



RFQ NUMBER: RFQ/SASSETA/2526121

CLOSING DATE: 05 February 2026

TIME: 15H00

DESCRIPTION: Appointment of a service provider to render support and maintenance for Microsoft Finance Solution from date of appointment to 31st of March 2027

COMPULSORY BRIEFING: Yes No

FOR COMPLETION BY SERVICE PROVIDER:

NAME OF BIDDING COMPANY: _____

CONTACT PERSON: _____

CONTACT NUMBER: _____

CSD REGISTRATION NUMBER: MAAA_____

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NB: If you receive any suspicious calls asking for payment to secure an award or that the outcome can be influenced in your favour, please immediately inform the SASSETA Anti-Corruption Hotline at 0800 162 111 for further investigations.

DOCUMENTS IN THIS BID DOCUMENT PACK

Bidders are to ensure that they have received all pages of this document, which consist of the following documents:

1. Specification
2. Invitation to Quote (SBD 1) (requires the attachment of proof of authority)
3. Pricing Schedule (SBD 3.1)
4. Declaration of Interest (SBD 4)
5. Preference Points Claim form in terms of Preferential Procurement Regulations 2022 (SBD 6.1).
6. General Conditions of contract (Annexure A)
7. Documents required for claiming Specific Goals
8. Submission Checklist

NB.: DOCUMENT SUBMISSION

Bidders are to complete and submit all Standard Bidding Documents (SBD) forms mentioned above from bullet 2 to 5.

Bidders must be registered on the National Treasury Central Supplier Database (CSD) by the closing date and time of this request for quotation. Bidders are to provide SASSETA with their CSD registration number.

1. TERMS OF REFERENCE

1.1. INTRODUCTION AND BACKGROUND

1.1.1. SASSETA was established on 1 July 2005. It is one of the twenty-one Sector Education and Training Authorities (SETAs) established in terms of the Skills Development Act (Act 97 of 1998) as amended. SASSETA's licence has been renewed until 31st March 2030. SASSETA is classified as a schedule 3A Public Entity in terms of the Public Finance Management Act, (Act 1 of 1999, as amended). SASSETA reports to the Department of Higher Education and Training.

1.2. PURPOSE

1.2.1. The objective of this bid is to appoint of a service provider to render support and maintenance for Microsoft Great Plains (GP) solution:

1.3. SCOPE OF WORK

1.3.1. The scope of work will cover the following areas:

- 1.3.1.1. The service provider will render support and maintenance for all technical Microsoft GP queries,
- 1.3.1.2. The service provider will assist with data validation and migration of historical data into a new Microsoft Finance solution, and
- 1.3.1.3. The service provider will assist with the facilitation of renewing or adding user licenses.

1.4. SKILLS AND EXPERIENCE OF THE BIDDING COMPANY AND THE TEAM MEMBERS PROPOSED FOR THE ASSIGNMENT

1.4.1. Bidder to submit a minimum of three (3) relevant reference letters demonstrating the conditions listed below:

- 1.4.1.1. signed by the client,
- 1.4.1.2. on the client's letterhead, and
- 1.4.1.3. support and maintenance on a MicroSoft Finance Solution

1.4.2. Bidder to submit a comprehensive CV of the team leader demonstrating a minimum of three (3) assignments were support and maintenance on a MicroSoft Finance Solution was rendered.

1.5. TIMEFRAMES FOR DELIVERY OF THE WORK

1.5.1. This assignment will run from date of appointment until 31st March 2027.

1.6. PRICING

1.6.1. A successful bidder will be paid based on the agreed rate in line with SBD3.3.

1.7. ACCOUNTABILITY AND REPORTING

1.7.1. The service provider will report to the Finance Manager.

1.8. INTELLECTUAL PROPERTY

1.8.1. The service provider will be contracting with SASSETA. All products and data of this project, in whatever format raw or analysed, will be the confidential information for utilisation by SASSETA. All information and documents, received from SASSETA or stakeholders, is to be kept confidential and may not be used or distributed in any format without the written approval of SASSETA. To this end, the service provider will be required to sign a confidentiality agreement within the Contract.

1.9. PROPOSED SELECTION CRITERIA

1.9.1. Compliance with minimum requirements

1.9.1.1. All bids duly lodged will be examined to determine compliance with bidding requirements and conditions. Bids who have not adhered or deviated to the requirements/conditions, will be eliminated from further evaluation.

