders on Sasria's supply value chain, which includes insurance companies and brokers. This information is critical to the business moving forward in order for Sasria to accurately project the coverage required for re-insurance, risk profiling and enhance the products (within the limitations of the Reinsurance of Damage and Losses Act). This is also a compliance requirement from the Financial Sector Conduct Authority (FSCA).

In addition to enabling Sasria to better manage its workforce and improve interactions with its stakeholders, the BI - BDAP tools will also be used for enhanced geocoding analysis of claims patterns to inform loss prevention strategies. Sasria seeks to acquire better understanding of geographical risk to drive rates that are more accurate, portfolio growth, provision and claims management. Location intelligence will assist the organisation to interpret, assess, organise the claims data to deliver true business value and gain valuable location insight. There is a critical need for geospatial intelligence mapping for floods and fire risks. Prospective bidders should understand that the Business Intelligence - Big Data Analytics Platform is expected to eventually become a foundational tool for better managing all aspects of Sasria's planning and operations.

In response to Sasria's five-year strategy for the period "Beyond 2020" – there is a renewed focus on customer centricity, efficiency, sustainability and social impact supported by relevant and appropriate products. The organisation conducted a high-level Enterprise Architecture assessment of Sasria's business. That exercise revealed a data deficiency within the Sasria Information Technology landscape.

As such, over the course of the procurement for the BI - BDAP under this Request For Proposal (RFP), Sasria is also engaged in a parallel effort to remedy the capability gaps identified. This effort includes the re-platforming of Sasria's IT infrastructure, procurement of major systems like Insurance Management System (IMS) and Enterprise Resource Planning Tool (ERP) as well as implementing business process improvements around the use of those systems. Sasria does not anticipate that this parallel effort will affect responses to this RFP in any material way.

3.2. Scope of Work

The bidder will be responsible for providing Sasria with a turnkey solution, which will include following:

- data identification, data collection/ extraction, data validation, data cleansing, data aggregation and presentation, data analysis,
- design,
- configuration and programming,
- testing,
- implementation,
- skill transfer and training, and
- support of a completed, operational and integrated business intelligence system.

The BI - BDAP will consolidate data from a variety of Sasria systems, and other external source systems. Data models and design for the BI - BDAP will combine appropriate data elements from these sources as needed to aid the reporting and alerting functions. Interfaces, Extract, Transform and Load (ETL), source mapping, and user interfaces will be designed and implemented by the Bidder selected under this RFP to achieve data consolidation and build the BI - BDAP. Sasria will work with the selected Bidder to define current and future state processes for use of the data where they do not currently exist. This will allow the integrator to tailor the BI - BDAP and its reports and dashboards to best fit Sasria's needs.

Bidders must propose an architecture for the BI - BDAP that integrates data from all of the source systems and external sources. Bidders are to select from the best commercially available software and design an integrated architecture that will best meet Sasria's needs. The proposed architecture must also be flexible enough to allow for the rapid incorporation of new data sources and new functionalities; Sasria is requesting a fully extensible BI – BDAP. Bidders must also develop a project plan and cost estimate to develop and implement the proposed architecture.

The BI – BDAP aims to address the below business objectives:

Data acquisition aims to collate policyholder information in order to consolidate the client database in order to better understand the organisation's risk exposure and risk accumulation. There is a great need to acquire adequate information with all stakeholders on our supply value chain. This information is critical to the business moving forward in order for the organisation to accurately project the coverage required for re-insurance, risk profiling and enhance the products (within the limitations of the Reinsurance of Damage and Losses Act). This is also a compliance requirement from Financial Sector Conduct Authority (FSCA).

Geospatial insights - there is a critical need for geospatial intelligence mapping for floods and fire risks. The organisation needs to monitor the areas that are flood and fire high-risk zones. As these catastrophes occur, they are highly likely to trigger Sasria claims hence they are also key to monitor. The use of geospatial intelligence will aid in linking the insured assets and map the relationship with previous years' claims.

The location intelligence will assist the organisation to interpret, assess, organise the claims data to deliver true business value and gain valuable location insight. The

organisation seeks to acquire better understanding of geographical risk to drive rates that are more accurate, portfolio growth, provision and claims management.

In addition to enabling Sasria to better manage its workforce and improve interactions with those with whom it comes into contact, the BI - BDAP tools will also be used for enhanced geocoding analysis of claims patterns to inform loss prevention strategies. This project aims to look into the organisation's previous years claims data to apply geocoded and risk scored analysis to accurately assess risk at the individual property level from a perils position.

Big data is an exclusive repository of data from where innovative and creative ideas commence. Big data enables the organisation to get exposure to data that can disclose customer behaviour and trend patterns. This intelligence is needed to identify customer affinity, business risks and opportunities. The below external environmental factors highly affect our business and they require close monitoring:

- Economy
- Politics
- Education
- Labour Relations
- International Relations

This information can be sourced from platforms such as:

- Statistics South Africa (Stats SA)
- Municipal Data
- Stellenbosch Bureau of Economic Development
- Centre for Risk Analysis (Institute of Race Relations)
- Auditor General - Municipal Finance Management Act (MFMA) Reports
- Live News
- Social Media (Facebook, Twitter, Instagram)
- Events such as Budget Speech, State of the Nation Address (SONA) and Auditor General's Report
- South African Reserve Bank (SARB)
- Financial Sector Conduct Authority (FSCA)

The Business Intelligence - Big Data Analytics Platform is expected to eventually become a foundational tool for better managing all aspects of Sasria's planning and operations.

The bidder must specify in the proposal on how the proposed solutions will meet the below requirements.

TABLE 1: BUSINESS REQUIREMENTS

The bidder must indicate its compliance / non-compliance to the requirements and should substantiate its response to each requirement in the space (Comments Column) provided below. If more space is required to justify compliance, please ensure that the substantiation is clearly cross-referenced to the relevant requirement.

