



INFORMATION AND COMMUNICATION TECHNOLOGY

TERMS OF REFERENCE (TOR)

NT015-2025

**APPOINTMENT OF A CERTIFIED SERVICE PROVIDER TO SUPPLY, INSTALL AND CONFIGURE
RIVERBED WAN OPTIMISATION DEVICES FOR THE NATIONAL TREASURY (NT) NEW BUILDINGS
WITH A THREE-YEAR PROFESSIONAL SERVICES, MAINTENANCE AND SUPPORT CONTRACT**

CLOSING DATE: 26 NOVEMBER 2025 AT 11:00 AM

VALIDITY PERIOD: 90 DAYS



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1. INTRODUCTION

The National Treasury (NT) is relocating to the new office space consisting of two (2) buildings (Block A and C) at Riverwalk Office Park in Pretoria. To ensure that network performance is optimised to support productivity, collaboration, and the delivery of digital services, the NT Information and Communications Technology (NT ICT) is requesting bidding submissions from experienced and certified service providers to supply, install, and configure Riverbed WAN optimisation devices in the new buildings.

The organisation already uses Riverbed technology across existing sites. The solution must integrate with this existing technology. With the increasing reliance on cloud-based applications such as Microsoft Office 365 (O365), Teams, SharePoint, and OneDrive, the supplied Riverbed solution must have the capability of application acceleration and bandwidth optimisation across the WAN.

2. PURPOSE

The purpose of this document is to invite suitably qualified bidders for the procurement, installation and configuration of Riverbed devices, including support and, maintenance for three (3) years.

3. SCOPE OF WORK

3.1 Project Deliverables

The successful bidder will be expected to deliver the following:

- Supply the Riverbed WAN optimisation devices as per the approved specifications.
- The service provider shall deploy and configure Riverbed to accelerate Office 365 services which includes:
 - Integration with existing network infrastructure and Microsoft 365 endpoints.
 - Configuration of data deduplication, compression, and application streamlining policies.
 - Establishment of SaaS optimisation tunnels to the nearest Microsoft cloud access point.
 - End-to-end performance validation and reporting after deployment.
- Install and configure all hardware and software required according to best practices.
- Integrate the devices with the existing Riverbed environment.
- Provide all the Riverbed licenses required.
- Documentation, including system configuration and implementation reports.
- Provide installation costs along with a lead time for the completion of this project.

- Provide certified engineers and project managers in their respective technology. The project managers will oversee the whole project and must have experience in ICT-related projects.
- For the implementation of Riverbed WAN optimisation devices in the new buildings, the appointed service provider will be required to:
- Conduct technical and business requirement workshops with the relevant ICT units and business stakeholders to gather, confirm, and document requirements.
- Develop a detailed implementation plan covering installation, configuration, integration, testing, and commissioning of the devices.
- Ensure seamless integration with existing Riverbed devices already deployed in three (3) buildings.
- Provide knowledge transfer and training to internal ICT teams to ensure effective use, monitoring, and management of the devices.
- Minimise disruption to business operations during deployment by following a phased rollout approach.

3.2 Solution Requirements

3.2.1 Business Requirements

- Ensure WAN Optimisers are aligned with current organisational standards.
- Optimise WAN traffic and improve bandwidth utilisation.
- Enable centralised monitoring and reporting across all buildings.

3.2.2 Implementation Requirements

- Devices must integrate seamlessly with the existing Riverbed solutions.
- Minimal disruption to business operations during installation.
- On-site testing and acceptance sign-off.