1.9.2. Conditions for selection/short listing

1.9.2.1. All submissions will be evaluated as follows:

1.9.2.1.1. Phase 1 – Service Providers to:

- Submit their proposal by the closing date and time. **Proposals submitted after the closing date and time will be disqualified from further evaluation.**
- Register the proposals in the tender register at SASSETA reception. **Proposals not recorded on the tender submission register at SASSETA reception will be disqualified from further evaluation.**
- The bidder will be required to submit proof that they are a Microsoft Solution Partner or Microsoft Cloud Solution Partner (i.e., direct and/or indirect affiliation). **Failure to submit proof of partnering with Microsoft will lead to an automatic disqualification.**
- Complete and submit all Standard Bidding Documents (SBD) forms mentioned above on page 2 of this document, namely: SBD1, SBD3.3, SBD4, SBD 6.1, SBD 8 and SBD 9
- Be registered on the National Treasury Central Supplier Database (CSD) by the closing date and time of this request for quotation. Bidders are to provide SASSETA with a copy of their CSD registration report downloaded from the National Treasury CSD Website.
- Initial each page of the General Condition of Contract (Annexure A) and submit with the proposal

1.9.2.1.2. Phase 2 – Functionality evaluation

- Bidders who meet the mandatory items requirements above will be evaluated on functionality requirements as per the table below:

PROPOSED SELECTION CRITERIA

Functionality Evaluation

All proposals will be evaluated on the criteria provided in the table below. The proposals of all service providers will be rated on a scale of 0 to 1.
 0: Document/item not submitted; Unacceptable, does not meet set criteria; Weak, less than acceptable. Insufficient for performance requirements
 1: Satisfactory should be adequate for stated element

ELEMENT	FUNCTIONALITY EVALUATION		FUNCTIONALITY WEIGHT
Demonstrate technical knowledge of the bidder:	Rating out of 5	Evaluation criteria	
Bidder to submit a minimum of three (3) relevant reference letters demonstrating the conditions listed below: <i>a. signed by the client, b. on the client's letterhead, and c. support and maintenance on any MicroSoft Finance Solution (50%)</i>	0	Bidder did not submit reference letters/ bidder submitted less than three (3) reference letters/reference letters submitted are not signed or reference letters are not in the client's letterhead/ submitted reference letters do not demonstrate support and maintenance on any MicroSoft Finance Solution	
	1	Bidder submitted a minimum of three (3) relevant reference letters demonstrating the conditions listed below: <i>a. signed by the client, b. on the client's letterhead, and c. support and maintenance on any MicroSoft Finance Solution</i>	
	2	Bidder submitted four (4) or more relevant reference letters demonstrating the conditions listed below: <i>a. signed by the client, b. on the client's letterhead, and c. support and maintenance on any MicroSoft Finance Solution</i>	
Bidder to submit a comprehensive CV of the team leader demonstrating a minimum of three (3) assignments were support and maintenance on	0	Bidder did not submit a comprehensive CV of the team leader demonstrating a minimum of three (3) assignments were support and maintenance on any MicroSoft Finance Solution was rendered.	

any MicroSoft Finance Solution was rendered. (50%)	1	Bidder submitted a comprehensive CV of the team leader demonstrating a minimum of three (3) assignments were support and maintenance on any MicroSoft Finance Solution was rendered.	
	2	Bidder submitted a comprehensive CV of the team leader demonstrating four (4) or more assignments were support and maintenance on any MicroSoft Finance Solution was rendered.	

Bidders are required to obtain a minimum of functionality threshold of 75 % in order for them to be shortlisted for phase 3 of the evaluation process. **Bidders who do not score 75% for functionality will be disqualified from further evaluation.**

1.9.2.1.3. Phase 3 – Price and B-BBEE

The value of this bid is estimated not to exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 system shall be applicable where 80 points will be allocated to price and 20 points for Broad-Based Black Economic Empowerment (B-BBEE) as follows:

Evaluation Criterion on Price and BBBEE	
Relative competitiveness of proposed price	80
B-BBEE Status Level of Contribution	20
TOTAL FOR PRICE AND PREFERENCE	100

1.10. CONDITIONS FOR SELECTION/SHORTLISTING

- (a) Price quoted to be valid for ninety (90) days from the closing date of RFQ;
- (b) The quotations are to be submitted in PDF Format;
- (c) The quotation to include the National Treasury Central Supplier Database (CSD)
Supplier Number (MAAA)
- (d) Price quoted must be firm and must be inclusive of VAT;
- (e) A firm delivery period/date must be indicated;
- (f) Fully signed and completed SBD 1, 3.1, 4, 6.1, to be submitted with the proposal.
- (g) Quotations will be evaluated on:
 - Submission of mandatory documents,
 - Functionality requirements above,
 - meeting the specifications issued by the SASSETA,
 - the 80/20 preference point Solution for the rand value up to R1 000 000.00. 80 points will be allocated to price and 20 points will be allocated to specific goals.

