



Glenwood office park
Block B
Corner Oberon & Sprite street
FaerieGlen
Pretoria
0043
PO Box 73000, Lynnwood Ridge.0040
Tel: (012)845 2000 - Fax: 086 529-7701
Website: www.idt.org.za

INDEPENDENT DEVELOPMENT TRUST

DEVELOPMENT OF ICT STRATEGY, DISASTER RECOVERY & BUSINESS CONTINUITY PLAN, AND REVIEW OF GOVERNANCE FRAMEWORK

RFQ NUMBER: **IDT/HO/IT/07/07/2025**

BIDDER'S INFORMATION
(Must be completed by Bidder)

Company Name	
Contact Person	
Cell / Tel Number	
Fax Number	
E-mail Address	
CSD Number	

PREPARED FOR:

**Glenwood office park
Block B
Corner Oberon & Sprite street
FaerieGlen
Pretoria
0043**

CLOSING DATE AND TIME: 17 JULY 2025,12h00

Submission of quotations: quotations must by hand deliver to:

**Glenwood Office Park
Cnr. Oberon & Sprite Streets
Faerie Glen
0043**

be submitted on or before the closing date and time stipulated above. All quotations received after the closing date and time will not be considered.

Compulsory returnable documents that must be submitted with the response for this quotation are the following:

1. National Treasury Central Supplier Database number MAAA_____
2. Name of Company _____
3. Unique SARS Tax Compliance Pin Number (submit valid letter)
4. Duly completed and signed: SDB 4 (**Bidder's Declaration**), attached in this RFQ document.
5. Duly completed and signed: SDB 6.1 (Preference Points Claim Form in Terms of The Preferential Procurement Regulations 2022), attached in this RFQ document.

Compulsory returnable document: SBD 6.1

Source Documents to be submitted with the Bid or RFQ

- *CIPC Document (Company Registration Document will be required for verification (CIPC DOC))
- *Woman (Originally Certified ID Document)
- *Youth (Originally Certified ID Document)
- *People with Disability (Letter from the Dr. Confirming the Disability)
- *Black Ownership (Originally Certified ID Document)

Non-submission of Source documents will result in the allocation of zero points for specific goals



INDEPENDENT DEVELOPMENT TRUST

TERMS OF REFERENCE: DEVELOPMENT OF ICT STRATEGY, DISASTER RECOVERY & BUSINESS CONTINUITY PLAN, AND REVIEW OF GOVERNANCE FRAMEWORK

1. Background

- 1.1. The IDT is primarily responsible for social infrastructure development in the country, working with and on behalf of the Department of public works and Infrastructure and other partners

Terms of Reference and Functionality Sections for IDT: Development of ICT Strategy, Disaster Recovery & Business Continuity Plan, and Review of Governance Framework

1. Detailed Scope of Work/Terms of Reference

1.1 Overview of the Independent Development Trust (IDT)

The Independent Development Trust (IDT) is a public entity in South Africa established to support socio-economic development, primarily through social infrastructure delivery. As a Schedule 2 Major Public Entity reporting to Parliament through the Minister of Public Works and Infrastructure, IDT plays a crucial role in implementing government-funded development projects. To enhance its operational efficiency and ensure the alignment of its Information and Communication Technology (ICT) systems with industry best practices, IDT seeks to engage a service provider for the development of an ICT Strategy, Disaster Recovery & Business Continuity Plan, and Governance Framework.

1.2 Scope of Work and Objectives

The scope of work encompasses three main areas: ICT Strategy Development, Disaster Recovery & Business Continuity Planning, and review of the Governance Framework. These efforts are aimed at strengthening the IDT's ICT infrastructure, aligning it with global best practices, and supporting the organization's strategic goals

1.2.1 Objectives

The key objectives of the project are as follows:

- I. Develop an ICT Strategy: Formulate a comprehensive ICT strategy that aligns with IDT's strategic objectives, addressing current and future ICT needs.
- II. Formulate a Disaster Recovery & Business Continuity Plan: Develop robust plans to ensure continuity of operations and data integrity in the event of disruptions.
- III. Establish a Governance Framework: Establish a governance framework that incorporates the COBIT framework, ensuring effective oversight and management of ICT resources.