Technical Requirements

Table 1: NT Technical Requirements

SKU Type	Part Number	Description	QTY
Menlyn Block A and B			
HW	CXA-6090-BASE	Steelhead RiOS CXA 06090	2
HW	NIC-1-010G-4SR-BP-C	4-port 10GbE SR Fiber Bypass NIC	4
SUB	SUB-ACC-FLEX-01000	FLEX-01000 Flexible Subscription for xx80 Appliance, Virtual Device, or Cloud (1000 Mbps)	78



SUP	MNT-GLD-SH-90-HWSUB	SteelHead 90 Series Hardware Subscription Gold Support	6
SUB	SHSAASACC-SUB-APPUNIT	SaaS Accelerator- Application Units Subscription - optimization for SaaS applications	520000
Centralized Management SCC			
LIC	CMC-SWA-MGT-10	SteelCentral Controller Virtual Edition Additional SteelHead Management License 10-pack	1
SUP	MNT-CMC-SWA-MGT-10	SteelCentral Controller Virtual SH Management License 10-pack Gold Support	3
Riverbed Professional Services			
DC	SVC-C-0101-PFPK-0300	SteelHead Advanced Implementation Service	3
BRANCH	SVC-C-0101-PFPK-0301	SteelHead Advanced Implementation Service	5
Consult	SVC-C-0101-TDLC-0000	Acceleration Time and Materials Consulting per Day	15
PM time	SVC-C-0101-THLP-0100	Acceleration Time and Materials Project Management per Hour	15

3.3 Project Resource Requirements

- The Project Manager and Certified Engineer are designated as the key resources for this project, responsible for overall delivery, quality, and adherence to timelines. Only the Project Manager and Riverbed Certified Engineer will be evaluated, and their qualifications, experience, and performance will be considered critical to the project's success.
- Provision of knowledge transfer to internal ICT staff, including formal training, practical over-the-shoulder skills transfer, and the allocation training credits from the Original Equipment Manufacturer (OEM) or an approved training institution for five (5) technicians. Training may be delivered either online or in-person, as appropriate. Instructor-led training must include the cost of examinations, with one (1) exam attempt provided per technician.



Table 2: Resource Requirements

a) Project Manager	
Job Title: Project Manager	
Core Description	
A Project Manager with adequate experience in the ICT field and business solutions. The Project Manager must ensure that a project is completed on time and within scope and budget, that the project's objectives are met and that the project team is properly as per their roles. The Project Manager must oversee the project to ensure the desired results are tracked and delivered, must provide regular reporting on the progress of the project and ensure that the most efficient resources are used, and the different interests involved are satisfied. A minimum of 5 years' experience, with at least five years of managing complex projects in a technical environment.	
Qualifications:	
- Valid Project Management Certificate - Minimum of National Diploma NQF6 in ICT and related fields (IT, Computer Science, and Engineering disciplines)	
Experience/ skills required:	
- Experience in Information Technology management projects. - Extensive Project Management Skills (Minimum 5 years) Project/Program Planning skills; Financial Management Skills; Scope Management skills; Time management skills, Quality Management skills; Risk and Issue management skills; Project Budgeting skills; Integration Management skills; Human Resource Management skills; Communication skills; Report writing skills. - MS Office Computer Literacy. - Experience with full product lifecycle (Riverbed) with understanding of development lifecycle and various technology methodologies that support that lifecycle. - Ability to multi-task. - Assist with any other tasks to be assigned by the management team	
b) Riverbed Engineer	
Job Title: Riverbed Engineer	
Core Description	
The Riverbed Engineer is responsible for implementing, configuring, maintaining, and optimising Riverbed devices and solutions (e.g., SteelHead, SteelCentral, SteelConnect,	

AppResponse) to support the organisation's WAN optimisation, application acceleration, and network performance monitoring needs. The Riverbed Engineer must have strong technical expertise in Riverbed technologies, problem-solving ability, and collaboration skills to ensure maximum network efficiency, reliability, and security across all buildings.

Qualifications:

- Minimum of National Diploma/ NQF6 in Information Technology/Computer Science or any related field.
- Riverbed Certification.

