



## REQUEST FOR BID PROFESSIONAL SERVICES

**BID NUMBER:** BS/2025/RFB550

**ADVERT PUBLISH DATE** TUESDAY , 11 NOVEMBER 2025 – 11:00

**ADVERT CLOSING DATE** WEDNESDAY 10, DECEMBER 2025 – 11:00

**Time:** 11h00

**DESCRIPTION:** APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE TRAVEL & ACCOMODATION MANAGEMENT SERVICES TO THE BANKSETA

**ONLINE NON-COMPULSORY BRIEFING** Tuesday 18 November 2025 – 11:00 hours

Email for Briefing link to be sent [jacks@bankseta.org.za](mailto:jacks@bankseta.org.za)  
[/scm@bankseta.org.za](mailto:scm@bankseta.org.za)

**Respondent details**  
(Use this as a cover page for response document and envelope)

|                                                         |                 |  |             |  |
|---------------------------------------------------------|-----------------|--|-------------|--|
| <b>Company Name:</b>                                    |                 |  |             |  |
| <b>Contact person:</b>                                  |                 |  |             |  |
| <b>Company physical address</b>                         |                 |  |             |  |
| <b>Email:</b>                                           |                 |  |             |  |
| <b>Telephone:</b>                                       |                 |  |             |  |
| <b>Mobile number:</b>                                   |                 |  |             |  |
| <b>Date:</b>                                            |                 |  |             |  |
| <b>Original copy of documents or copy - Mark with X</b> | <b>ORIGINAL</b> |  | <b>COPY</b> |  |

## **1. BANKSETA BACKGROUND**

- 1.1 BANKSETA is a statutory body established through the Skills Development Act of 1998 to enable its stakeholders to advance the national and global position of the banking and micro-finance industry. As guided by its mandate the BANKSETA is an agent of transformation and will promote employment equity and Broad Based Black Economic Empowerment through skills development.
- 1.2 BANKSETA is a schedule 3A public entity with about 92 staff complement. BANKSETA has a head office in Gauteng at 349 Witch-Hazel Avenue, in Eco Park, Centurion, a satellite office in Free State and two regional offices, one in Limpopo and the other in Eastern Cape. BANKSETA implements skills development programmes and training throughout South Africa through its stakeholders and through training providers.
- 1.3 For further details on the BANKSETA, visit [www.bankseta.org.za](http://www.bankseta.org.za) and refer to the 2024/25 and annual report under Media Centre/publication/annual reports.

## **2. THE PURPOSE AND BACKGROUND OF THE PROJECT**

- 2.1 The BANKSETA is seeking to appoint a Travel Services Company/Agency to provide travel related services in respect of stakeholders and clients. The required travel and accommodation arrangements will be for any person/s travelling for BANKSETA purposes including but not limited to external stakeholders (beneficiaries of the programs, training providers, employers, etc.) travelling on behalf of BANKSETA.

## **3. SCOPE OF WORK**

- 3.1 The BANKSETA seeks to appoint a Service Provider to provide travel management services which includes but not limited to:
  - (a) Local and international travel, and accommodation arrangements, ticket booking and issuing.
  - (b) Visa applications.
  - (c) Travel insurance.
  - (d) Itinerary planning.
  - (e) Emergency travel and accommodation arrangements.
  - (f) Group travel and accommodation arrangements.
  - (g) Car hire: pick-up/drop-off services.
  - (h) Shuttle Services: pick-up/drop-off services.
  - (i) Local and overseas accommodation arrangements and confirmations.
  - (j) Short Message Services (SMS) and e-mail notifications in regard to travel and accommodation service requested.

As a general rule, the travel management firm will endeavour to provide quotations for the most cost-effective travel and accommodation services within the BANKSETA requested destination, dates, times, and distance and within legislated cost containment framework.

**4. The appointed Travel Management Services/Agency will be required to comply with the following:**

- (a) Be a South African company.
- (b) Be a registered member of Association of South African Travel Agent (ASATA) or The International Air Transport Association (IATA) or any other related travel management governing body;
- (c) Be able to provide telephonic assistance on a 24 hour, 7-day basis.
- (d) Be able to process normal, urgent, emergency travel/s and accommodation arrangements on a 24hour, 7-day basis, including weekends and public holidays.
- (e) Should utilise a travel Management online booking platform or tool or system used for at least, airline bookings. The travel management platform/system/tool should be able to provide BANKSETA with tailor-made reports at no additional cost such as.
  - ✚ Air Statistic Reports.
  - ✚ Air Domestic and international travel spend.
  - ✚ Accommodation spends.
  - ✚ Car Rental/Shuttle service.
  - ✚ Transactional fees breakdown related to service acquired.
- (f) Provide a facility for BANKSETA to create/update their travellers' profiles.

