SARS RFP 31-2020

upgrade OF the SSA-Name3 matching tool used in the SARS integrated business register (IBR)

and

the procurement of maintenance and support for the SSA-Name3 matching tool used in the SARS integrated business register (IBR)

**Technical Response Template**

***Instructions***

1. *Bidder is instructed to follow the exact format (section numbering, headings etc.) of this technical response template exactly. Bidder must not deviate from the numbering scheme nor deviate from the order in which the sections and subsections are presented in this template.*
2. *Each section of this Technical Response Template corresponds to a Technical criterion in terms of which the Bidder’s Proposal will be evaluated. Within each section is an explanation (in italics) of what the Bidder is required to provide. Omitting a section; a required response, answer or required documentation will result in SARS not being able to allocate points for that criterion. Each section has a Response Table A and a Response Table B: Response Table A poses questions and requires a response within Response Table A; Response Table B is to contain references to external documentation that is provided in support of the responses given in Response Table A.*
3. *The response to each section of this Technical Response Template must be separated by a file divider in the Bidder’s hardcopy response.*
4. *The Bidder must attach documentary evidence of claims where specifically requested and may attach additional documentation and a reference to the documentation must be made by the Bidder in the ‘Response Table B: References to Attached Documentation’ of the referring section. SARS is not under any obligation to evaluate material that is not referenced within ‘Response Table B: References to Attached Documentation’ and in the manner set out above.*
5. *The Bidder must use this document as a template for its response. The Bidder may delete these italicised instructions and the tables headed by “Instructions for completing Response Table A” and “Instructions for completing Response Table B” from the completed template in its Proposal.*
6. *The Bidder must enter the Bidder’s Name where indicated below in [square brackets].*

***Important note regarding the contents of the Bidder’s response***

1. *The accuracy of the content of the Bidder’s response is paramount. SARS may, at its discretion, conduct a due diligence to verify the claims made in the Bidder’s Proposal during or after SARS’s evaluation of the technical criteria. The Bidder is advised to note the provision of the RFP with regard to misrepresentation and disqualification in the RFP Main Document*
2. *Unless otherwise specified, where responses are required to indicate Bidder’s capability, the Bidder’s current capabilities must be given.*
3. *The Bidder must make clear every aspect of its response to the information sought. SARS does not take any responsibility to clarify any aspect of the Bidder’s response. SARS may at its own discretion seek clarification from the Bidder. Any interpretation of an ambiguous response that is made by SARS evaluators will be final and need not be clarified by SARS.*
4. *SARS will evaluate the Bidder’s Proposal based on the information contained in the Proposal (and any clarifications, verifications or due diligence conducted by SARS). SARS has no responsibility to take extraneous information into account in its evaluation.*
5. *It is the Bidder’s responsibility to provide sufficient information to support its claim to satisfying the pre-qualification requirement.*

**Technical Response**

**[Bidder Name]**

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1. BIDDER’S TECHNICAL CAPACITY