Business Requirements	Comply/ Not Comply	Comments
1. The capability to acquire insured policy information from insurance and broker companies		
2. The capability to implement or integrate with geospatial analytics		
3. Morden data warehousing		
4. The capability to extensively source data from internal systems		
5. The capability to extensively source any (relevant) data from external sources		
a. Subscribed information		
b. Weather forecast		
c. Social media		
d. Statistics – country analytics		
e. Publicly available data sets for machine learning		
f. Municipalities’ service delivery data		
g. Municipalities’ service audit outcomes		
6. The customer analytics		

a. Customer behaviour		
b. Demographic data		
c. Transactional data		
7. Industry analytics – collect and analyse data on the insurance industry		
8. The capability to integrate with the emerging technologies		
9. Business Process Analytics – the ability to monitor and assist in improving operational efficiency for example, using the internal system generated data to report on the efficiency of our processes.		
10. Business Intelligence Reporting		
a. Interactive digital Dashboards		
b. Clear and customised visual reporting		
11. Data quality and governance		
12. Predictive analytics		
13. Accessibility through desktop and mobile devices within and out of Sasria offices		
14. Client alerting functionality		

Sasria strongly desires that this work be performed in an iterative or phased manner as functional areas of the business are addressed. While Sasria recognises that bidders may propose their own development lifecycle methodologies for data analytics platforms, Sasria expects that the work described in this RFP will include, but not be limited to, the

following basic services, most or all of which will be repeated for each phase or iteration within a phase:

Objective 1: Provide project management and coordination	
Deliverable 1.1	Business Intelligence - Big Data Analytics Platform Charter
Purpose	To clarify the path for the project.
Content	A document which provides a description of the project scope, phases, options, feasibilities, constraints, and selected direction for the Data Analytics Platform. The Charter also provides a communication plan for keeping stakeholders involved and informed, a RACI matrix to clarify roles and responsibilities, an analysis of key project performance indicators, and project risks and mitigation strategies.
Deliverable 1.2	Development Strategy
Purpose	To set an overall strategy for the project, including the iteration of discovery and implementation steps.
Content	A strategy document which explicitly identifies the products and tools that will be used, the level of involvement of Sasria technical and business resources, the cycles or iterations expected, and a continuing knowledge transfer plan for Sasria staff throughout the project.
Deliverable 1.3	Baseline Detailed Project Work Plan
Purpose	To establish a mutually agreed-upon project baseline before significant work occurs and to identify the specific tasks and resource levels necessary for timely delivery of the elements in the Work Statement.
Content	A hierarchical work breakdown structure, including task dependencies, schedules, budgets, deliverables, and the Contractor and Sasria resource assignments broken down to a sufficient level of detail to allow effective project control. It is maintained in an industry standard project management application such as MS Project. The status of tasks is updated on a weekly basis.
Deliverable 1.4	Project Status Reports
Purpose	To provide clear ongoing communications to stakeholders concerning the status of the project.
Content	A weekly report containing sufficiently detailed information to enable Sasria to determine the status of the project and any variance from the detailed project plan, schedule, or budget. The status report will include, at a minimum: <ul style="list-style-type: none"> a. Milestones or accomplishments achieved during the past

	<p>week</p> <ul style="list-style-type: none"> b. Technical status of the project including Deliverable status, configuration status, and forecasted Deliverable status for the next reporting period c. Resource status for the project including staff utilisation d. Schedule status for the project including task status, milestones completed, phases completed, schedule trends, and schedule summary e. Comparison of actual percent complete versus scheduled for the work breakdown structure f. Issues, risks, and resource constraints which are effecting or could affect progress including the proposed or actual resolution g. Proposed changes to the project work plan, reasons for the changes, and approval/disapproval determination for any proposed changes h. Updated detailed project work plan with approved changes highlighted
--	---

Objective 2: Develop Detailed Requirements	
Deliverable 2.1	Functional and Technical Requirements
Purpose	To document the functionality that the system must provide, and the technical requirements to enable that functionality, including query, report, and analytics functions.
Content	A requirements statement that provides a comprehensive catalogue of the analytics the Business Intelligence - Big Data Analytics Platform is to perform. This document should be in business terms and should include consideration of future, yet unknown, analysis and reporting needs.
Deliverable 2.2	Data Requirements
Purpose	To document the business information that the Business Intelligence - Big Data Analytics Platform must access or contain in order to support the required analytics and reporting.
Content	A catalogue of business level data entities and attributes, with definitions and reference to the data sources in transaction systems.

Objective 3 Develop System Design and Data Architecture	
Deliverable 3.1	System Design
Purpose	To document how the Business Intelligence - Big Data Analytics Platform is to be designed to meet the functional and technical requirements.
Content	A document that effectively describes the entire system design, including decisions made and the logic behind those decisions.
Deliverable 3.2	Data Architecture Documentation
Purpose	To concisely document the data architecture and interfaces in a manner understandable to all project participants.
Content	A document that details: <ul style="list-style-type: none"> a. The major modules or data components of the Business Intelligence - Big Data Analytics Platform the relationships between them, and the business rules to conform data among data sources b. For each data module, the major data tables, functions to be supported, and major data sources c. All external interfaces, including a description of the information received, and the method and timing of the interface d. Data structure definitions e. Database design
Deliverable 3.3	Data Integration Plan
Purpose	To define the approach and schedule for loading Sasria data to the Business Intelligence - Big Data Analytics Platform and for populating data fields that must be completed prior to productive use.
Content	A document that: <ul style="list-style-type: none"> a. Identifies the data to be integrated, including a map that cites specific data sources and destinations for each field b. Defines necessary conversion and conforming algorithms c. Defines roles and responsibilities associated with data conversion/conforming and field population d. Identifies all data elements in the Business Intelligence - Big Data Analytics Platform that must be populated prior to productive use e. Provides a plan for ensuring that the Business Intelligence - Big Data Analytics Platform is appropriately populated with all necessary data prior to Productive Use f. Provides a plan for testing the converted/conformed and populated data in the Business Intelligence - Big Data Analytics Platform for accuracy and consistency

Objective 4 Develop Data Governance and Security Procedures	
Deliverable 4.1	Data Governance Process Review
Purpose	To review the completeness and effectiveness of Sasria's data governance policies, standards, processes, and responsibilities to ensure that data available to the Business Intelligence - Big Data Analytics Platform is accurate, current, and complete.
Content	A document that details: <ul style="list-style-type: none"> a. Sasria's current business processes relevant to the Business Intelligence - Big Data Analytics Platform and the data they create or manage. b. Detailed data governance procedures to ensure data quality, including data validation and data clean-up. c. Detailed data governance procedures to review and validate business rules relating to data d. Allocation of roles and responsibilities within the department to enable processes. e. Evaluation of the effectiveness of data governance activities by source system.
Deliverable 4.2	Recommended Data Governance Improvements
Purpose	To recommend changes to data governance policies, standards, processes, and responsibilities in order to ensure the quality of the data from transactional systems into the Data Analytics Platform.
Content	A document that makes specific recommendations for data governance as necessary including: <ul style="list-style-type: none"> a. Data quality responsibilities and metrics at initial data entry b. Data quality reviews and procedures for returning data for clean-up prior to identifying it as valid for upload to the Data Analytics Platform. c. Data quality audits within the Business Intelligence - Big Data Analytics Platform to verify that data quality standards are being met.
Deliverable 4.3	System Security Plan
Purpose	To document system security and identify and remediate any changes required in the system or hosting environment to meet Sasria's security requirements.
Content	A document that specifies classes of data with specific security levels and fully describes the compliance of the system and its environment with Sasria's stated security requirements. The document will identify any changes which will be made to complete compliance security and any gaps which will require additional technical or procedural responses in order to mitigate them.
Deliverable 4.4	Information Security Plan