1.2.2 Scope of Work

The scope of work for the service provider includes, but is not limited to, the following tasks:

- I. ICT Strategy Development:
 - Conduct an in-depth assessment of the current ICT environment.
 - Identify and analyse gaps, risks, and areas for improvement.
 - Develop a strategic roadmap that outlines key initiatives, timelines, and resource requirements.
 - Align the ICT strategy with IDT's business objectives and regulatory requirements.
 - Provide recommendations for technology investments, including cost-benefit analyses.
- II. Disaster Recovery & Business Continuity Plan:
 - Develop disaster recovery and business continuity capabilities.
 - Identify critical systems and processes that require protection.
 - Develop a comprehensive disaster recovery plan that includes data backup, recovery procedures, and communication protocols.
 - Create a business continuity plan that outlines steps to ensure minimal disruption to IDT's operations during emergencies.
 - Conduct training and simulation exercises to test the plans.
- III. Governance Framework review.
 - Review current governance practices against the COBIT framework.
 - Develop a governance framework that includes policies, procedures, and roles and responsibilities.
 - Establish key performance indicators (KPIs) to measure the effectiveness of ICT governance.

- Provide a roadmap for implementing the governance framework with clear milestones.
- Conduct workshops and training sessions to ensure stakeholder buy-in and understanding of the governance framework.

2. Deliverables

The deliverables for this project include:

1. A comprehensive 5 year ICT Strategy that aligns with IDT's strategic objectives and addresses existing gaps.
2. A robust Disaster Recovery and Business Continuity Plan ensuring resilience and continuity of critical operations.
3. A Governance Framework that includes policies, procedures, roles, responsibilities, and key performance indicators (KPIs).
4. Training Materials and Workshops: Resources and conducted sessions to educate IDT staff on new frameworks and plans
5. Final report summarizing findings, recommendations, and implementation roadmap.

2. Duration and Timeframes

The expected duration of the project is **six months** from the date of commencement. The service provider must provide a detailed project plan with specific milestones, timelines, and dependencies.

4. Reporting and Communication

The service provider will be required to submit bi-weekly progress reports to the IDT Project Manager. Regular status meetings will be held to track progress, address challenges, and ensure alignment with the project objectives.

6. Expertise and Experience Required

The service provider must demonstrate the following:

- Proven experience in developing ICT strategies, disaster recovery plans, and governance frameworks.
- Strong understanding of the COBIT framework and its application in the public sector.
- Ability to engage with stakeholders at all levels and provide training and support as needed.
- Previous experience working with public sector entities, particularly in South Africa.

Functionality and Evaluation Criteria

The evaluation of bids will follow a structured approach comprising three phases: compliance with mandatory requirements, functionality evaluation, and price and specific goals. This ensures a comprehensive assessment of the bidder's qualifications, experience, and proposed methodology.

- **Evaluation Phases and Criteria**

Phase 1	Evaluation Criteria	Points Allocation
Phase 1: Mandatory Requirements	Bidders must meet all mandatory criteria to proceed to the next phase. Failure to comply will result in disqualification.	Not scored; mandatory compliance required.
	- Submission of all completed and signed Standard Bidding Documents (SBD 1, SBD 4, SBD 6.1).	
	- Valid National Treasury Central Supplier Database (CSD) report or MAAA Number.	
	- Valid SARS Tax Compliance Pin.	
	- Submission of a fully completed and signed cost breakdown.	
	- OEM accreditation letter (where applicable).	

Phase 2: Functionality Evaluation

This phase evaluates the technical capability, resources, and approach of the bidder. Only bidders scoring a minimum of 80 points out of 100 will qualify for the price and preference points phase.