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Reference: *RFP Main Document* paragraph 9.4   * The Bidder must set out in the table below the ability of the Bidder to meet the services required for the RFP. * SARS aims to establish if the Bidder’s proposed solution (including that of its subcontractor) will meet SARS’s technical requirements. * A Bidder who can show adequate capacity across all of the component areas of scope, with substantiation, will be eligible to score maximum points for this criterion. | | | | | | | |
| **Instructions for completing Response Table A: Technical Capacity**   * *The Bidder must complete all fields in Response Table A in full.* * *The Bidder may add more lines to Response Table A if necessary* | | | | | | | |
|  | **Ref** | | **Technical evaluation Criteria** | | | ***Instructions for Table A*** | ***Instructions for Table B***  ***(Required proof to be submitted and referenced in Table B)*** |
| 1.A | | To illustrate the bidder’s capacity to meet SARS's requirements to deploy an on premise SSA-Name3 upgrade from 32-bit to 64-bit SSA-Name3, the bidder is required to provide at least two (2) references indicating  - Clients Name (where the SSAName3 upgrade was deployed) - Client's Contact Details)  - Period of contract (start and end dates) | | | *Complete the required fields* | *Bidder to provide the references and supporting documentation to illustrate the response provided in table A* |
| 1.B | | To illustrate the bidder’s capacity to meet SARS's requirements to deploy an on premise SSA-Name3 upgrade from 32-bit to 64-bit SSA-Name3,  The bidder must have a minimum of five years’ experience in SSA-Name3 and was involved in at least one upgrade. (The bidder to provide proof. The proof is valid if it has the following:   * Name where the services was applied * Period of contract (start and end dates) * Client Contact Details ) | | | *Tick the applicable box* | *Bidder to provide the references and supporting documentation to illustrate the response provided in table A* |
| 1.C | | To illustrate the bidder’s capacity to meet SARS's requirements to deploy an on-premise SSA-Name3 upgrade from 32-bit to 64-bit SSA-Name3, the bidder must have worked with the following SSA-Name3 components    1. callable routine  2. Standard Populations  3. The Developers workbench  4. The Population override Manager  5. The Edit Wizard  6. Documentation | | | *Tick the applicable box/s* | *Bidder to provide the references and supporting documentation to illustrate the response provided in table A* |
| 1.D | | To illustrate the bidder’s capacity to meet SARS's requirements to deploy an on-premise SSA-Name3 upgrade from 32-bit to 64-bit SSA-Name3, the bidder must have worked with SSA-Name3 three levels of keying  1. Standard keys  2. Extended keys  3. Limited keys | | | *Tick the applicable option/s* | *Bidder to provide the references and supporting documentation to illustrate the response provided in table A* |
| 1.E | | To illustrate the bidder’s capacity to meet SARS's requirements to deploy an on-premise SSA-Name3 upgrade from 32-bit to 64-bit SSA-Name3, t*he bidder must have worked with SSA-Name3 performance tuning (which includes Indexing).* (The bidder to provide proof.  The proof is valid if it has the following:- - Clients Name where the services was applied - Period of Service - Client Contact Details ) | | | *Tick either “yes” or “no”* | *Bidder to provide the references and supporting documentation to illustrate the response provided in table A* |
| 1.F | | To illustrate the bidder’s capacity to meet SARS's requirements to deploy an on-premise SSA-Name3 upgrade from 32-bit to 64-bit SSA-Name3, *the bidder must have worked with the four SSA-Name3 search strategies.*  *1. Narrow Search strategy*  *2. Typical Search strategy*  *3. Exhaustive Search strategy*  *4. Extreme Search strategy* | | | *Tick the applicable option/s* | *Bidder to provide the references and supporting documentation to illustrate the response provided in table A* |
| 1.G | | To illustrate the bidder’s capacity to meet SARS's requirements to deploy an on-premise SSA-Name3 upgrade from 32-bit to 64-bit SSA-Name3, t*he bidder must have worked with the following SSA-Name3 Match Purposes.*    *1. SSA-Name3 Person\_Name Match Purpose*  *2. SSA-Name3 Individual Match Purpose*  *3. SSA-Name3 Resident Match Purpose*  *4. SSA-Name3 Household Match Purpose 5. SSA-Name3 Family Match Purpose*  *6. SSA-Name3 Wide\_Household Match Purpose*  *7. SSA-Name3 Address Match Purpose*  *8. SSA-Name3 Organization Match Purpose 9. SSA-Name3 Division Match Purpose*  *10. SSA-Name3 Corporate Entity Match Purpose*  *11. SSA-Name3 Contact Match Purpose*  *12. SSA-Name3 Wide\_Contact Match Purpose* | | | *Tick the applicable option/s* | *Bidder to provide the references and supporting documentation to illustrate the response provided in table A* |
| 1.H | | To illustrate the bidder’s capacity to meet SARS's requirements to deploy an on-premise SSA-Name3 upgrade from 32-bit to 64-bit SSA-Name3,  t*he bidder must have worked with the following SSA-Name3 Match levels.*  *1. SSA-Name3 Conservative Match level*  *2. SSA-Name3 Typical Match level*  *3. SSA-Name3 Loose Match level* | | | *Tick the applicable option/s* | *Bidder to provide the references and supporting documentation to illustrate the response provided in table A* |
| 1.I | | *The bidder must have worked with all three SSA-Name3 Match Decisions and also able to determine own thresholds.*  *1. SSA-Name 3 Match Decision - Accept*  *2. SSA-Name 3 Match Decision - Undecided*  *3. SSA-Name 3 Match Decision - Reject* | | | *Tick the applicable option/s* | *Bidder to provide the references and supporting documentation to illustrate the response provided in table A* |
| 1.J | | To illustrate the bidder’s capacity to meet SARS's requirements to deploy an on-premise SSA-Name3 upgrade from 32-bit to 64-bit SSA-Name3, t*he bidder must have generated own Customs Population Set* | | | *Tick either "yes" or "no" to the question* | *Bidder to provide the references and supporting documentation to illustrate the response provided in table A* |
| 1.K | | To illustrate the bidder’s capacity to meet SARS's requirements to deploy an on-premise SSA-Name3 upgrade from 32-bit to 64-bit SSA-Name3, t*he bidder must have worked with the following SSA-Name3 Population Override Manager using*   1. *Backend SSA-Name3 Edit Rules* 2. *Front-end Edit Rule Wizard.* | | | *Tick the applicable option/s* | *Bidder to provide the references and supporting documentation to illustrate the response provided in table A* |
| 1.L | | To illustrate the bidder’s capacity to meet SARS's requirements to deploy an on-premise SSA-Name3 upgrade from 32-bit to 64-bit SSA-Name3, t*he bidder must have work with*    *1. client/server architecture*  *2. one server architecture.* | | | *Tick the applicable option/s* | *Bidder to provide the references and supporting documentation to illustrate the response provided in table A* |
|  | | |  | | | |
| **Instructions for completing Response Table B: References to Attached Documents.**   * *To obtain maximum points for this sub-criterion the Bidder must provide the CV of the senior consultant and references of the bidder to substantiate claims made in its answer(s) in Response Table A – please refer to RFP Main Document* paragraph 10.3.3 * *It remains the Bidder’s responsibility to provide sufficient information to support its claim to satisfying this technical requirement.* * *All additional documentation must be attached and referenced in Table B.* * *The Bidder must provide the following information in the Response Table B: References to Attached Documentation for each document the Bidder has attached* | | | | | | | |
|  | | **Field name** | | | ***Instructions*** | | |
| Reference | | | *The reference where the document can be found must be entered in this field (e.g. Section 1.1).* | | |
| Document Title | | | *The name of the document (e.g. “Customer reference”)* | | |
| Submitted in support of | | | *The Bidder must indicate what aspect of the Bidder’s response in Response Table A is supported by the document.(e.g. “Document is provided to support the claim of services delivered to the named customer”)* | | |
| * *The Bidder may add more rows to the ‘Response Table B: References to Attached Documentation’ table if necessary.* | | | | | | | |