SASSETA issues this bid invitation in good faith; however, it reserves the right to:

- Cancel the Purchase Order or delay the selection process at any time, without explanation,
- Not to select any of the respondents to this bid invitation, without explanation,
- Exclude certain services, without explanation,
- Enter into negotiation with a prospective service provider regarding any terms and conditions, including price(s), of a proposed contract, and
- Not to accept the lowest of any quotation, offer or bid.

1.11. ADDRESS WHERE QUOTATIONS ARE TO BE SENT

- 1.11.1. The quotation and all supporting documents to be submitted not later than **(05 February 2026)** at **(15H00)** on the letterhead of your business and to be emailed to **(kmokone@sassetza.org.za)**.

PART A - INVITATION TO QUOTE

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	RFQ/SASSETA/2526121	CLOSING DATE:	05 February 2026	CLOSING TIME:	15H00
DESCRIPTION	Appointment of a service provider to render support and maintenance for Microsoft Great Plains solution from date of appointment to 31 March 2027				
BID RESPONSE DOCUMENTS MAY BE SENT TO:					
kmokone@sassetta.org.za					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Karabo Mokone		CONTACT PERSON	Karabo Mokone	
E-MAIL ADDRESS	kmokone@sassetta.org.za		E-MAIL ADDRESS	kmokone@sassetta.org.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SOLUTION PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX]		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX]	
	<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	[IF YES ENCLOSE PROOF]			[IF YES, ANSWER PART B:3]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SOLUTION PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED—(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</p> <p>1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.</p> <p>1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</p>
2. TAX COMPLIANCE REQUIREMENTS
<p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.</p> <p>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p> <p>2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."</p>

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

NAME OF SIGNATORY

SIGNATURE OF BIDDER:

N/B.: If a Company has one Director as listed on CSD, the one Director MUST sign these documents on behalf of the Company. Any other member of the Company will require a Company Resolution to be attached to this submission signed by the duly Authorised Director.

N/B.: If the Company has more than one Director as listed on CSD, a signed Company Resolution must be attached to confirm that the one Director can sign on behalf of the Company. Any other member of the Company will require a Company Resolution to be attached to this submission signed by the duly Authorised Directors.

CAPACITY UNDER WHICH THIS BID IS SIGNED:

(Proof of authority must be submitted e.g. company resolution)

DATE:

PRICING SCHEDULE**(Professional Services)**

NAME OF BIDDER:	BID NO.: RFQ/SASSETA/2526121
CLOSING TIME: 15: 00	CLOSING DATE: 05 February 2026

OFFER TO BE VALID FOR **120** DAYS FROM THE CLOSING DATE OF BID.

ITEM	DESCRIPTION	BID PRICE IN RSA CURRENCY
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Bidders are required to indicate hourly cost associated

Item description	Hourly rate (in Rands) including VAT
Provision of Microsoft technical support.	
Provision of data validation and migration of historical data services into a new Microsoft Finance solution.	

Total consolidated hourly rate (A)

NB: Total consolidated hourly rate (A) will be used for evaluation purposes

Item description	Commission percentage (%) charged
Commission associated with facilitating the renewal or addition of the user license/s	

NB: Commission charged will be based on the cost of the user/s license/s acquired from Microsoft

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

(To be signed by a duly Authorised Delegate. A signed Company Resolution to be submitted).

BIDDER'S DISCLOSURE**1. PURPOSE OF THE FORM**

1.1 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.

1.2 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 the table below

Full Name	Identity Number	Name of State institution

N/B. If more space required, Service providers are to copy this table onto their letterhead and provide information as per the table above

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 consortium1 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.
- 3.5 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.
- 3.6 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.
- 3.7 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 SOLUTION SHOULD THIS DECLARATION PROVE TO BE FALSE.

1 Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

.....

Signature

.....

Date

.....

Position

.....

Name of bidder

(To be signed by a duly Authorised Delegate. A signed Company Resolution must be submitted).

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

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

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

1. GENERAL CONDITIONS

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

- the 80/20 system for requirements with a Rand value of up to R1 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

The applicable preference point system for this quotation is the **80/20** preference point system.

- a) The lowest acceptable quotation will be used to determine the accurate system once quotations are received.