Criteria	Description	Points Allocation
1. Capacity and Resources		Maximum Points: 40
Project Leader	- Postgraduate degree in ICT or business studies + 10 years' experience.	20 points
	- Undergraduate degree or Diploma in ICT or Business Studies + 10 years experience.	10 points
Team Members	- Postgraduate degree in ICT or business studies + COBIT 4 or Higher certificate + 10 years experience.	20 points
	- Postgraduate degree in ICT or business studies + 10 years' experience.	10 points
	- Undergraduate degree in ICT or business studies + COBIT 4 or Higher certificate + 5 years' experience.	10 points
	- Undergraduate degree in ICT or business studies + 5 years' experience.	5 points
	Compulsory: Attach CVs and certified copies of qualifications for the project leader and team members.	
2. Company Experience	Evaluation of the bidder's experience in similar projects related to ICT Strategic Plan and Governance (Maximum of four reference letters and appointment letters).	Maximum Points: 40
	- Attach appointment letters with corresponding reference letters on the customer's letterhead related to the development of ICT Strategic Plan and Governance.	
	- Each appointment letter plus corresponding reference letter = 10 points .	

	Compulsory: Letters must be on the referral customer's letterhead.	
3. Project Methodology	Assessment of the bidder's understanding of the project scope of work and proposed approach.	Maximum Points: 20
	- Proper and thorough understanding of the project scope of work with timelines.	20 points
	- Proper and thorough understanding of the project scope of work without timelines.	10 points
	- No understanding of the project scope of work and timelines.	0 points

Phase 3: Price and Preference Points

This phase evaluates bids based on price competitiveness and specific preference points according to the Preferential Procurement Policy Framework Act, 2022.

Criteria	Description	Points Allocation
Price Evaluation	- Points allocated based on the 80/20 or 90/10 preference points system, depending on the total bid value and applicable thresholds.	Based on Preferential Procurement Act
Preference Points	- Points awarded based on specific goals such as promoting participation by women, youth, people with disabilities, and historically disadvantaged individuals.	Points as per applicable preference criteria

Note: Bidders who do not meet the minimum thresholds in Phase 2 will not proceed to Phase 3. The evaluation framework aims to select a service provider with the necessary expertise, resources, and approach to effectively deliver the required services for ICT Strategy, Disaster Recovery & Business Continuity Plan, and Governance Framework for the IDT. This structured approach ensures the appointed service provider not only meets technical requirements but also aligns with IDT's strategic objectives and value for money considerations.

3. Closing date and submission

Responses and proposals to the RFQ must be submitted hand delivered to:

**Glenwood Office Park
Cnr. Oberon & Sprite Streets
Faerie Glen
0043**

Service providers must quote the IDT a total price inclusive of VAT for the service that will be rendered, and the quoted price must be valid for at least thirty (60) days after the closing date of this Request for Quotation.

- All **SCM** queries related to this RFQ must be submitted in writing to: AidaN@idt.org.za
- All **Technical** related Queries must be directed in writing to: MolateloM@idt.org.za

NB: No query shall be allowed 12 hours prior to the closing date and time of this Request for quotation.

NB: *The Independent Development Trust Reserve the right to withdraw or cancel this RFQ without prior notification to the respondents.*

SBD4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise, employed by the state?

YES / NO

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

Full Name	Identity Number	Name of State institution

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

2.2.1 If so, furnish particulars:

.....

.....

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

2.3.1 If so, furnish particulars:

.....

.....

3 DECLARATION

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

3.1 I have read, and I understand the contents of this disclosure.

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

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

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

3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

.....

Signature

Date

.....

Position

Name of bidder



SBD 6.1

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

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

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

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

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

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/

highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

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

The maximum points for this tender are allocated as follows:

	POINTS	
PRICE	90	80
SPECIFIC GOALS	10	20
TARGETED GROUP		
Women 100% Ownership	3	6
Youth 100% Ownership	3	6
People with Disabilities 100%	2	4
Black Male 100%	2	4
Total points for Price and SPECIFIC GOALS	100	100

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

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

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Women 100% Ownership	3	6		
Youth 100% Ownership	3	6		
People with Disabilities 100% Ownership	2	4		
Black Male 100% Ownership	2	4		

Source Documents to be submitted with the Bid or RFQ

- *CIPC Document (Company Registration Document will be required for verification (CIPC DOC))
- *Woman (Originally Certified ID Document)
- *Youth (Originally Certified ID Document)
- *People with Disability (Letter from the Dr. Confirming the Disability)
- *Black Ownership (Originally Certified ID Document)

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

- (a) disqualify the person from the tendering process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

..... SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:
DATE:
ADDRESS:

CONFIDENTIAL