Experience:

- Minimum of 5 years of experience in implementing, configuring, and supporting Riverbed devices and optimisation solutions.
- Proven expertise with WAN optimisation, SD-WAN, and application performance monitoring.
- Hands-on experience with SteelHead deployments and optimisation policies, including QoS, deduplication, and acceleration features.
- Experience with SteelCentral/AppResponse for network visibility and diagnostics.
- Demonstrated experience in integrating Riverbed solutions with existing enterprise infrastructure across multiple sites.
- Practical knowledge of network performance troubleshooting tools and methodologies.
- Exposure to network migration projects and optimisation in complex, multi-site environments.
- Strong background in testing, performance tuning, and validation of optimisation configurations.
- Ability to document network designs, optimisation strategies, and implementation reports clearly.
- Excellent communication skills for interacting with ICT teams, business stakeholders, and vendors.
- Willingness to learn continuously, share knowledge, and take initiative in improving WAN and application performance.

4. METHODOLOGY AND SUPPORT

- Service providers must present a clear project implementation methodology, incorporating industry best practices for ICT deployments, configuration, and security.
- The methodology should cover project initiation, planning, execution, monitoring, and close-out, including user acceptance testing (UAT).
- The bidder must provide support and maintenance plan to ensure continuous operation and availability of network services for a period of three (3) years. This includes proactive monitoring, patch management, software updates, and 24/7 technical support.

5. SUBMISSION REQUIREMENTS

5.1 Non-compulsory Briefing Session

An online briefing session will be held, however, attendance at the briefing session is not mandatory.

Date: 13 November 2025

Time: 10:00-11:00

Meeting Type: Online (MS Teams)

Link: [Join the meeting now](#)

5.2 Security Requirements

All resources will be required to sign an Oath of Secrecy and submit security vetting information as per the NT security policy.

6. SUMMARY OF EVALUATION CRITERIA

6.1 Bid Evaluation Stages

The bid evaluation process consists of three stages; a bidder must qualify for each stage to be eligible to proceed to the next stage of the evaluation. The stages are as follows:

Table 3: Bid Evaluation Stages

Stage	Description
Stage 1	Administrative Requirements Evaluation



Stage	Description
Stage 2	Functionality/Technical Evaluation
Stage 3	Preference Points System (Price and Specific Goals) Evaluation

6.2 Stage 1: Mandatory Requirements Evaluation

An administrative evaluation will be carried out on all the bid proposals received and if the under mentioned documentation is not signed and/or attached such a bid will be eliminated from any further evaluation.

- a) Bidders must provide a letter/certification that indicates that they are a certified partner/reseller with the OEM whose product they are selling.
- b) Pricing proposal (SBD 3.3) which must include the following:
 - Hardware and software.
 - Licenses.
 - Installation and configuration services.
 - Support and maintenance services.
- c) In case of Joint Venture, Consortium, Trust, or Partnership, a signed teaming agreement is required with the partner.

6.2.1 Additional Requirements (Not for elimination)

- a) The format of the CVs must be in accordance with the prescribed format (**ANNEXURE A1**).
- b) A brief narrative profile of the potential bidder must be submitted in the prescribed format in (**ANNEXURE A2**) as part of the bid documentation and attached supporting documentation.
- c) Submitted CVs for the resources must indicate the position they must be evaluated for, (project Manager or Engineer/Technical resources.)
- d) Proof of valid registration with Compensation for Occupational Injuries and Disaster (COIDA).
- e) Valid work permit and existing security clearance for foreign nationals are compulsory. If not provided, the lowest score will be allocated.
- f) Proof of Central Supplier Database (CSD) report.
- g) Bidders are required to submit proof of educational qualification(s) for all resources required.
- h) All foreign qualifications must be accompanied by a valid South African Qualifications Authority (SAQA) certificate of evaluation.

- i) In the case of a Joint Venture, Consortium, Trust, or Partnership a Valid Tax Clearance Certificate and/or SARS issued pin code for both companies must be submitted (which will be verified)
- j) In the case of a Joint Venture, Consortium, Trust, or Partnership, a signed teaming agreement must be submitted.
- k) In the case of a Joint Venture, Consortium, Trust, or Partnership a Consolidated Central Supplier (CSD) Database Registration or both companies CSD are required.