**5. Travel Volumes**

The table below details the average number of transactions at BANKSETA in the last two years.

The average number of transactions is for the evaluation purposes.

This is for illustration purposes only to assist bidders in preparing their proposals.

| Group                                    | Average Annual Number of transactions the past two years |
|------------------------------------------|----------------------------------------------------------|
| Domestic Air Travels                     | 119                                                      |
| International Air Travel                 | 10                                                       |
| Domestic Accommodations                  | 233                                                      |
| International Accommodation              | 10                                                       |
| Domestic Car Hires/Rentals               | 240                                                      |
| Domestic Shuttle Service/Transfers       | 119                                                      |
| International Shuttle Services/Transfers | 10                                                       |
| Visa Applications                        | 10                                                       |
| Travel Insurance                         | 10                                                       |
|                                          |                                                          |

**6. Service Requirements**

**6.1 General**

The successful bidder will be required to provide travel management services. Deliverables under this section include without limitation, the following:

- a. Manage the third-party service providers by addressing service failures and complaints against these service providers.
- b. Consolidate all invoices from travel suppliers.

## **6.2 Reservations**

The Travel Management Company will:

- a. obtain a minimum of three (3) price comparisons for all travel requests where the routing or destination permits.
- b. book the negotiated discounted fares and rates where possible.
- c. respond timely and process all queries, requests, changes, and cancellations timeously and accurately within 48 hours.
- d. Visa applications will form part of the responsibility of the travel management company where possible.

## **6.3 Air Travel**

- a. The travel management company should be able to book full-service carriers as well as low-cost carriers.
- b. The travel management company will book the most cost-effective and practical airfares possible for domestic travel.
- c. For international flights, the airline which provides the most cost effective and practical routings may be used.
- d. The travel management company shall present at least 3 quotations showing the lowest fares offered at the time within the classes stated in the BANKSETA travel and accommodation policy and only book these upon BANKSETA authorisation.

## **6.4 Accommodation**

- a. The travel management company will obtain the lowest rates available at suitable accommodation establishments within reasonable distance from the place of duty within the maximum allowable rate matrix as per the BANKSETA Travel and Accommodation policy.

## **6.5 Car Rental and Shuttle Services**

- a. The travel management company will book the approved category vehicle in accordance with the BANKSETA Travel and Accommodation Policy from the closest rental location (airport, hotel, and venue).
- b. The travel consultant should advise the travel co-ordinator on the best time and location for collection and return considering the traveller's specific requirements.
- c. For international travel, the travel management company may offer alternative ground transportation to the Traveller that may include rail, buses, and transfers.

## **6.6 After Hours and Emergency Services**

- a. The Travel Management Company should have a standard operating procedure for managing after hours and emergency services. This should include purchase order generation of the request within 24 hours.

## **6.7 Communication**

- a. The travel management company should ensure sound communication with all stakeholders and link the business traveller, travel coordinator, travel Management Company in one smooth continuous workflow.

## **6.8 Financial Management**

- a. The travel management company should implement the rates negotiated by BANKSETA with travel service providers or the discounted air fares, or the maximum allowable rates established in the BANKSETA Travel and Accommodation Policy.
- b. The travel management company will be responsible to manage the service provider accounts. This will include the timely receipt of invoices to be presented to BANKSETA for payment within the agreed period.
- c. The travel management company will enable savings on total annual travel expenditure, and this must be reported, and proof provided during monthly and quarterly reviews.
- d. Where pre-payments are required for smaller Bed & Breakfast /Guest House facilities, these will be processed by the travel management company. These are occasionally required at short notice and even for same day bookings.
- e. Consolidate Travel Supplier bill-back invoices.
- f. The travel management company is responsible for the consolidation of invoices and supporting documentation to be provided to the travel co-ordinator/travel bookers on the agreed time period (e.g. Weekly). This includes attaching the Travel Authorisation or Purchase Order and other supporting documentation to the invoices and statements.
- g. Ensure Travel Supplier accounts are settled timeously.