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| ***BIDDERS TECHNICAL CAPACITY*** | | | | | | | | | | | | | | | | | | | | | | | | |
| ***Response Table A:* Technical Capacity** | | | | | | | | | | | | | | | | | | | | | | | | |
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| ***Ref*** | ***Criteria*** | ***Response*** | | | | | | | | | | | | | | | | | | | | | | |
| *1.A* | To illustrate the bidder’s capacity to meet SARS's requirements to deploy an on premise SSA-Name3 upgrade from 32-bit to 64-bit SSA-Name3, the bidder is required to provide at least two (2) references indicating  - Clients Name (where the SSAName3 upgrade was deployed) - Client's Contact Details)  - Period of contract (start and end dates) | Yes | | Clients Name | | | | | | | | | | | | Clients Contact | | | | | Period of Contract (start & end date) | | | |
| Reference 1 | |  | | | | | | | | | | | |  | | | | |  | | | |
| Reference 2 | |  | | | | | | | | | | | |  | | | | |  | | | |
| *1.B* | To illustrate the bidder’s capacity to meet SARS's requirements to deploy an on premise SSA-Name3 upgrade from 32-bit to 64-bit SSA-Name3,  The bidder must have a minimum of five years’ experience in SSA-Name3 and was involved in at least one upgrade. (The bidder to provide proof. The proof is valid if it has the following:   * Name where the services was applied * Period of contract (start and end dates) * Client Contact Details ) | Greater than 5 years experience | | | | | | | | | | | | | | Less than 5 years experience | | | | | | | | |
| Experience in SSAname3 upgrade – more than 1 | | | | | | Experience in SSAname3 upgrade – 1 only | | | | Experience in SSAname3 upgrade – none | | | | Experience in SSAname3 upgrade – more than 1 | | | | | Experience in SSAname3 upgrade – 1 only | | | Experience in SSAname3 upgrade – none |
|  | | | | | |  | | | |  | | | |  | | | | |  | | |  |
| *1.C* | To illustrate the bidder’s capacity to meet SARS's requirements to deploy an on-premise SSA-Name3 upgrade from 32-bit to 64-bit SSA-Name3, the bidder must have worked with the following SSA-Name3 components    1. callable routine  2. Standard Populations  3. The Developers workbench  4. The Population override Manager  5. The Edit Wizard  6. Documentation | callable routine | Standard Populations | | | | | | The Developers workbench | | | | The Population override Manager | | | | The Edit Wizard | | | | | Documentation | | |
|  |  | | | | | |  | | | |  | | | |  | | | | |  | | |
| *1.D* | To illustrate the bidder’s capacity to meet SARS's requirements to deploy an on-premise SSA-Name3 upgrade from 32-bit to 64-bit SSA-Name3, the bidder must have worked with SSA-Name3 three levels of keying  1. Standard keys  2. Extended keys  3. Limited keys | Standard Keys | | | | | | | | | Extended Keys | | | | | | | | Limited Keys | | | | | |
|  | | | | | | | | |  | | | | | | | |  | | | | | |
| *1.E* | To illustrate the bidder’s capacity to meet SARS's requirements to deploy an on-premise SSA-Name3 upgrade from 32-bit to 64-bit SSA-Name3, t*he bidder must have worked with SSA-Name3 performance tuning (which includes Indexing).* (The bidder to provide proof.  The proof is valid if it has the following:- - Clients Name where the services was applied - Period of Service - Client Contact Details | Has the bidder worked with SSAName3 Performance Tuning | | | | | | | | | | | | | | | | | | | | | | |
| Yes | | | | | | | | | | | | | No | | | | | | | | | |
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| *1.F* | To illustrate the bidder’s capacity to meet SARS's requirements to deploy an on-premise SSA-Name3 upgrade from 32-bit to 64-bit SSA-Name3, *the bidder must have worked with the four SSA-Name3 search strategies.*  *1. Narrow Search strategy*  *2. Typical Search strategy*  *3. Exhaustive Search strategy*  *4. Extreme Search strategy* | *Narrow Search strategy* | | | | | *Typical Search strategy* | | | | | | | | *Exhaustive Search strategy* | | | | | | *Extreme Search strategy* | | | |
|  | | | | |  | | | | | | | |  | | | | | |  | | | |