NOTE:

- ***The National Treasury may contact bidders in case additional information is required.***
- ***A site inspection of the bidder's premises may be contacted to verify authenticity of the company.***

6.3 Stage 2: Functionality Evaluation

Table 4: Functionality Evaluation Criteria

Evaluation Criteria	Weight	Scoring Criteria
1. Proven Track Record The bidder must submit a proven track record of having previously successfully supplied, installed, configured, maintained and supported Riverbed technology or similar projects in the recent 10 years. The reference letters and evidence must address the following: Description of the project, Client name, Client contact (i.e., email and office number), Project start date, project end date, and contract value. Furthermore, attach a completion certificate signed by the client or a letter from the client confirming the successful completion of the project. Completion	20	5- Excellent 5 or more reference letters submitted reflecting 4 items listed. 4- Very Good 4 reference letters submitted reflecting 3 items listed. 3 -Good 3 reference letters submitted reflecting 2 items listed. 2- Average 2 reference letters submitted reflecting 1 item listed. 1-Poor



certificate or reference letters should be on referral client letterhead and signed.		0-1 reference letters submitted reflecting 1 item listed
2. Resource Experience		
2.1. Project Manager Qualification A minimum of a National Diploma/NQF6 in ICT and related fields (IT, Computer Science, and Engineering discipline). Plus, equivalent Certified Project Management Certifications	15	5 = Honours degree or Post Graduate Diploma (NQF 8) or higher plus Project Management certification 4= Bachelor's degree/ Advanced Diploma (NQF 7) plus Project Management certification 3 = National Diploma/NQF6 plus Project Management certification 2= Matric plus Project Management certification 1= Matric without project management certification



2.2. Project Manager Experience Minimum of 5 years of experience, with at least five years of managing complex projects in a technical environment. Experience in Microsoft Project (MSP). Experience with full product lifecycle with understanding of development lifecycle and various technology methodologies that support that lifecycle. Extensive Project Management Skills (Minimum 5 years) Project/Program Planning skills; Financial Management Skills; Scope Management skills; Time management skills, Quality Management skills; Risk and Issue management skills; Project Budgeting skills; Integration Management skills; Human Resource Management skills; Communication skills; Report writing skills.	15	5 = 7 years or more 4 = 6 Years 3 = 5 Years 2 = 3 to 4 Years 1 = 1 to 2 Years
2.3. Riverbed Engineer Qualifications A minimum of a National Diploma/ NQF6 in Information Technology/Computer Science or any related field, plus Riverbed Certification.	15	5 = Honours degree or Post Graduate Diploma (NQF 8) or higher plus Riverbed Certification. 4= Bachelor's Degree/ Advanced Diploma (NQF 7) plus Riverbed Certification. 3 = National Diploma/NQF6 plus Riverbed Certification. 2= Matric plus Riverbed Certification.



		1= Matric without Riverbed Certification.
2.4. Riverbed Engineer Experience A minimum of 5 years' experience in installing, upgrading, managing, maintaining, and supporting Riverbed devices.	15	5 = More than 7 years' experience. 4 = 6 Years 3 = 5 Years 2 = 3 to 4 Years 1 = 1 to 2 Years
3. Proven Technical Competencies (aligned to the project/services to be rendered) - Submission of a detailed Project Approach and Methodology document: - Detailed Project plan with: - Milestones - Implementation Plan - Deliverables; and - Costing Schedule Etc. - Clear understanding of the context of the requirement. - Clear strategy to the execution of the requirement. - The methodology proposed needs to be innovative, including but not limited to the following— - Extensive and highly interactive stakeholder interactions, - Showcase the value of the approach, - Align the proposal with the goals of the stakeholders	20	5 = Excellent (Four of the following has been submitted: proof of proposed approach, methodology; proposed solution aligned to the services to be rendered and additional information over and above what is requested). 4 = Very Good (three following has been submitted: proof of proposed approach, methodology; and proposed solution aligned to the services to be rendered) 3 = Good (two of the following has been submitted: proof of proposed approach, methodology; or proposed solution aligned to the services to be rendered) 2 = Average (one of the following has been submitted: proof of proposed approach, methodology; or proposed solution aligned to the services to be rendered)



○ Share examples of where similar methodologies have been implemented and succeeded. • Proposed solution		1 = Poor (No proof of proposed approach and methodology; proposed solution)
Total	100	
Minimum Threshold	60	
Bidders who did not meet a minimum threshold of 60% on Technical Evaluation Criteria will be disqualified for further evaluation on price and specific goals.		