Purpose	To document Information security capability of the system including integrated modules to ensure information security measures are applied throughout information's lifecycle.
Content	<p>A document that shows system capability in implementing information security measures throughout information's lifecycle:</p> <ul style="list-style-type: none"> a. During creation (classify information and assign access rights) b. When stored (access controls, encryption, content discovery, rights management) c. In use (Activity monitoring and enforcement, rights management, applications security, logical access controls) d. When shared (Data Leakage Prevention, encryption, logical access controls) <p>Security considerations when information is archived or destroyed.</p>

Objective 5: Develop Software and Hardware Plan	
Deliverable 5.1	Software Plan
Purpose	To identify the software products required to support a Business Intelligence - Big Data Analytics Platform as designed in Objective 2.
Content	<p>A software architecture plan that specifies for all software products and tools</p> <ul style="list-style-type: none"> The name, manufacturer, and version/release number Functions or services performed Number of licenses required Dependencies relative to other software or hardware
Deliverable 5.2	Hardware Plan
Purpose	To identify the computing infrastructure required to support a Business Intelligence - Big Data Analytics Platform as designed in Objective 2.
Content	<p>An infrastructure plan that describes and details the computing environment required to support all Data Analytics services and tools, and schedules the implementation of each component. The hardware plan should include at a minimum</p> <ul style="list-style-type: none"> a. Servers configurations b. Network protocols c. Database specifications d. Communication protocols e. Client devices, including mobile devices <p>In addition should include the number, size, manufacturer, model, or other specifications for each item.</p>

Objective 6: Implement Computing Environment (Hardware and Software)	
Deliverable 6.1	Computing Hardware
Purpose	To guide and assist Sasria staff as needed to put into production all hardware, including servers, client devices, routers, switches, and other components, necessary to support the Data Analytics Platform, consistent with the plan and schedule developed in 3.2 above.
Content	Fully tested and implemented hardware infrastructure for each of the project phases: <ul style="list-style-type: none"> a. Development b. Testing c. Training d. Production
Deliverable 6.2	Software
Purpose	To guide and assist Sasria staff as needed to install and initialize all software components, including operating system software, database management systems, middleware, application software (including analytics and query and report generators) and client software, if any, necessary to support the Data Analytics Platform, consistent with the plan and schedule developed in 3.1 above.
Content	Fully tested and implemented software components for each of the project phases: <ul style="list-style-type: none"> a. Development b. Testing c. Training d. Production

Objective 7: Configure and Program Data Analytics Platform	
Deliverable 7.1	Configured Data Analytics Platform
Purpose	To match the Business Intelligence - Big Data Analytics Platform products as closely as possible to the design specified in the System Design developed in deliverable1 above.
Content	A fully functioning integrated system that leverages the functions and features of the selected software products to the fullest extent possible.
Deliverable 7.2	Customised Business Intelligence - Big Data Analytics Platform
Purpose	To extend through software programming the functions and features of the native Big Data Analytics application software products in order to fully implement the design specified in the System Design developed in deliverable 3.1 above.
Content	A completed Business Intelligence - Big Data Analytics Platform ready for productive use.

Objective 8: Develop and Execute Interfaces	
Deliverable 8.1	Interface Specifications
Purpose	To document the specifications for interfaces defined in the Data Conversion Plan so that the Business Intelligence - Big Data Analytics Platform can be initially loaded and refreshed on a regular, appropriate basis.
Content	A document that defines the specifications for interfaces at a sufficient level of detail to support development of interfaces. Detailed specifications for all extract, transform, and load (ETL) programs or scripts needed to populate the Business Intelligence - Big Data Analytics Platform from source systems. A plan and schedule for ongoing ETLs of data from source systems, which addresses frequency, timing, dependencies, and error handling.
Deliverable 8.2	Interfaces
Purpose	To deliver the functionality that effectively connects the Business Intelligence - Big Data Analytics Platform to the required transaction systems.
Content	ETL code and/or configuration parameters to achieve all data loading functionality specified in the Interface Specifications.
Deliverable 8.3	Migrated Data
Purpose	To extract, transform, and load existing data into the Business Intelligence - Big Data Analytics Platform or to make the data available to the platform
Content	Data converted and loaded into or otherwise made available to the test system, verified, and migrated to the production system and certified as ready for use.

Objective 9: Perform testing	
Deliverable 9.1	Test Plan and Scripts
Purpose	To define the approach for testing of the Data Analytics Platform.
Content	A document that: <ul style="list-style-type: none"> a. Defines the overall testing process, including unit, system, acceptance, field, and performance testing b. Includes all necessary test scripts – these will be developed by the Contractor c. Defines a mechanism for tracking test performance and completion d. Defines procedures for managing the test environment, including change control e. Defines entrance and exit criteria for each round of testing

Deliverable 9.2	Tested Software
Purpose	To ensure the Business Intelligence - Big Data Analytics Platform as configured is ready for business use. Sasria will participate in user acceptance testing sufficient to ensure that all major functions and components of the system are performing acceptably.
Content	Software certified by Sasria as functionally ready for use.
Deliverable 9.3	Volume/Stress Testing Report
Purpose	To conduct volume/stress testing and document the results of performance testing.
Content	Completed volume/stress testing and a document that: <ul style="list-style-type: none"> a. Describes the overall volume/stress testing process. b. Documents the volume/stress testing results. c. Identifies recommendations for optimising system performance. d. Documents improvements made to tune the system for optimal performance
Deliverable 9.4	Optimised Platform
Purpose	To implement improvements to achieve optimal performance.
Content	Completed system optimisation and a document that: <ul style="list-style-type: none"> a. Documents improvements made to tune the system for optimal performance.

Objective 10: Develop Reports, Queries, and Analytics	
Deliverable 10.1	Standard Reports
Purpose	To develop a set of standard reports to meet business needs.
Content	Tested reports to be generated in production.
Deliverable 10.2	Standard Queries
Purpose	To develop a set of standard queries, including analytics, which can be invoked to meet business requirements.
Content	Tested queries to be used in production.
Deliverable 10.3	Dashboards
Purpose	To create a set of dashboards, tailored to role, level, or individual, which provide easy access to appropriate standard reports and queries.
Content	Dashboards with reports and queries

Objective 11: Conduct training	
Deliverable 11.1	Training Plan
Purpose	To define the approach and schedule for end-user and technical systems operation/configuration/administration training.