## **6.9 Value Added Services**

6.9.1 The travel management company should provide the following value-added services at no additional cost:

- (a) Destination information for Domestic and international destinations
- (b) Health warnings and vaccine/health requirements for international destinations.
- (c) Weather forecasts.
- (d) Places of interest for international destinations.
- (e) Visa Requirements information for international destinations.
- (f) Location of hotels and restaurants (proximate to/from airport).
- (g) Electronic voucher retrieval via web and smart phones.

## **7. PRICING MODEL**

BANKSETA requires bidders to quote on a pricing model based on a transaction fee per type of travel booked on the attached pricing sheet as further explained in clause 10.1 below

The BANKSETA reserves the right to verify quotations submitted and ask supporting documentation where necessary.

### **7.1 Transactional Fees**

#### **Pricing Schedule**

- 7.1.1 The transaction fee must be a fixed amount per service. The fee must be linked to the cost involved in delivering the service and not a percentage of the value or cost of the service provided by third party service providers.

### **7.3 Volume driven Incentive**

It is important for bidders to note the following when determining the pricing:

- a. National Treasury has negotiated non-commissionable fares and rates with various airlines carriers and some service providers that are applicable to certain public entities. The TMC should familiarise themselves with such arrangements.
- b. No override commissions earned through the BANKSETA reservations will be paid to the TMCs.
- c. An open book policy will apply, and any commissions earned through the BANKSETA volumes will be reimbursed to the BANKSETA.

## **8. COMPETENCY AND EXPERTISE REQUIREMENTS**

8.1 The service provider should reference letters from previous/current clients to show their track record in:

### **(a) Provision of travel and accommodation services to public sector clients**

#### **The reference letters should:**

- Be on the client's letterhead,
- Be signed and dated
- Indicate the type of work done
- Indicate the year the work was done, (please note that the work should have been done within five (5) years from the same month of the tender closing date
- Should have client contact details including contact name and telephone and /or mobile number and /or email address.

8.2 The service provider should provide a team with at least the following.

### **(a) Key Accounts Manager**

- The Manager should be in a possession of at least NQF Level 6 or higher in any field.

- CV demonstrating years' experience in travel management experience

**(b) Travel Consultant**

- The travel consultant should be in a possession of NQF Level 5 or higher in any field.
- CV demonstrating experience in travel bookings experience

**(c) Administrator**

- The administrator should be in a possession of NQF Level 5 or higher in any field
- CV demonstrating in travel bookings experience.

**8.3 The service provider should provide details of their travel management system/platform/tool and samples of computerised reports indicating statistics to confirm the functionality of the following modules:**

- Monthly expenditure report
- Domestic Travel Spend report
- International Spend Report
- Monthly invoices and statements
- Car Hire and Shuttle services report

**9. DURATION OF THE CONTRACT**

The contract will be valid from the contract signing date by both parties, for a period of three (03) Years.

**10. PRICING STRUCTURE**

- **N.B: The Pricing Schedule must be completed as per the attached annexure A. Bidders who fail to comply with this requirement will be disqualified.**  
***The wording at the start does not convey the full message. I recommend the following wording.***

10.1 BANKSETA requires bidders to quote on a pricing model based on a transaction fee per type of travel on the attached pricing sheet. The travel system would operate as follows.

- 10.1.1. The BANKSETA will submit a travel request showing the proposed travel and traveller's details.
- 10.1.2. The travel management service provider will be required to source and submit three quotations from third party providers for the direct travel cost.
- 10.1.3. The BANKSETA would then select and approve the lowest quotation and provide a written purchase order.
- 10.1.4. The travel management service provider would be required to make the necessary bookings and arrangements.

- 10.1.5. The travel management service provider may only add a transaction service fee to the direct travel cost on billing.
  - 10.1.6. The BANKSETA will be pay the transaction fee and the direct travel cost to the travel management company who will have the responsibility to pay the direct travel cost to the third-party provider.
  - 10.1.7. The BANKSETA reserves the right to verify quotations submitted and request supporting documentation where necessary.
- 10.2 The quoted prices will remain fixed for the particular year indicated for the duration of the contract.
- 10.3 The attached pricing sheets (Appendix A) should be completed in full.
- 10.4 The BANKSETA will not entertain pricing adjustments after the signing of contract, and it is therefore important that all pricing elements are disclosed.
- 10.5 The pricing sheet should show VAT separately.
- 10.6 The Bidders are therefore required to indicate a total bidding price by completing the pricing schedule provided in full.
- 10.7 Sufficient detail should be included to enable the BANKSETA to fully understand the make-up of the overall pricing.
- 10.8 All pricing assumptions excluded costs, and estimated costs should be clearly documented. The BANKSETA assumes that the pricing document as supplied is complete and covers all costs associated with this project.