NOTE:

- *The bidders are expected to provide minimum of only one CV for the most experienced resource per role for evaluation.*

6.4 Stage 3: Preference Point System

In terms of Preferential Procurement Regulations, 2022, Regulation 4(1) the applicable Preference Point System for this tender is 80/20, Price (80), and Specific Goals (20). In terms of Regulation 4(2-4) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. The bidder must provide the relevant proof/ required documents for each preference point system indicated.

6.4.1 Pricing Evaluation

- The Service Provider must cost for the work to be done regarding license fees, system maintenance and support. For financial evaluation purposes, the service provider must provide a pricing schedule.
- The Financial Proposal must contain the financial proposal (SBD 3.3), which includes: cost for the work to be done regarding license fees, system maintenance and support, and the disbursement cost if applicable.
- The NT reserves the right to negotiate rates submitted by bidders.

6.4.2 Specific Goals

For the purposes of this tender, the tenderer will be allocated points based on the goals stated and should be supported by proof/ documentation stated in Table 5 below.

Specific goals for the tender and points to be claimed are indicated in the table below:

The bidders who complied with the mandatory requirements and meet the minimum threshold of this bid were evaluated according to the Preference Point Scoring System as determined in the Preferential Procurement Regulations, 2022, pertaining to the Preferential Procurement Policy Framework Act, Act No 5 of 2000.

The following preference point system is applied to all the bids:

Table 5 : Specific Goals

	Specific goals	Score	Required proof/ documents to be submitted for evaluation purposes
1.	The company owned by people who are Youth. 100% company owned by Youth = 5 points 75% - 99% company owned by Youth = 3 points 60% - 74% company owned by Youth = 2 point 51%- 59% company owned by Youth = 1 point 0 - 50% company owned by Youth = 0 point	5 points	Proof of claim as declared on SBD 6.1 (one or more of the following will be used verifying the tenderer's status: • Company Registration Certification/document (CIPC) • Company Shareholders certificate • Certified identification documentation of company director/s • B-BBEE Certificate of the tendering company.
2.	The company is owned by Historically Disadvantaged Individuals (HDI) (Black). 100% company owned by HDI (black) = 5 points 75% - 99% company owned by HDI (black) = 3 points 60% - 74% company owned HDI (black) = 2 point 51%- 59% company owned by HDI (black) = 1 point	5 points	• Consolidated B-BBEE certificated if the tendering company is a Consortium, Joint Venture, or Trust (Issued by verification agency accredited by the South African Accreditation System). • Agreement for a Consortium, Joint Venture, or Trust.

	0 - 50% company owned by HDI (black) = 0 point		
3.	The company owned by HDI (Women). 100% company owned by HDI (Women) = 5 points 75% - 99% company owned by HDI (Women) = 3 points 60% - 74% company owned by HDI (Women) = 2 point 51%- 59% company owned by HDI (Women) = 1 point 0 - 50% company owned by HDI (Women) = 0 point	5 points	
4.	The company owned by people who are disabled. 100% company owned by people who are disabled = 5 points 75% - 99% company owned by people who are disabled = 3 points 60% - 74% company owned by people who are disabled = 2 point 51%- 59% company owned by people who are disabled = 1 point 0 - 50% company owned by people who are disabled = 0 point	5 points	

***Note:**

Points will be allocated based on % ownership of the Company (Please attach proof/ required documents).

