



# **Independent Communications Authority of South Africa**

350 Witch-Hazel Avenue, Eco Point Office Park

Eco Park, Centurion

Private Bag X10, Highveld Park 0169

## **INVITATION TO SERVICE PROVIDERS TO PROVIDE EQUIPMENT CERTIFICATION ON BEHALF OF ICASA FOR A PERIOD OF 10 YEARS**

### **1. BACKGROUND**

- 1.1 The Independent Communications Authority of South Africa (“Authority/ICASA”) seeks to appoint up to three (3) qualified service providers to conduct certification in relation to electronic communications equipment, electronic communications facility and subscriber equipment for a period of ten years with an option to renew. The Service Providers must provide proof of accreditation in accordance with ISO/IEC 17065 for bodies certifying ICT products. Once appointed by the Authority, the service provider will be expected to obtain accreditation from the South African National Accreditation System (SANAS) for its competence, confirming that it meets the requirements of ICASA’s Designated Certification Body Programme (DCBP) as sanctioned by the Authority and SANAS to certify electronic communications equipment, electronic communications facility and subscriber equipment.
- 1.2 In terms of Section 35 of the Electronic Communications Act (Act No. 36 of 2005) as amended (ECA), ICASA is mandated to consider for approval, any type of electronic communications equipment, electronic communications facility including subscriber equipment used or to be used in connection with the provision of electronic communications.
- 1.3 On 25 February 2020, ICASA published the Conformity Assessment Framework for Equipment Authorisation (“Conformity Assessment

Framework”) in Government Gazette No. 43047. The purpose of the Conformity Assessment Framework is to prescribe conformity assessment approaches for equipment authorisation to improve the efficiency of product placement in the market. On 31 March 2021 ICASA published the Equipment Authorisation Regulations, 2022 in Government Gazette No. 46146 (“Regulations”) in support of the Conformity Assessment Framework. The Regulations prescribe a Certification application process to be undertaken by Certification Bodies. The Certification Bodies will direct the conformity assessment process for electronic communications equipment, electronic communications facility and subscriber equipment.

- 1.4 The Authority in collaboration with SANAS developed the DCBP for the accreditation of Certification Bodies to be eligible to conduct the certification application process on behalf of the Authority. Eligible Certification Bodies will be designated in accordance with the Regulations. The Designated Certification Bodies (DCB) will be required to evaluate, review, make decision on certification and provide attestation of all equipment in line with the legislative and regulatory framework of the Authority

## **2. REGULATORY FRAMEWORK**

- 2.1 Equipment Authorisation Regulations published in Government Gazette No. 46146, Notice No. 1949 on 31 March 2022
- 2.2 Radio Frequency Spectrum Regulations published in Government Gazette No. 38641, Notice No. 279 on 30 March 2015.
- 2.3 National Radio Frequency Plan published in Government Gazette No. 46088, Notice No. 911 on 25 March 2022.
- 2.4 Official List of Regulated Standards published in Government Gazette No. 43132, Notice No. 357 on 24 March 2020 (“Official List”).

## **3. SCOPE OF WORK**

- 3.1 A DCB shall evaluate, review and issue, maintain, suspend, or withdraw certification for equipment subject to ICASA Certification, regulation 8 of the Regulations.

- 3.2 The DCB must accurately categorise equipment in accordance with the equipment categories in the Appendices of the Regulations and be able to ensure that all applicable standards (contained in the Official List) specific to the equipment are met.
- 3.3 The DCB will be required to conduct/undertake activities and functions outlined below:
- 3.3.1 **Selection** –the DCB must analyse the technical specifications of the equipment, categorise it according to the Equipment Type / Category as provided in the Regulations, and prescribe the applicable technical standards for conformity assessment.
- 3.3.2 **Determination** – in this programme, testing is selected as the functional approach of the scheme. The DCB must be able to specify one or more characteristics of **equipment that will be subjected to conformity assessment**. The DCB must, thereafter, provide a list of accredited test laboratories capable of testing all configurations specified, from which the Supplier must select to submit their equipment for conformity assessment in accordance with the applicable standards listed in the Official List. Testing of the equipment must be performed by an accredited testing laboratory (ISO/IEC 17025).
- 3.3.3 As part of the **Review, Certification Decision** and **Attestation** requirements (see Table below), the DCB must conduct a Review based on Application and Evaluation requirements (combination of Selection and Determination) to inform the Decision, leading in turn to the issuance or non-issuance of a certificate of conformity or other statement of conformity.