## **11. SUBMISSION REQUIREMENTS**

- 11.1 All submissions should be delivered in individual envelopes as per clause 11.4 and 11.5 below.
- 11.2 Respondents should take particular care to ensure that there are no discrepancies between all submissions presented to the BANKSETA.
- 11.3 The BANKSETA reserves the right to reject any submissions if there are discrepancies identified in the submissions thereto.
- 11.4 Document should be submitted as follows:  
One hardcopy should be the original submission, clearly marked "Original" and one (1) copied version of the original and a soft (electronic) copy (preferably to be memory stick).
- 11.5 An Envelope 1 – Original
- 11.5.1 Envelope 2 – Hard Copy of the original document and 1 Soft copy
- 11.5.2 Envelope 3 – Pricing and SBD1 – (invitation to bid) together with

### **BANKSETA PREFERENCE POINTS CLAIM DOCUMENT**

- 11.5.3 Each individual envelope must be clearly marked with the following information:

#### **Description of the Submission:**

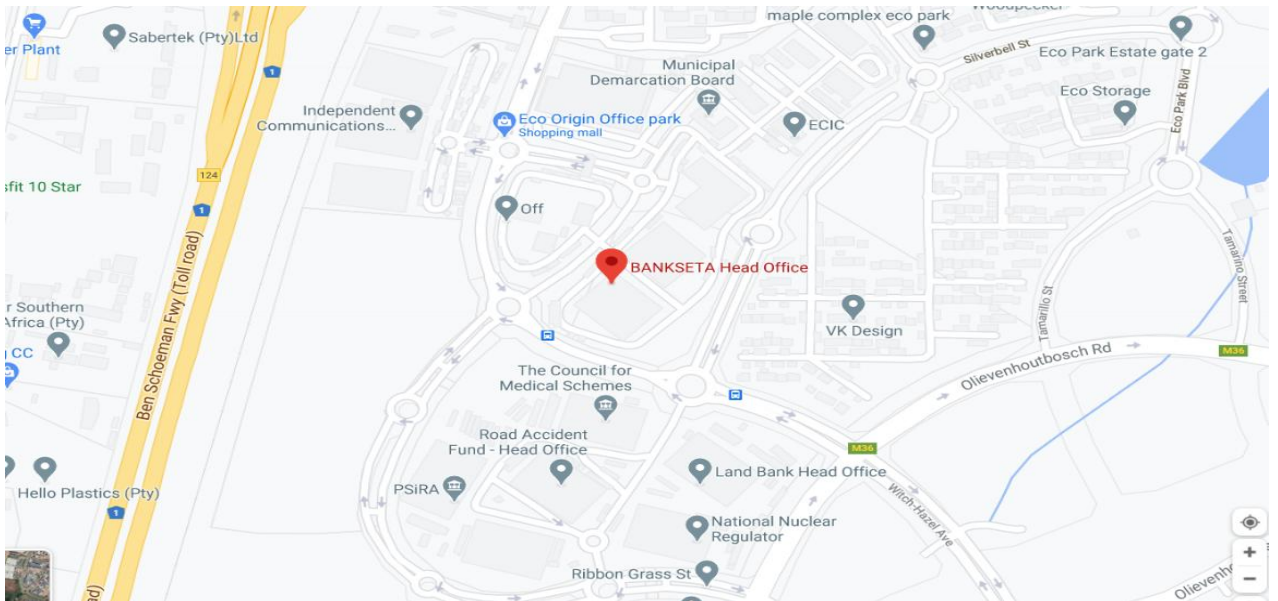
## **APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE TRAVEL & ACCOMODATION MANAGEMENT SERVICES TO THE BANKSETA.**

**Submission Bid Number: BS/2025/RFB550**

- 11.6 Submissions that are faxed, sent via telex, and/ or electronic mail delivery will not be accepted. All submissions received by BANKSETA will become the property of the BANKSETA and will not be returned to the respondent.
- 11.7 The submissions must be inserted into the SUBMISSION BOX available at the following address. Reception Area of BANKSETA Offices at the following address: -

Eco Origin Office Park, (Please use gate 1 to enter the Eco-origins Office Park)  
Block C2,  
349 Witch-Hazel Avenue,  
Eco Park Estate,  
Highveld,  
Centurion,  
0144

**The BANKSETA is situated in a very large office park with security offices at the main gate. Please allow at least 30 minutes to clear security and navigate through the office park.**



- 11.8 NB: The Service provider is required to sign a register on their submission.
- 11.9 Unsuccessful bidders will be informed in writing when the process is concluded.
- 11.10 A tender will be considered late if received after the specified date and time.
- 11.11 Service providers are therefore strongly advised to ensure that Tenders be despatched allowing enough time for any unforeseen events that delay the delivery of the Tender.