Content	A document that: <ul style="list-style-type: none"> Outlines the necessary Identifies Sasria attendees Provides a training schedule Provides a mechanism for tracking completion of training
Deliverable 11.2	Training
Purpose	To train Sasria employees on system use and to train technical staff on Business Intelligence - Big Data Analytics Platform administration and configuration for completion of knowledge transfer.
Content	The delivery of user and technical systems operation training

Objective 12: Provide go-live support and stabilisation services	
Deliverable 12.1	Go-Live and Stabilisation Plan
Purpose	To define the steps necessary for a successful launch and subsequent stabilisation of the platform.
Content	A detailed task plan, including a readiness checklist and resource assignments, to support moving the Business Intelligence - Big Data Analytics Platform into production.
Deliverable 12.2	Business User Manual
Purpose	To guide Sasria employees with the functionality and contents of the platform
Content	Online documentation that supports Sasria-specific business use of the system and provides guidance to end users in correct execution of user-performed application maintenance and configuration activities. Includes site-specific customisations and usage considerations.
Deliverable 12.3	Production Support Plan
Purpose	To guide Sasria technical and operations staff in supporting the Business Intelligence - Big Data Analytics Platform in production.
Content	Online documentation that provides complete, detailed, accurate specifications for the Business Intelligence - Big Data Analytics Platform and supports Sasria technical and operations staff in operating and maintaining the Platform, including routine system maintenance activities and schedules and techniques for troubleshooting problems.
Deliverable 12.4	Business Intelligence - Big Data Analytics Platform in Productive Use
Purpose	To provide Sasria with a functioning Business Intelligence - Big Data Analytics Platform configured to meet Sasria's requirements, loaded with Sasria's data and updated regularly from SASRIA transactional systems and external sources

Content	Implemented Business Intelligence - Big Data Analytics Platform in production.
Deliverable 12.5	Stabilisation Services
Purpose	To provide Sasria with support services for a defined period subsequent to Go-Live, including the identification and resolution of malfunctions and operational issues.
Content	Stabilisation services, commencing at Go-Live and terminating at Services Final Acceptance.
Deliverable 12.6	System Support
Purpose	To provide Sasria ongoing system support for the first five years the BI - BDAP is in production. Services are to include troubleshooting and problem resolution; assisting with software and hardware upgrades; and developing and implementing enhancements as requested by Sasria.
Content	Support services as defined in a Service Level Agreement.

3.2.2 Data Source Systems

The following systems are expected to provide data to the Data Analytics Platform. Finalists will be provided an opportunity to come on-site to learn more about each of these source systems and the data within them. Bidders are advised that all available data elements, including those added to source systems are candidates for inclusion in the BI - BDAP.

System Name	Description	Data Sets
SharePoint	Intranet and Internet Document Management System	Policy register Risk Register Change requests Legal requests Facilities requests
Insurance Management System (IMS)	Sasria's claims system	Claims data Claimant data Agents data Claims Payments Premium
Fraxion	Procurement system	Purchase data Supplier data
MS Dynamics Great Plains	Accounting system	Journal entries Accounting entries Trial Balance Asset data
Hiport (Excel)	Investment performance report system	Investment data
Active Directory	Authentication	Email Addresses
PaySpace	Sasria's HR system	Employee data

System Name	Description	Data Sets
Isometrix	Risk Management System	Risk data Control Data
ARIS	Process Mapping Tool	Process Data
IBM CDM	Reporting Tool	Accounting Data Warehouse
IBM Cognos TM1	Budgeting Tool	Budget data
Cognos BI	Business Intelligence Tool	Finance reports Insurance reports Procurement reports Premium reports Actuarial reports
CWP	Customer Web Portal	Sasria coupons Premium data
External data repositories	Environmental Reports	Environmental impact data Customer data

3.3. Contract Duration

The appointed service providers will be required to start immediately, after signing the contract, with the implementation of the system. The appointed bidder will be required to provide system maintenance and support for a period of three (3) years, with the option to extend the contract for a period agreed upon. However, the extension period will not be more than 2 years. The contract will be subject to annual review of service provider's performance.

4. Part 4 - Financial Proposal

1 Bidders are required to provide a detailed and comprehensive price proposal i.e. all costs associated with the bidder's proposal must be clearly specified and included in the Total Bid Price.

2 All prices must be VAT inclusive and must be quoted in South African Rand (ZAR).

3

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>		

4

Payments will be linked to specified deliverables after such deliverables have been approved by Sasria.	Comply	Not Comply
---	--------	------------

5

Sasria reserves the right to consider the guidelines on consultancy rates as set out in the National Treasury Instruction 03 of 2017/2018: Cost Containment Measures that took effect from 15 May 2017, where relevant.	Comply	Not Comply
The bidder must indicate if their proposed rates are in line with the provisions of the referenced National Treasury Instruction: Cost Containment Measures.		
Substantiate / Comments		

6 The following exchange rates as per SARB on 12 November 2018 must be used for quotation, where applicable:

R 14.39 = 1 US dollar

R 18.49 = 1 Pound

R 16.19 = 1 Euro

7 PRICING SCHEDULE

7.1 Software Costs

Cost Element		Bidder's Proposal	Total Cost (VAT Excl.)
Once-off Costs			
Software License Renewal	Year 1		
	Year 2		
	Year 3		
	Year 4		
	Year 5		
Sub-Total (7.1) (VAT Excl.)			

Note: The price proposal must inclusive of all software related costs. The bidder must provide a detailed breakdown of all elements which make up the cost of the proposed

software e.g. software license structure, services included in the license, number of licenses etc.

7.2 Implementation Costs

Activity/ Deliverable	Resource(s)	Rate/ Hour per resource	Number of hours	Total Cost (VAT Excl.)
Customisation - development/ configuration				
Testing				
Integration				
Training				
Other Costs (if applicable)				
Disbursements				
Sub-Total (7.2) (VAT Excl.)				

7.3 Post-Implementation Support

Sasria requires a fixed cost on system support and maintenance.

Activity/ Deliverable		Monthly Fee (VAT Excl.)	Annual Cost (VAT Excl.)
Post-implementation support	Year 1		
	Year 2		
	Year 3		
	Year 4		
	Year 5		
Sub-Total (7.3) (VAT Excl.)			

7.4 Total Bid Price

Activity/ Deliverable	Amount
Sub-Total (7.1) (VAT Excl.)	
Sub-Total (7.2) (VAT Excl.)	
Sub-Total (7.3) (VAT Excl.)	
Total Bid Price (VAT Excl.)	
VAT	
Total Bid Price (VAT Incl.)	

Price Declaration Form

Dear Sir,

Having read through and examined the requirements of this RFP No. **2018/23**, and its related conditions, we offer to implement Business Intelligence - Big Data Analytics Platform as outline in scope of work, for the following total amount:

R..... (Excluding VAT)

In words

R..... (Excluding VAT)

We confirm that this price covers all activities associated with the scope of work, as called for in the RFP document. We confirm that Sasria will incur no additional costs whatsoever, over and above this amount in connection with the delivery of the required services.

We undertake to hold this offer open for acceptance for a period of 90 days from the date of submission of offers. We further undertake that upon final acceptance of our offer, we will commence the scope of work when required to do so by the Sasria.