Failure to submit the required proof will lead to a zero (0) status level for non-compliant service providers. The points scored by a bidder in respect of the points indicated above will be added to the points scored for price. Only a bidder who has completed and signed the declaration part of the preference claim form will be considered. NT may, before a bid is adjudicated or at any time, require a bidder to substantiate claims made regarding the required proof. A trust, consortium, or joint venture will qualify for points as a legal entity, provided that the entity submits the required proof.

6.4.3 Timeframe (Project Duration)

The successful bidder will be appointed for a period of three (3) years from the date of appointment.

6.4.4 Implemented Landscape

Support must be provided at various locations where NT is located which include but not limited to the following:

- SITA Centurion – John Vorster Drive, Centurion
- 40 Church Square – Pretoria CBD (Head Office)
- 120 Plein Street – Cape Town CBD (Small Footprint)
- Riverwalk Office Park - Ashlea Gardens, Pretoria

7. TERMS AND CONDITIONS OF THE BID

- Enter into a Service Level Agreement with the National Treasury for a period of three (3) years, providing comprehensive 24/7 hardware and software support and maintenance services. This includes proactive system monitoring, rapid incident response, and continuous system optimization. On-site support will be provided as required, with strict adherence to agreed SLA response and resolution times. Monthly preventive maintenance and performance reporting will be conducted to ensure optimal operational efficiency and minimal downtime.
- The successful service provider(s) and its employees or consultants will have to undergo a mandatory security clearance process. NT reserves the right to cancel, terminate or, not award the contract to a company that either doesn't avail itself for the security clearance or fails such.
- Proposals must be fully inclusive of all costs; NT will not be responsible for any additional costs identified during implementation.to conclude successful installation(s).
- The successful supplier will also enter into a non-disclosure agreement with the NT.
- The bidder must provide the skills required by the NT.



- The CVs presented as part of the bid must be available for providing the service at NT sites. If the resource is not available, NT reserves the right to accept or reject the replacement CVs presented. The service provider will be responsible for providing the desired replacement resources should the replacement CVs be rejected by NT.
- NT has the right to terminate the contract as and when the services are no longer required or as soon as the allocated funds are depleted.
- Service provider(s) should ensure that the CVs they submit are for individuals who would be willing to carry out ICT assignments. CVs of an organisation's senior managerial staff, albeit highly qualified individuals, should not be submitted unless these individuals are prepared to give full commitment to actively carrying out ICT assignments.
- ICT reserves the right to contact references as per the prescribed reference template (Annexure 2) during the evaluation and adjudication process to obtain information.
- The service provider must conclude an agreement(s) which must consist of, but is not limited to the following:
 - A clear description of the required services and deliverables.
 - Defined payment terms for the service.
 - Agreement that the successful service provider shall be a single point of contact for the service. In a case where the service provider outsourced services, the service provider will manage the NT outsourced company directly.
 - Agreement on the timeline.
 - Agreement that the successful service provider must provide qualified personnel who have undergone necessary training and certification to provide the required service. Should the skill(s) not be available in-house, this must be specified.
 - Monthly preventive maintenance and performance reporting will be conducted to ensure optimal operational efficiency and minimal downtime.
 - Agreement to provide comprehensive 24/7 support, covering hardware, software, and labour service.
- Successful bidder(s) must be able to commence work as soon as the agreement(s) has been signed.
- NT reserves the right to screen and vet shortlisted service providers before the appointment.



- The NT reserves the right to terminate the contract if there is clear evidence of deviations from the agreed specifications.
- NT reserves the right to communicate with the service provider pertaining to information submitted on the closing date and time.

8. CONTACT DETAILS

Email : NTAdministrativeTenders@treasury.gov.za



9. ANNEXURE A1: CURRICULUM VITAE TEMPLATES

Notes:

- The CV format provided must be strictly adhered to.
- The CV shall not be longer than 4 x A4 s. A Minimum font size of 10 shall be used.
- The CVs must specifically and clearly address the service requirements for evaluation purposes.
- Only CVs may be submitted if the employee is employed or affiliated with the company submitting the CV.
- CVs must be signed by the proposed resource.
- Resource may only be submitted by one company.

