

06 JUNE 2025

**REQUEST FOR QUOTATIONS FOR
BBBEE COMMITTEE TRAINING**

1. Purpose

- 1.1. The Railway Safety Regulator (RSR) requires the services of a suitable service provider to provide BBEE committee training.

2. Considerations/background

- 2.1. The RSR is committed to driving meaningful transformation and maintaining compliance with the Broad-Based Black Economic Empowerment (B-BBEE) Act and its associated Codes of Good Practice.
- 2.2. In support of this objective, we have established a dedicated B-BBEE Committee tasked with overseeing, guiding, and monitoring the implementation of B-BBEE strategies across the organization.
- 2.3. To ensure that Committee Members are fully equipped to carry out their responsibilities effectively, we require specialized training that provides in-depth knowledge of the B-BBEE framework, sector-specific requirements, and practical implementation mechanisms
- 2.4. This training should enable members to interpret and apply B-BBEE principles strategically, monitor compliance, and contribute to informed decision-making that supports our transformation goals.

3. Scope of work / Specification

Specifications are as follows:-

- The appointed service provider will be expected to design and deliver a customized B-BBEE training program specifically for members of the B-BBEE Committee. The

training must provide both strategic and operational insights, enabling members to effectively guide and oversee B-BBEE implementation within the organization. The program should address:

1. A comprehensive overview of the B-BBEE Act, Codes of Good Practice, and sector-specific codes
2. The strategic role and responsibilities of a B-BBEE Committee
3. Governance and oversight best practices related to transformation
4. Interpretation and application of B-BBEE scorecard elements:
 - Ownership
 - Management Control
 - Skills Development
 - Enterprise and Supplier Development
 - Socio-Economic Development
5. Drafting of the implementation strategies (An annual implementation/action plan)
6. Monitoring, evaluation, and reporting mechanisms
7. Understanding verification requirements and audit processes
8. Training should be delivered to 15 members of the RSR, and will in-person, with an emphasis on interactivity, applied learning, and strategic decision-making

DELIVERABLES

The selected provider will be required to deliver the following:

1. A tailored training agenda and content aligned to committee functions
2. Facilitation of the full training workshop
3. Pre-reading material and/or preparatory documents
4. Copies of all training materials used (slides, handouts, etc.)
5. Attendance register
6. Final report with key takeaways and recommendations for ongoing capacity-building
7. Certificates of attendance

SUBMISSION REQUIREMENTS

Service providers must submit the following:

1. A detailed quotation including:
 - Professional fees
 - Materials and preparation costs
 - Travel (if applicable)
 - VAT (if registered)
2. Proof of registration with a recognised training or professional body

4. Administrative / Compliance Requirements

- 4.1. Registration on National Treasury CSD report
- 4.2. Comprehensive quotation (prices must be VAT Inclusive)
- 4.3. Tax Pin & Tax clearance certificate
- 4.4. Fully Completed and signed Standard Bidding Documents (SBD) forms documents
- 4.5. A valid BBBEE certificate or sworn affidavit (on sworn affidavit indicate the day, month and year of the financial year period ie, 31 March 2022)
- 4.6. Valid company registration documentation that are issued by Companies & Intellectual Property Commission (CIPC)
- 4.7. A Copy of the identity document of the company owner(s)
- 4.8. Valid Medical Certificate
- 4.9. Valid South African Social Security Agency (SASSA) registration **(Where applicable)**
- 4.10. Valid National Council for Persons with Physical Disability in South Africa registration (NCPDPSA)

Failure to submit valid documents listed above (No - 4.5, 4.6, 4.7, 4.8, 4.9, 4.10) for proof of claim specific goals as stipulated in Section 6 below will lead to the service provider not being awarded points for specific goal.

5. Evaluation 80/20 Preference Point System

- 5.1. The price quotations will be evaluated in accordance with the pre-scripts of the Preferential Procurement Policy Framework Act (PPPFA) and its regulations, in particular Preference Procurement Regulation 2022 which stipulate **80/20 preference point system for acquisition of goods or services with Rand value equal to or below R50 million (inclusive of all applicable tax).**
- 5.2. **A maximum of 80 points for price and 20 points for the specific goal specified on the request for quotation may be awarded to a Service Provider.**
- 5.3. **Points for the specific goal will be awarded as specified on the table below:**

NO	SPECIFIC GOALS	PREFERENCE POINT (OUT OF 20)	PROOF OF CLAIM
1	An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which is <i>at least 51% owned by black people</i>	10	<ul style="list-style-type: none"> • Copy of the identity document of the owner(s) • A valid SANAS accredited BBEE certificate or a valid BBEEE sworn affidavit (whichever is applicable) • Central Supplier Database (CSD) report

			<ul style="list-style-type: none"> Valid company registration documentation that are issued by Companies & Intellectual Property Commission (CIPC)
2	An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which is at least 51% owned by black women	5	<ul style="list-style-type: none"> Copy of the identity document of the owner(s) A valid SANAS accredited BBEE certificate or a valid BBEE sworn affidavit (whichever is applicable) Central Supplier Database (CSD) report Valid company registration documentation that are issued by Companies & Intellectual Property Commission (CIPC)
3	An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which is at least 51% owned by youth	3	<ul style="list-style-type: none"> Copy of the identity document of the owner(s) A valid SANAS accredited BBEE certificate or a valid BBEE sworn affidavit (whichever is applicable) Central Supplier Database (CSD) report Valid company registration documentation that are issued by

			Companies & Intellectual Property Commission (CIPC)
4	An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which is <i>at least 51% owned by person(s) with disabilities</i>	2	<ul style="list-style-type: none"> • Copy of the identity document of the owner(s) • A valid SANAS accredited BBEE certificate or a valid BBEE sworn affidavit (whichever is applicable) • Central Supplier Database (CSD) report • Valid company registration documentation that are issued by Companies & Intellectual Property Commission (CIPC) • Valid Medical Certificate • Valid South African Social Security Agency (SASSA) registration (Where applicable) • Valid National Council for Persons with Physical Disability in South Africa registration (NCPDSA)

5.4. For Points to be awarded for the specific goals the proof for the claim for such goal must be submitted.

6. Technical Enquiries

- 6.1. SCM: Lesego Dire
lesegod@rsr.org.za/010 495 5391
- 6.2. Project Manager: Mapule Seseng-Pitso
mapules@rsr.org.za /010 495 5391

7. Closing Date and Time for responses to this request for quotation

- 7.1. The request will be **closed on 11 June 2025 at 15h00**. Responses may be emailed to lesegod@rsr.org.za