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 _____
Fax No _____
Cell No _____

5. Part 5: Qualification and Evaluation Criteria

5.1. Evaluation of proposals

The purpose of the RFP is to obtain a complete set of salient information pertaining to the bidding parties. The proposals will accordingly be used to evaluate whether, at Sasria's discretion, an interested party qualifies to proceed to the next stage of this procurement process. All bidding parties will be advised in writing of Sasria's decision, which will be final. No correspondence will be entered into pertaining to the evaluation process, the decisions taken and reasons thereof.

5.2. Prequalifying Criteria

In terms of Regulation 4 of the 2017 PPPFA Regulations, Sasria requires that bidders meet the following pre-qualification criteria:

- The bidder must have a minimum B-BBEE contributor status level of 4 or better.

Note: Sasria will only consider a bid if the bidder meets these pre-qualification criteria. Where a bidder fails to meet these pre-qualification criteria, the bid will be considered an unacceptable bid and will be disqualified from further evaluation.

5.3. Evaluation Criteria

5.3.1. Level 1- Governance Verification

The evaluation during this stage is to review bid responses for purposes of assessing compliance with RFP requirements, which requirements include the following:

- Submission of a valid Tax Clearance Certificate as referenced in Part 2 above;
- Submission of a valid Certificate of Incorporation i.e. CIPC company registration documents as referenced in Part 2 above;
- Submission of a valid B-BBEE verification as referenced in Part 2 above;
- Submission of duly completed Standard Bidding Documents and other requirements, as reflected in this RFP, which cover the following:
 - Technical Proposal in line with the Technical Evaluation Criteria in Part 5 of this RFP document
 - Financial/ Price Proposal in line with Part 4 of this RFP document
 - All required documents in line with Part 6 of this RFP

Note: Failure to comply with the requirements assessed in Level 1 (governance), may lead to disqualification of bids.

5.3.2. Level 2- Technical Evaluation

The evaluation during this level is based on technical criteria (Functionality). The technical evaluation will be conducted in 3 phases, as stipulated below:
As part of the submissions, all Bidders are requested to include the hardware requirements to assist Sasria to prepare for the proposed solution.

Phase 1: Mandatory Technical Requirements

The below table consists of the technical requirements and the bidders are required to respond by YES/NO on the supplied column. All bid responses that do not meet the Mandatory Technical Requirements will be disqualified, and will not be considered for further evaluation on the Technical Requirements. The Mandatory Technical Requirements are as follows:

Requirement		Response YES/NO
Bidder		
a.	Has the Bidder provided lead services in designing and implementing a Business Intelligence - Big Data Analytics Platform or business intelligence system for at least 1 organisation of comparable size and complexity to the Sasria within the last three (3) years? Complete Annexure D (BI-BDAP Experience form)	
Project Manager		
b.	Is the Proposed project manager previously managed at least one Business Intelligence - Big Data Analytics Platform or business intelligence system implementation project of similar scope and complexity within the last three years?. Please supply project managers Curriculum Vitae.	
Software		
c.	Please provide a case study on your previous or current implementation relating to emerging technologies, for an example but not limited to Artificial Intelligence, Internet of Things, Big Data, Robotic Process Automation and/or Block chain). The case study must include: <ul style="list-style-type: none"> • Company name • The objectives • The approach • The project size • Current Project stage: if still in progress • The client experience • Transformation (before and after state in terms of capabilities) • Benefits realisation – if completed 	
License		

d.	Is the bidder accredited or licensed to supply, implement and support the proposed solution? NB: The bidder must submit documentary proof from the product owner that the bidder is an accredited or licensed product supplier of the proposed solution.	
Solution Architecture		
e.	The bidder has provided the solution Architecture for the proposed solution.	

Phase 2 – Other Technical Evaluation Criteria

The bidder's proposal should respond comprehensively to the technical evaluation criteria. The technical evaluation criteria is set out below:

Item	Criteria	Points
1A	<p>Number of years - experience in implementation and support of the proposed BI-BDAP. Complete Annexure D (BI-BDAP Experience form)</p> <ul style="list-style-type: none"> • Above 5 years = 5 • 3-4 years = 3 • 2-3 years = 2 • Below 2 years = 1 	5
1B	<p>Proven record of new implementation or upgrade for a company that consists of 100 or more employees. Complete Annexure D (BI-BDAP Implementation Experience form)</p> <p>Above 100 BI-BDAP users = 5</p> <p>Below 100 BI-BDAP = 3</p> <p>Never implemented BI-BDAP before = 0</p>	5
2	<p>The bidder must specify how the proposed solution will meet Sasria's business requirements in Table 1 under paragraph 3.2 of Part 3 above. The proposal must also include the full details of the proposed solution capabilities.</p> <ul style="list-style-type: none"> • 90-100% = 50 • 80-90% = 40 • 70-80% = 30 • Below 70% = 20 	50
3	<p>The bidder must provide the detailed project plan clarifying the implementation approach and specify the below:</p> <ul style="list-style-type: none"> • Work breakdown structure • Milestones • Duration 	20

Item	Criteria	Points
	<ul style="list-style-type: none"> Resource allocation to tasks Project phases 	
4	<p>The bidder must have proven experience in the implementation of the proposed BI-BDAP.</p> <p>The bidder must provide reference letters from clients where the bidder has implemented the proposed BI-BDAP. Letters must be on the client's letterhead, signed and include a contactable telephone number. Letters must not be older than 5 years.</p> <ul style="list-style-type: none"> 4 letters = 20 3 letters = 15 2 letters = 10 1 letter = 5 No letter = 0 	20
Total		100

Note: Bidders that achieved a minimum score of 70 points in Phase 2 of the technical criteria, will progress to Phase 3 of the technical evaluation criteria i.e. Demonstrations.

Phase 3 –Solution Demonstration and References

Bidders who met the minimum requirements of Phase 2 conduct a product demonstration in Sasria.

References will be evaluated and scored for the shortlisted bidders. Sasria reserves the right to contact any current or former clients of the bidder, whether or not nominated by the bidder. Sasria may also choose to serve as a reference if Sasria has had work performed by the bidder. Sasria may contact references, at any time to assist with the evaluations. References may be conducted over the phone/email or on-site.

Bidders invited to a Demonstration must bring the assigned Project Manager that has been named by the Bidder in the Proposal, and may bring other key personnel named in the Proposal. Bidders are advised to bring up to five (5) people for the Demonstration.

At Sasria's option, Sasria staff may travel to the location of the shortlisted bidder for an on-site visit and/ or to visit identified user site(s) to evaluate real-world use of one or more of the bidder's respective solution(s), performance and customer service. Transportation costs for Sasria staff shall be for Sasria's account.