NOMINATED INDIVIDUAL'S CV

Nominated Individual's First Names	
Nominated Individual's Surname	
Nominated Individual's Date of Birth (yyyy-mm-dd, e.g. 2010-03-04)	
Nominated Individual's Nationality	
Nominated Individual's ID Number or Passport Number	
Service Provider's Name	
Role of Nominated Individual	

Education/Qualifications



Institution	From Date	To Date	Qualification Obtained (Include the discipline e.g. BSc Computer Engineering)

Language Skills			
(Enter the languages below and indicate your competency: level, excellent, average, or basic.)			
Language	Reading	Speaking	Writing

Membership of Professional Bodies
(Describe in full, do not use acronyms or abbreviations)



Other Skills (e.g. Business Communication, Technical writing, etc.)	
Present Position in Service Provider's Organisation	
Years with the in-Service Provider's Organisation	

Professional Experience (work history in descending order of years')			
From Date	To Date	Company/Organisation	Position

Full Current Contact Details of Three (3) References to be Provided				
Full Names	Position	Company/Organisation	Telephone No. (with country and	Cell Phone No. (With country code)

Declaration by the Nominated Individual Described in this CV. I declare that the above information is accurate and can be supported by documents and references on request. I declare that my CV is not included in the proposal of any other service provider.
--



Name	Signature	Date

Approved by the Service Providers Submitting the Bid		
Service Provider's Name		
Service Provider's Representative's		
Name	Signature	Date

Notes:

When completed, print a copy, and sign every page. Note each page must be signed by the nominated individual whose details are given, and a representative of the service provider submitting the bid. Submit the signed copy as part of the bid.



10. ANNEXURE A2: DETAILS OF SERVICE PROVIDER

10.1 SERVICE PROVIDER

Item	Detail	Description
Service Provider's Name		Name of the organisation or individual submitting
Central Supplier Database (CSD) Number		Reference number for the CSD system
Service Provider's Postal Address		Box number
		Suburb
		Postal code
Service Provider's Street Address		Number and street name
		Suburb
		Town/city
		Postal code
Service Provider's Telephone Number		Code and number, e.g., 012 488
Service Provider's Registration Number		Company registration number if Applicable
Service Provider's VAT Registration		If applicable
Service Provider's SARS Tax Number		



Service Provider's Tax Clearance Certificate Expiry Date		yyyy-mm-dd, e.g., 2010-03-04
Contact Person		Contact person for this bid
Contact Person's Cell Phone Number		Number, e.g., 088 345 6789
Contact Person's Email Address		
Name of Person Signing this Bid		Full name
Date of Signature of the Bid		yyyy-mm-dd, e.g., 2010-03-04
Capacity Under which this Bid is Signed		Director, member, individual, etc.
Signature		Sign here

Notes:

- If the postal address is the same as the street address, leave the postal address fields blank.
- When completed, print a copy and sign. Submit the signed copy as part of the bid.
- This form must be completed irrespective of whether the service provider is an individual or an organisation.



11. ANNEXURE A3: SERVICE PROVIDER PROFILE

11.1 SERVICE PROVIDER

Summary of Service Provider's Relevant Experience (maximum 10 one sentence bullet points)
☐
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☐
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Summary of Service Provider's Areas of Expertise (maximum 10 one sentence bullet points)
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☐
☐
☐
☐
☐
☐
☐
☐



Locations of Service Provider's Offices in SA (names of towns only)

Service Provider Name	
Representative's Name	

Representative's Signature	
Date of Signature	

Notes:

When completed, print a copy and sign. Submit the signed copy as part of the bid.



12. ANNEXURE A4: LIST OF SIMILAR PROJECTS AND CLIENTS CONTACT TEMPLATE

Project Description	Scope of Work	Breakdown of the resources and roles	Duration (Start date -end date)	Client Contact Details