Requirements	Description
Review	consideration of the suitability, adequacy and effectiveness of selection and determination activities, and the results of these activities, with regard to the fulfilment of <b><u>specified requirements</u></b> by <b><u>equipment that is subject to certification</u></b>
Certification Decision	conclusion, based on the results of the <b><u>Review</u></b> , that fulfilment of <b><u>specified requirements</u></b> has or has not been demonstrated
Attestation	issue of a statement (CoC or SoC), based on a <b><u>Decision</u></b> , that fulfilment of <b><u>specified requirements</u></b> has been demonstrated

3.4 Prior to being designated, the winning bidders must ensure that they have local presence.

#### 4. BID SPECIAL CONDITIONS AND TECHNICAL REQUIREMENTS

The terms of reference for this bid will be evaluated on three levels, which are:

Level 1: Mandatory special conditions;

Level 2: Functionality; and

Level 3: Specific goals.

#### 5. MANDATORY SPECIAL CONDITIONS

The table below lists special mandatory conditions that the Bidder must cover:

<b>1.</b>	<b>Special Condition</b>		
	<b>Designation Requirements</b>		
	The Service Providers must provide proof of accreditation in accordance with ISO/IEC 17065 for bodies certifying ICT products.	<b>Comply</b>	<b>Not Compliant</b>

## 6. PERIOD OF ASSIGNMENT

The service providers will be appointed for a period of ten years with an option to renew.

## 7. BRIEFING SESSION

There will be a virtual non-compulsory briefing session on Microsoft Teams.

## 8. BID EVALUATION CRITERIA

The bid will be advertised for a minimum of 21 days in the eTenders portal and the ICASA website.

Bidders will be evaluated on

- (a) submission of the required mandatory requirements,
- (b) functionality and
- (c) specific goals

bidders who meet the cut-off score of 70 points out of 100 points for functionality will be considered further for evaluation on specific goals.

No	Category	Weight
A	Functionality: Pre-qualification criteria (cut-off 70%)	Points

<p><b>1.</b></p>	<p><b>Functional Proposal</b></p> <p>The methodology detailing how the certification programme will be carried out on a day-to-day basis, containing a detailed workflow of the activities listed in clause 3.3 (Selection, determination, Review, Certification Decision, Attestation) to direct the conformity assessment process for electronic communications equipment, electronic communications facility and subscriber equipment.</p> <p><b>Evaluation criteria:</b></p> <ul style="list-style-type: none"> <li>- Methodology contains all the activities = 5</li> <li>- Methodology does not contain all the required activities = 1</li> </ul>	<p><b>40</b></p>
<p><b>2.</b></p>	<p><b>Provide testimonial reference letters with company letterheads where similar conformity assessment services were rendered in the past five years. The reference letters must have contact details such as the landline, mobile number, email address and the person to be contacted.</b></p> <p>5 = Provide five (5) testimonial reference letters of service rendered.</p> <p>4 = Provide four (4) testimonial reference letters of service rendered.</p> <p>3 = Provide three (3) testimonial reference letters of services rendered.</p> <p>2 = Provide two (2) testimonial reference letters of service rendered.</p> <p>1 = Provide one (1) testimonial reference letter or No submission of testimonial reference letters.</p>	<p><b>25</b></p>

<p><b>3.</b></p>	<p><b>Qualifications and Experience of Personnel</b></p> <p>The bidder’s proposed personnel resource(s) should have degrees or equivalent in Electrical/Electronic Engineering, Industrial Engineering, Supply Chain Management, Administration from an Institution recognized by a Qualifications Authority<sup>1</sup>. The minimum number of personnel is as follows:</p> <ul style="list-style-type: none"> <li>• 4 Engineers</li> <li>• 2 Supply Chain management personnel</li> <li>• 1 Administrator</li> </ul> <p>CVs and certified copies of qualifications for each personnel must be provided.</p> <p>5 = CV indicating 10 or more years’ experience of the lead personnel in ICT Type Approval/Product Compliance/Market Access.</p> <p>4 = CV indicating 8-9 years’ experience of the lead personnel in ICT Type Approval/Product Compliance/Market Access.</p> <p>3 = CV indicating 5-7 years’ experience of the lead personnel in ICT Type Approval/Product Compliance/Market Access.</p> <p>2 = CV indicating 4 years’ experience of the lead personnel in ICT Type Approval/Product Compliance/Market Access.</p> <p>1 = CV indicating 3 years’ or less experience of the lead personnel in ICT Type Approval/Product Compliance/Market Access or no relevant experience.</p>	<p><b>35</b></p>
------------------	--	------------------

---

<sup>1</sup> It is the bidder’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA)

	<p style="text-align: center;"><b>TOTAL FOR FUNCTIONAL PRE-QUALIFICATION CRITERIA.</b></p> <p><b>Grand Total: 100</b></p> <p><b>Minimum cut-off point: 70</b></p>	<p><b>100</b></p>
--	---	-------------------

**NAME..... SIGNATURE.....**

**SUPPLIER.....DATE.....**