Item	Criteria	Points
1	<p>The proposed solution must demonstrate its fitness and relevance to Sasria's business i.e. Insurance risks</p> <p>Expectation not met: 10</p> <p>Expectation slightly met = Fair: 20</p>	60

Item	Criteria	Points
	Meets expectation = Good: 40 Meets and exceeds expectation = Excellent: 50 Significantly exceeds requirements; "best in class" = Outstanding: 60	
2	Clients References No reference received = 0 Client/s are not satisfied with the solution and service provided = 10 Client/s are somewhat not satisfied with either the solution or service provided = 20 Client/s are satisfied solution and service provided = 30 Client/s are extremely satisfied and recommend the supplier and the solution = 40	40
Total		100

Note: A bidder must score a minimum of 70% to be considered for the next level of the evaluation process i.e. Price and BEE.

5.3.3. Level 3 – Preference Point System

Bidders that achieved a minimum score of 70 points in last phase of technical evaluation will progress to this level (level 3) and will be evaluated in accordance with the preference point system.

Points will be allocated based on either 80/20 or 90/10 preference point system and the lowest acceptable bid will be used to determine the applicable preference point system:

B-BBEE Status Level of Contributor		Number of points (80/20)	%
1	1	20/10	20/10
	2	18/9	
	3	14/6	
	4	12/5	
	5	8/4	
	6	6/3	
	7	4/2	
	8	2/1	
	Non-Compliant Contributor	0	
2	Price (including VAT)		80/90

- Points scored will be rounded off to the nearest 2 decimal places.
- In the event that two or more tenders have scored equal total points, the successful tender must be the one scoring the highest number of preference points for B-BBEE.
- Should two or more tenders be equal in all respects, the award shall be decided by the drawing of lots.

- A contract may, on reasonable and justifiable grounds, be awarded to the bid that did not score the highest number of points.

STANDARD BIDDING DOCUMENTS

In addition to the Annexures listed below, the following documents must be completed, signed and submitted together with the bid response:

- Confidentiality and Non-disclosure Agreement (Annexure A);
- Invitation to Bid (SBD 1);
- Tax Clearance Certificate Requirements (SBD 2);
- Pricing Schedule (SBD 3.3 Professional Service or 3.1 Purchases);
- Declaration of Interest (SBD 4);
- Preference Points Claims Form in terms of the Preferential Procurement Regulations 2017 (SBD 6.1);
- Declaration Certificate for Local Production and Content (SBD 6.2)
- Contract Form – Rendering of Goods/ Works SBD 7.1 (or 7.2 for Services);
- Declaration of Bidder's Past SCM Practices (SBD 8); and
- Certificate of Independent Bid Determination (SBD 9).

Note: Failure to submit these documents may lead to disqualification of the bid.

ANNEXURE A: NON DISCLOSURE AGREEMENT

MEMORANDUM OF AGREEMENT

Entered into between:

Sasria SOC Ltd

A company duly incorporated under the laws of *Republic of South Africa*, having its main place of business at 36 Fricker Road, Illovo, Sandton Johannesburg, with registration number: 1979/000287/06

(Hereinafter referred to as “the Discloser”)

And

.....

A company duly incorporated under the laws of Republic of South Africa, having its main place of business
at....., with
registration number:.....

(Hereinafter referred to as “the Recipient”)

PREAMBLE

Whereas the Discloser will disclose certain confidential information to the Recipient, for purposes of _____
_____;

And whereas the Recipient wishes to receive confidential information on the condition that the Recipient will not disclose the same to any third party or make use thereof in any manner except as set out below.

The Discloser and the Recipient hereby agree to the following:

1. Definitions

Unless the contrary is clearly indicated, the following words and/or phrases, when used in this Agreement, shall have the following meaning:

1.1 “Agreement” shall mean this written document together with all written appendices, annexures, exhibits or amendments attached to it from time to time;

1.2 “Commencement Date” shall mean the date of last signature of this agreement;

1.3 “Confidential Information” shall mean all information which:

1.3.1 pertains to the Disclosing Purpose, disclosed, revealed or exchanged by the Discloser to the Recipient, and which pertains to, but is not limited to all intellectual property rights, all trade secrets, all agreements (whether in writing or not) which exist at the time of revealing the content thereof to the Recipient, the content of all possible future agreements which the Discloser intends to enter into with any other party, all knowledge obtained by way of research and development, irrespective of whether the aforementioned information that is revealed is applicable to technical, business or financial aspects of the Discloser; and/or

1.3.2 any information of whatever nature, which has been or may be submitted by the Discloser to the Recipient, whether in writing or in electronic form or pursuant to discussions between the Parties, or which can be obtained by

examination, testing, visual inspection or analysis, including, without

limitation, business or financial data, know-how, formulae, processes, specifications, sample reports, models, customer lists, computer software, inventions or ideas; and/or

1.3.3 Any dispute between the Parties resulting from this Agreement; and/or

1.3.4 Any fault or defect in any aspect of the business of the Discloser, irrespective of whether the Discloser knows about such a fault or defect;

1.4 “**Notice**” shall mean a written document;

1.5 “**Parties**” shall mean both the Discloser (**Sasria SOC Ltd**) and the Recipient.

1.6 “**Board**” shall mean Board of Directors of the Discloser.

2. **Obligations of the Recipient**

The Recipient shall:

2.1 use the confidential information disclosed to it solely for the purposes of
.....
.....
.....and for no other purpose whatsoever (“Disclosing Purpose”);

2.2 treat and safeguard the Confidential Information as private and confidential;

2.3 ensure proper and secure storage of all Confidential Information;

2.4 not at any time without the prior written consent of the Discloser or another employee of the disclosure from which he received the information,

2.4.1 disclose or reveal to any person or party either the fact that discussions or negotiations are taking, or have taken place between the Board, employee and another employee or the content of any such discussions or other facts relating to the Disclosing Purpose, except where required by law or any governmental, or regulatory body;

2.5 not create the impression with or lead any third party to interpret or construe any

condition contained in this Agreement, that this Agreement is an Agency Agreement and/or Partnership Agreement and/or a Joint Venture and/or any other similar arrangement;

2.6 not allege that this Agreement grants it, either directly, or by implication, or by

estoppel or otherwise a license under any patent or patent application, or that it is entitled to utilize the Confidential Information in any way contrary to the stipulations contained in this Agreement;

- 2.7 on termination of this Agreement act with the Confidential Information in accordance with a Notice delivered to it by the Discloser and if no such Notice was delivered, the Recipient shall destroy the Confidential Information in a similar manner to which it would destroy information that it would consider to be its own Confidential Information.

3. **Obligations of the Discloser**

Subject to clause 2, the Discloser shall:

- 3.1 disclose to the Recipient, in writing any relevant information in their possession or under their care; and
- 3.2 furnish the Recipient at least 7 (seven) calendar days prior to this Agreement being terminated, for whatever reason, with a Notice instructing the Recipient about what it should do with the Confidential Information once the Agreement has been terminated.