| *1.G* | To illustrate the bidder’s capacity to meet SARS's requirements to deploy an on-premise SSA-Name3 upgrade from 32-bit to 64-bit SSA-Name3, t*he bidder must have worked with the following SSA-Name3 Match Purposes.*    *1. SSA-Name3 Person\_Name Match Purpose*  *2. SSA-Name3 Individual Match Purpose*  *3. SSA-Name3 Resident Match Purpose*  *4. SSA-Name3 Household Match Purpose 5. SSA-Name3 Family Match Purpose*  *6. SSA-Name3 Wide\_Household Match Purpose*  *7. SSA-Name3 Address Match Purpose*  *8. SSA-Name3 Organization Match Purpose 9. SSA-Name3 Division Match Purpose*  *10. SSA-Name3 Corporate Entity Match Purpose*  *11. SSA-Name3 Contact Match Purpose*  *12. SSA-Name3 Wide Contact Match Purpose* | *SSA-Name3 Person Name Match Purpose* | | | *SSA-Name3 Individual Match Purpose* | | | | | | *SSA-Name3 Resident Match Purpose* | | | | *SSA-Name3 Household Match Purpose* | | | | *SSA-Name3 Family Match Purpose* | | | | *SSA-Name3 Wide Household Match Purpose* | |
|  | | |  | | | | | |  | | | |  | | | |  | | | |  | |
| *SSA-Name3 Address Match Purpose* | | | *SSA-Name3 Organization Match Purpose* | | | | | | *SSA-Name3 Division Match Purpose* | | | | *SSA-Name3 Corporate Entity Match Purpose* | | | | *SSA-Name3 Contact Match Purpose* | | | | *SSA-Name3 Wide Contact Match Purpose* | |
|  | | |  | | | | | |  | | | |  | | | |  | | | |  | |
| *1.H* | To illustrate the bidder’s capacity to meet SARS's requirements to deploy an on-premise SSA-Name3 upgrade from 32-bit to 64-bit SSA-Name3,  t*he bidder must have worked with the following SSA-Name3 Match levels.*  *1. SSA-Name3 Conservative Match level*  *2. SSA-Name3 Typical Match level*  *3. SSA-Name3 Loose Match level* | *SSA-Name3 Conservative Match level* | | | | | | | | *SSA-Name3 Typical Match level* | | | | | | | | *SSA-Name3 Loose Match level* | | | | | | |
|  | | | | | | | |  | | | | | | | |  | | | | | | |
| *1.I* | *The bidder must have worked with all three SSA-Name3 Match Decisions and also able to determine own thresholds.*  *1. SSA-Name 3 Match Decision - Accept*  *2. SSA-Name 3 Match Decision - Undecided*  *3. SSA-Name 3 Match Decision - Reject* | *SSA-Name 3 Match Decision - Accept* | | | | | | | | *SSA-Name 3 Match Decision - Undecided* | | | | | | | | *SSA-Name 3 Match Decision - Reject* | | | | | | |
|  | | | | | | | |  | | | | | | | |  | | | | | | |
| *1.J* | To illustrate the bidder’s capacity to meet SARS's requirements to deploy an on-premise SSA-Name3 upgrade from 32-bit to 64-bit SSA-Name3, t*he bidder must have generated own Customs Population Set* | Has the bidder generated own Customs Population Set | | | | | | | | | | | | | | | | | | | | | | |
| Yes | | | | | | | | | | | | No | | | | | | | | | | |
|  | | | | | | | | | | | |  | | | | | | | | | | |
| *1.K* | To illustrate the bidder’s capacity to meet SARS's requirements to deploy an on-premise SSA-Name3 upgrade from 32-bit to 64-bit SSA-Name3, t*he bidder must have worked with the following SSA-Name3 Population Override Manager using*   1. *Backend SSA-Name3 Edit Rules* 2. *Front-end Edit Rule Wizard.* | Has the bidder worked on *SSA-Name3 Population Override Manager using* | | | | | | | | | | | | | | | | | | | | | | |
| *Backend SSA-Name3 Edit Rules* | | | | | | | | | | | | *Front-end Edit Rule Wizard.* | | | | | | | | | | |
| Yes | | | | No | | | | | | | | Yes | | | | | | No | | | | |
|  | | | |  | | | | | | | |  | | | | | |  | | | | |
| *1.L* | To illustrate the bidder’s capacity to meet SARS's requirements to deploy an on-premise SSA-Name3 upgrade from 32-bit to 64-bit SSA-Name3, t*he bidder must have work with*    *1. client/server architecture*  *2. one server architecture.* | Has the bidder worked with | | | | | | | | | | | | | | | | | | | | | | |
| *client/server architecture* | | | | | | | | | | | | *one server architecture* | | | | | | | | | | |
| Yes | | | | No | | | | | | | | Yes | | | | | | No | | | | |
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| ***BIDDERS TECHNICAL CAPACITY*** | | |
| **Response Table B: Technical Capacity** | | |
| **Reference** | **Document Title** | **Submitted In Support Of** |
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1. EXPERIENCE