1.3 Points for this quotation (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:

1.5 The maximum points for this quotation are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

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

1.7 The organ of state reserves the right to request a bidder, either before a quotation 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. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

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

Where

Ps = Points scored for the price of the quotation under consideration

Pt = Price of the quotation under consideration

Pmin = Price of lowest acceptable quotation

3.2 POINTS AWARDED FOR SPECIFIC GOALS

- a) In terms of Regulations 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 quotation.
- b) For the purposes of this quotation, the bidder 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 bid:

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

The specific goals allocated points in terms of this bid	Number of points allocated (80/20 system)	<u>Bidders to record the number of points claimed in the rows below (80/20 system)</u> (To be completed by the bidder)
Black People Ownership (100%)	10.00	
Black Women Ownership (at least 30%)	5.00	
Black Youth Ownership (at least 30%)	3.00	
Black People with Disability (PWD) Ownership (at least 20%)	2.00	
Total	20.00	

NB: Specific goals will not be rewarded to bidders who do not record their points in the table above

DECLARATION WITH REGARD TO COMPANY/FIRM

3.3 Name of company/firm.....

3.4 Company registration number:

5 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole proprietor
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company [TICK APPLICABLE BOX]

3.5 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 quotation, 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 bidding 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 bidder 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 BIDDER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

DOCUMENTS REQUIRED FOR CLAIMING SPECIFIC GOALS

As per bullet 1.6 and 1.7 of the Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022, bidders are required to submit the SASSETA verification document(s) in order to be allocated the specific goals claimed:

- a) An Original/Certified copy of a valid B-BBEE Certificate or Sworn Affidavit.
- b) Certified copy/ies of Identity documents of the Company Directors
- c) CSD report
- d) Shareholder Certificates
- e) Medical certificate to prove disability

NB.: Non-submission of the documents required above will lead to specific goal points NOT being awarded.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

(To be signed by a duly authorised Delegate. A signed Company Resolution must be submitted).

NB: If you receive any suspicious calls asking for payment to secure an award or that the outcome can be influenced in your favour, please immediately inform the SASSETA Anti-Corruption Hotline at 0800 162 111 for further investigations.

SUBMISSION CHECKLIST:

NO.	DETAILS	TICK BY BIDDER
	<p>Part 1:</p> <ul style="list-style-type: none"> • Completed and signed Invitation to Quote (SBD 1) • (To be signed by a duly Authorised Delegate. A Company Resolution signed by all Directors of the Company must be submitted). 	
	<p>Part 2</p> <ul style="list-style-type: none"> • Completed and signed Pricing Schedule (SBD 3.1). 	
	<p>Part 3</p> <ul style="list-style-type: none"> • Bidder's quotation on the company's letterheads with all applicable costs and delivery dates • Quotation MUST be in accordance with the specification. Quotation that is inconsistent with the specification will be disqualified. 	
	<p>Part 4:</p> <ul style="list-style-type: none"> • Completed and signed bidders' disclosure (SBD 4). • (In case of a consortium/ joint venture, or where sub-Service providers are utilised, each party to the bid <u>must</u> complete and sign the declaration of interest document). 	
	<p>Part 5:</p> <ul style="list-style-type: none"> • Completed and signed Preference Points Claim form in terms of Preferential Procurement Regulations 2022 (SBD 6.1). • Not claiming points for each preference point Solution on SBD 6.1 will lead to specific goal points not being awarded 	
	<p>Part 6:</p> <ul style="list-style-type: none"> • Bidders to submit their National Treasury Central Supplier Database (CSD) registration document. 	
	<p>Part 7:</p> <ul style="list-style-type: none"> • Bidders are requested to initial each page of the General Conditions of Contract (GCC) (Annexure A) and submit with their response to this Request for Quotations. The GCC will form part of the contract with the successful Bidder 	
	<p>Part 8:</p> <ul style="list-style-type: none"> • Bidder to submit a minimum of three (3) relevant reference letters demonstrating the conditions listed below: • signed by the client, • on the client's letterhead, and • support and maintenance on a Microsoft Finance Solution 	
	<p>Part 9:</p> <p>Bidder to submit a comprehensive CV of the team leader demonstrating a minimum of three (3) assignments were support and maintenance on a Microsoft Finance Solution was rendered.</p>	
	<p>Part 10: Bidders to submit:</p> <p>NB.: Non-submission of the below-mentioned documents (under 6) will lead to specific goal points <u>NOT</u> being awarded.</p> <ul style="list-style-type: none"> • An Original/Certified copy of a valid B-BBEE Certificate or Sworn Affidavit. 	

	<ul style="list-style-type: none"> • Valid Companies and Intellectual Property Commission (CIPC) Company registration documents • Certified copy(ies) of Identity documents of the Company directors 	
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NB.: Bidders are required to return the SASSETA attached Standard Bidding (SBD) forms and not submit SBD forms from other entities.

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