4. **Exclusions**

The provisions of **Clause 3** above will not apply to any Confidential Information which:

- 4.1 is at the time of disclosure to the Recipient, within the public domain and could be obtained by any person with no more than reasonable diligence;
- 4.2 come into the public domain and could be obtained after such disclosure, otherwise than by reason of a breach of any of the undertakings contained in this Agreement;
- 4.3 is subsequently provided to the Recipient by a person who has not obtained such information from the Discloser, provided that, in any such case, such information was not obtained illegally or disclosed by any person in breach of any undertaking or duty as to confidentiality whether expressed or implied;
- 4.4 is disclosed with the written approval of the Discloser;
- 4.5 is or becomes available to a third party from the Discloser on an unrestricted basis;

4.6 is obliged to be reproduced under an order of court or government agency of competent jurisdiction.

5. Commencement

This Agreement shall commence on the Commencement Date.

6. Cancellation

6.1 The Agreement shall not terminate automatically. Either party must be able to terminate on written notice to the other party once the Disclosing Purpose is completed. The obligations of confidentiality under this Agreement shall continue to apply after assignment or termination of this Agreement.

6.2 The Parties further agree that either Party shall have the right at any time to give notice in writing to terminate this Agreement forthwith in the event of a material breach of any of the terms and conditions of the Agreement. If the breach in question is one which can effectively be remedied, the Parties shall endeavour to jointly try to remedy such breach, failing which, the Agreement shall be terminated.

7. Interpretation

7.1 The clause headings in this Agreement have been inserted for convenience only and will not be taken into consideration in the interpretation of this Agreement;

7.2 Any reference in this Agreement to the singular includes the plural and *vice versa*;

7.3 Any reference in this Agreement to natural persons includes legal persons and references to any gender include references to the other genders and *vice versa*.

8. Dispute Resolution

8.1 A dispute concerning or arising out of this Agreement exists once a party notifies the others in writing of the nature of the dispute and requires it to be resolved under this clause. The parties must refer any dispute to be resolved by -

- negotiation; failing which
- mediation; failing which

- arbitration

- 8.2** Within ten (10) Business Days of notification, the parties must seek an amicable resolution to the dispute by referring it to designated and authorized representatives of each of the parties to negotiate and resolve it by the parties signing an agreement resolving it within fifteen (15) Business Days
- 8.3** If negotiation fails, the parties must refer the dispute for resolution by mediation under the rules of the Arbitration Foundation of Southern Africa (or its successor or body nominated in writing by it in its stead) ("AFSA").
- 8.4** If mediation fails, the parties must refer the dispute within fifteen (15) Business Days for resolution by arbitration (including any appeal against the arbitrator's decision) by one arbitrator (appointed by agreement between the parties) as an expedited arbitration in Sandton under the then current rules for expedited arbitration of AFSA.
- 8.5** If the parties cannot agree on any arbitrator within a period of ten Business Days after the referral, the arbitrator will be appointed by the Secretariat of AFSA.
- 8.6** The periods for negotiation or mediation may be shortened or lengthened by written agreement between the parties.
- 8.7** This clause will not preclude any party from access to an appropriate court of law for interim relief in respect of urgent matters by way of an interdict, or mandamus pending finalisation of this dispute resolution process, for which purpose the parties irrevocably submit to the jurisdiction of a division of the High Court of the Republic of South Africa.
- 8.8** This clause is a separate, divisible agreement from the rest of this Agreement and must remain in effect even if the Agreement terminates, is nullified, or cancelled for any reason or cause.

9. Domicilium and Notices

The Parties elect the following addresses as their respective *domicilium citandi et executandi*, at which all notices and other communications must be delivered for the purposes of this Agreement:

9.1 Discloser:

9.1.1 by hand at 36 Fricker Road, Illovo, Sandton, Johannesburg

Marked for the attention of:

9.1.2 by post at: **P.O. Box 653367, Benmore, 2010**

Marked for the attention of

9.1.3 by telefax at (011) 447 8624

Marked for the attention of

9.2 Recipient:

9.2.1 by hand at

Marked for the attention of.....

9.2.2 by post to: _____

Marked for the attention of:

9.2.3 by telefax atMarked for the attention of:

.....

9.3 Any notice or communication required or permitted to be given in terms of this agreement shall only be valid and effective if it is in writing.

9.4 Any notice addressed to either of the Parties and contained in a correctly addressed envelope and sent by registered post to it at its chosen address or delivered by hand at its chosen address to a responsible person on any day of the week between 09h00 and 16h00, excluding Saturdays, Sundays and South African public holidays, shall be deemed to have been received, unless the contrary is proved, if sent by registered post, on the 14th (fourteenth) calendar day after posting and, in the case of hand delivery, on the day of delivery.

9.5 Any notice sent by telefax to either of the Parties at its telefax number shall be deemed, unless the contrary is proved, to have been received:

9.5.1 if it is transmitted on any day of the week between 09h00 and 16h00, excluding Saturdays, Sundays and South African public holidays, within 2 (two) hours of transmission;

9.5.2 if it is transmitted outside of these times, within 2 (two) hours of the commencement any day of the week between 09h00 and 16h00, excluding Saturdays, Sundays and South African public holidays, after it has been transmitted.

10. Entire Agreement and Variations

10.1 This Agreement constitutes the whole agreement between the Parties and supersedes all prior verbal or written agreements or understandings or

representations by or between the Parties regarding the subject matter of this Agreement, and the Parties will not be entitled to rely, in any dispute regarding this Agreement, on any terms, conditions or representations not expressly contained in this Agreement.

10.2 No variation of or addition to this Agreement will be of any force or effect unless reduced to writing and signed by or on behalf of the Parties.

10.3 Neither party to this Agreement has given any warranty or made any representation to the other party, other than any warranty or representation which may be expressly set out in this Agreement.

11. Data Security

11.1. The Recipient shall, at all times, ensure compliance with any local and international laws, regulations, policies or codes that may be enacted from time to time and put in place and maintain sufficient measures, policies and systems to manage and secure against all forms of risk to any information that may be shared or accessed through a computer or any other form of electronic communication pursuant to the Agreement. For purposes of this clause 0,

“Information” shall mean, but not be limited to:

11.1.1. all cyber related information, including data; a computer program; output of a computer program; a computer system; article; data message; a computer data storage medium; output of a computer program and output of data;

11.1.2. Personal Information as defined in section 1 of the Protection of Personal Information Act No. 4 OF 2013 (“**POPIA**”) read with Section 1 of the Promotion of Access to Information Act No. 2 of 2000; and

11.1.3. Any other information that may be shared or accessed pursuant to the Agreement.

11.2. The Recipient shall notify the Discloser in writing of any cybercrimes or any suspected cybercrimes in its knowledge and to report such crimes or suspected crimes to the relevant authorities in accordance with applicable laws, within 10 days of becoming aware of such crime or suspected crime.