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| * The Bidder must provide details of experience to meet SARS's requirements for a SSA-Name3 upgrade and support * SARS aims to assess the Bidder’s experience to deliver is obligations to SARS as per the requirements set out in the Business Requirements Specification and the SSAName3 Agreement * A Bidder who can indicate sufficient experience, will be eligible to score maximum points for this criterion | | | | |
| **Instructions for completing Response Table A below.**   * *The Bidder must complete all fields in Response Table A in full.* * *The Bidder may add more lines to Response Table A if necessary to provide details of the transition project.* | | | | |
|  | **Ref** | **Criteria** | ***Instructions for Table A*** | ***Instructions for Table B*** |
| 2.A | To illustrate that the bidder has the capacity to meet SARS's requirements on SSA-Name3 upgrades and support, the bidder to provide at least three (3) references from previous clients indicating:  1. The name of the clients  2. The client’s contact details  3. The quality of service  4. The years of support provided by the bidder  5. The number of SSA-Name3 upgrades done  6. The start & end dates of SSA-Name3 support by the bidder | *Complete the applicable fields* | *The Bidder to provide the relevant supporting documents where applicable and indicate reference on Table B.* |
| 2.B | To illustrate that the bidder’s capacity to meet SARS's requirements on SSA-Name3 upgrades and support, the bidder is to provide at least three (3) technical resources with the required skills to provide adequate technical support:  1. Names  2. Contact details  3. CV  4. Proof of qualifications 5. List of previous experiences | *Complete the applicable fields* | *The Bidder to provide the relevant supporting documents where applicable and indicate reference on Table B.* |
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| **Instructions for completing Response Table B below.**   * *The Bidder is expected to attach additional documentation to provide sufficient documentation relating to the activities that comprise its Business Continuity Plan. It remains the Bidder’s responsibility to provide sufficient information for SARS to understand the Bidder’s approach and level of planning fully.*      * *All additional documentation must be attached (Attached Documentation) at the end of this template..* * *The Bidder must provide the following information in the Response Table B: References to Attached Documentation for each document the Bidder has attached.* | | |
|  | **Field name** | ***Instructions*** |
| Reference | *The reference where the document can be found must be entered in this field (e.g. Section 8.1).* |
| Document Title | *The name of the document (e.g. “Business Continuity plan”)* |
| Submitted in support of | *The Bidder must indicate what aspect of the Bidder’s response in Response Table A is supported by the document.(e.g. “Document provides proof of previous transition project experience”)* |
| * *The Bidder may add more rows to the ‘Response Table B: References to Attached Documentation’ table if necessary.* | | |

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| ***EXPERIENCE*** | | | |
| ***Response Table A: Experience*** | | | |
|  | | | |
| ***Ref*** | ***Criteria*** | ***Has the required references and the required detail been provided*** | |
| *2.A* | To illustrate that the bidder has the capacity to meet SARS's requirements on SSA-Name3 upgrades and support, the bidder to provide at least three (3) references from previous clients indicating: | Yes | No |
|  |  |
| *2.B* | To illustrate that the bidder’s capacity to meet SARS's requirements on SSA-Name3 upgrades and support, the bidder is to provide at least three (3) technical resources with the required skills to provide adequate technical support: | ***Has the required references and the required detail been provided*** | |
| Yes | No |
|  |  |

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| --- | --- | --- |
| ***Response Table B: Experience*** | | |
| ***Reference*** | ***Document Title*** | ***Submitted In Support Of*** |
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1. IMPLEMENTATION

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| --- | --- | --- | --- | --- |
| * The Bidder must provide details of its project plan * SARS aims to assess the Bidder’s adequate planning to deliver is obligation to SARS as per the requirements set out in the Business Requirements Specification and the SSAName3 Agreement, is disrupted * A Bidder who can indicate a comprehensive plan , will be eligible to score maximum points for this criterion | | | | |
| **Instructions for completing Response Table A below.**   * *The Bidder must complete all fields in Response Table A in full.* * *The Bidder may add more lines to Response Table A if necessary to provide details of the transition project.* | | | | |
|  | **Ref** | **Criteria** | ***Instructions for Table A*** | ***Instructions for Table B*** |
| 3.A | to illustrate the bidder’s implementation plan to meet SARS's requirements, the Bidder to provide a detailed project plan indicating:  - The timeline  - Deliverables  - Resource allocations and  - Responsibilities (including project management) | *Tick either "yes" or "no" to each questions* | *The Bidder to provide the relevant supporting documents where applicable and indicate reference on Table B.* |
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| **Instructions for completing Response Table B below.**   * *The Bidder is expected to attach additional documentation to provide sufficient documentation relating to the activities that comprise its Business Continuity Plan. It remains the Bidder’s responsibility to provide sufficient information for SARS to understand the Bidder’s approach and level of planning fully.*      * *All additional documentation must be attached (Attached Documentation) at the end of this template..* * *The Bidder must provide the following information in the Response Table B: References to Attached Documentation for each document the Bidder has attached.* | | |
|  | **Field name** | ***Instructions*** |
| Reference | *The reference where the document can be found must be entered in this field (e.g. Section 8.1).* |
| Document Title | *The name of the document (e.g. “Business Continuity plan”)* |
| Submitted in support of | *The Bidder must indicate what aspect of the Bidder’s response in Response Table A is supported by the document.(e.g. “Document provides proof of previous transition project experience”)* |
| * *The Bidder may add more rows to the ‘Response Table B: References to Attached Documentation’ table if necessary.* | | |

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| ***IMPLEMENTATION*** | | | |
| ***Response Table A: Implementation*** | | | |
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| ***Ref*** | ***Criteria*** | ***Response*** | |
| *3.A* | Does the proposal include a plan | Yes | No |
|  |  |

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| --- | --- | --- |
| ***Response Table B: Implementation*** | | |
| ***Reference*** | ***Document Title*** | ***Submitted In Support Of*** |
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1. Authorised Signature of Bidder

*I declare that the responses and the information provided are accurate, complete and correct and that I am authorised to sign this declaration on behalf of the Bidder.*

|  |  |
| --- | --- |
| **Signature of Bidder’s Authorised Signatory** |  |
| **Name** |  |
| **Capacity** |  |
| **Date** |  |