12. Protection Of Personal Information

12.1 For purposes of this clause 10 -

12.1.1 the following terms shall bear meanings contemplated in Section 1 of the POPIA: **consent; data subject; electronic communication; information officer; operator;**

person; personal information; processing; record; Regulator; responsible party; special information; as well as any terms derived from these terms.

12.1.2 **“binding corporate rules”** means personal information processing policies, within a group of undertakings, which are adhered to by a responsible party or operator within that group of undertakings when transferring personal information to a responsible party or operator within that same group of undertakings in a foreign country; and **“group of undertakings”** means a controlling undertaking and its controlled undertakings.

12.2 The Parties acknowledge and agree that, in relation to personal information that may be processed pursuant to the Agreement, the Discloser is the responsible party and the

Recipient is the operator.

11.1. The Recipient must process such personal information only with the knowledge or authorisation of the Discloser and treat personal information which comes to its knowledge as confidential and must not disclose it, unless so required by law.

11.2. The Recipient must secure the integrity and confidentiality of personal information in its possession or under its control by taking appropriate, reasonable technical and organisational measures to prevent loss of, damage to or unauthorised destruction of personal information and unlawful access to or processing of personal information.

11.3. In order to give effect to the obligations set out in this clause 10, the Recipient must take reasonable measures to-

11.3.1. identify all reasonably foreseeable internal and external risks to personal information in its possession or under its control;

11.3.2. establish and maintain appropriate safeguards against the risks identified;

11.3.3. regularly verify that the safeguards are effectively implemented; and

11.3.4. ensure that the safeguards are continually updated in response to new risks or deficiencies in previously implemented safeguards.

11.4. The Recipient shall have due regard to generally accepted information security practices and procedures which may apply to it generally or be required in terms of specific industry or professional rules and regulations.

11.5. The Recipient shall notify the Discloser immediately where there are reasonable grounds to believe that the personal information of a data subject has been accessed or acquired by any unauthorised person.

11.6. The Recipient shall appoint an information officer and an appropriate number of deputy information officers as may be required by the POPIA, and must provide the Discloser with the details of such officers, whose responsibilities shall include-

11.6.1. the encouragement of compliance, by the Recipient, with the conditions for the lawful processing of personal information;

11.6.2. dealing with requests made to the Recipient pursuant to the POPIA;

11.6.3. working with the Regulator in relation to investigations conducted under the POPIA;

11.6.4. otherwise ensuring compliance by the Recipient with the provisions of the POPIA; and

11.6.5. as may be prescribed by the POPIA.

11.7. The Recipient shall not transfer personal information about a data subject to a third party who is in a foreign country without Prior written consent of the Discloser. The Discloser will not grant such consent unless-

11.7.1. the third party who is the recipient of the information is subject to a law, binding corporate rules or binding agreement which provide an adequate level of protection that-

11.7.1.1. effectively upholds principles for reasonable processing of the information that are substantially similar to the conditions for the lawful processing of personal information relating to a data subject who is a natural person and, where applicable, a juristic person; and

11.7.1.2. includes provisions, that are substantially similar to this section, relating to the further transfer of personal information from the recipient to third parties who are in a foreign country;

11.7.2. the data subject consents to the transfer;

11.7.3. the transfer is necessary for the performance of a contract between the data subject and the responsible party, or for the implementation of pre-contractual measures taken in response to the data subject's request;

11.7.4. the transfer is necessary for the conclusion or performance of a contract concluded in the interest of the data subject between the responsible party and a third party; or

11.7.5. the transfer is for the benefit of the data subject, and-

11.7.5.1. it is not reasonably practicable to obtain the consent of the data subject to that transfer; and

11.7.5.2. if it were reasonably practicable to obtain such consent, the data subject would be

likely to give it.

- 11.8. The Recipient shall process personal information of data subjects in accordance with the conditions for the lawful processing of personal information as contemplated in the POPIA, and shall at all times put sufficient measures in place to ensure compliance with the POPIA, including compliance with any compliance notices and information notices served on the Recipient under the POPIA.

13. Assignment, Cession and Delegation

Neither of the Parties shall be entitled to assign, cede, delegate or transfer any rights, obligations, share or interest acquired in terms of this Agreement, in whole or in part, to any other party or person without the prior written consent of the other, which consent shall not unreasonably be withheld or delayed.

14. Relaxation

No indulgence, leniency or extension of a right, which either of the Parties may have in terms of this Agreement, and which either party (“the grantor”) may grant or show to the other party, shall in any way prejudice the grantor, or preclude the grantor from exercising any of the rights that it has derived from this Agreement, or be construed as a waiver by the grantor of that right.

15. Waiver

No waiver on the part of either party to this Agreement of any rights arising from a breach of any provision of this Agreement will constitute a waiver of rights in respect of any subsequent breach of the same or any other provision.

16. Severability

In the event that any of the terms of this Agreement are found to be invalid, unlawful or unenforceable, such terms will be severable from the remaining terms, which will continue to be valid and enforceable.

17. Governing Law

The validity and interpretation of this Agreement will be governed by the laws of the Republic of South Africa.

SIGNATURES

I, the undersigned, , herewith confirms that my position within the Recipient is that of and state that I am duly authorised to enter into this Agreement, which I herewith do, on this theday, of , for and on behalf of the Recipient.

I, the undersigned, herewith confirms that my position within the Discloser is that of Executive Manager: and state that I am duly authorised to enter into this Agreement, which I herewith do, on this the _____ day, of by signing this Agreement, for and on behalf of the Discloser.

Signature for and on behalf of Discloser

Signature for and on behalf of Recipient

ANNEXURE B: ACCEPTANCE OF BID CONDITIONS AND BIDDER'S DETAILS

RFP 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.

[Note to the Bidder: The Bidder must complete all relevant information set out below.]

CENTRAL SUPPLIER DATABASE (CSD) INFORMATION

Bidders are required to be registered on the Central Supplier Database (CSD) of National Treasury. Failure to submit the requested information may lead to disqualification. Bidders are therefore required to submit as part of this proposal both their CSD supplier number and CSD unique registration reference numbers below:

Supplier Number	
Unique registration reference number	

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	

If Individual Bidder:	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cell phone Number	
Fax 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	
Cell phone Number	
Fax 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	
Cell phone Number	
Fax 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	
Cell phone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	
Sub-contractors	

Name of Company	
Company Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cell phone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	
Subcontracted work as a % of the total value of the contract	

ANNEXURE C: SHAREHOLDER INFORMATION

[*Note: the bidder must complete the information set out below. If the bidder 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.*]

1 Shareholders/ Members

Name of the shareholder	ID Number	Race	Gender	% shares

Note: The bidder must also attach the detailed Company/ Group Structure where relevant.

2 Black Shareholders/ Members as per the B-BBEE Certificate

Name of the shareholder	ID Number	Race	Gender	% shares
Total Black Shareholding % as per the current and valid B-BBEE Certificate				