## **12. ENQUIRIES/COMMUNICATION**

- 12.1 Contact person for enquiries regarding the tender document:

Mr Jack Serite

Title: Specialist: Supply Chain Management Unit

Email Address: [jacks@bankseta.org.za](mailto:jacks@bankseta.org.za) copy [scm@bankseta.org.za](mailto:scm@bankseta.org.za)

- 12.2 Bidders who wish to attend virtual *briefing* session should indicate in writing within 5 Days after advertising date by emailing: Email: [jacks@bankseta.org.za](mailto:jacks@bankseta.org.za) copy [scm@bankseta.org.za](mailto:scm@bankseta.org.za)
- 12.3 All *clarifications* or enquiries should to be made in writing and received by the BANKSETA at least 14 Days before closing date of the Tender. Telephonic requests for clarification will not be accepted.
- 12.4 All *questions* received after the briefing session and BANKSETA's answers will be updated on the BANKSETA website under the tender for all service providers' information. Kindly check BANKSETA's website for this information before finalisation of your bid

12.5 Should any questions submitted not be included in the responses on the website at least five days before a tender closes, kindly email this to [jacks@bankseta.org.za](mailto:jacks@bankseta.org.za) copy [scm@bankseta.org.za](mailto:scm@bankseta.org.za) and also escalate to [rapulas@bankseta.org.za](mailto:rapulas@bankseta.org.za) and [info@bankseta.org.za](mailto:info@bankseta.org.za).

### RFB TIMELINES

| Activity                                                                                                                                               | Time                      | Date                               |
|--------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|------------------------------------|
| Tender Advertised                                                                                                                                      | 11:00                     | <b>Tuesday 11 November 2025</b>    |
| Non-compulsory Virtual Briefing<br><br>Bidders who wish to attend an online briefing session should indicate in writing 5 Days after advertising date. | 11:00                     | Tuesday 18 November 2025           |
| Final questions and answers emailed to BANKSETA.<br>Responses will be published on the website under the tender,                                       | Close Of Business (C.O.B) | <b>Wednesday, 26 November 2025</b> |
| <b>Closing date</b>                                                                                                                                    | 11:00                     | <b>Wednesday 10 December 2025</b>  |
| Tender evaluation, Bidder Verification and Due Diligence                                                                                               | C.O. B                    | Within 5 weeks of bid closing      |
| Clarification presentations by Service Providers if required/ Due Diligence                                                                            | C.O.B.                    | Within 5 weeks of bid closing      |
| Provisional Contract Award                                                                                                                             | C.O. B                    | By 23 January 2026                 |
| Contract Signatures                                                                                                                                    | C.O.B.                    | 31 January 2026                    |

### 13. TENDER EVALUATION/ADJUDICATION

Bids will be evaluated in **three phases**:

- 13.1 Compliance/eligibility evaluation (Bids that do not pass the compliance eligibility evaluation will be disqualified from participating in the next evaluation stage)
- 13.2 Technical/Functionality evaluation (Bids that do not meet the minimum threshold indicated in technical/function evaluation, will not participate in the next evaluation stage)
- 13.3 Price and BANKSETA Preferential Procurement points evaluation. (Bidder will be appointed on the highest scores).

### 14. COMPLIANCE STATUS

- 14.1 14.1 The service provider must be registered on the Central Supplier Database (CSD) maintained by the National Treasury and accessible on [www.treasury.gov.za](http://www.treasury.gov.za)
- 14The BANKSETA, before making an award, shall check on the central supplier database (CSD) whether or not they will be able to.

- (a) the bidder or any of its directors are not listed / indicated as restricted from doing business with the public sector, and person prohibited
  - (b) the bidder's tax status is compliant.
  - (c) the bidders, its directors or management are not employees of the state, or if a director is an employee of the state, and if the service provider and or directors have permission to do business with the state, as provided for in the legislation.
- 14.2 The BANKSETA will not award any bids to service providers who do not comply with the above.
- 14.3 The BANKSETA will offer bidders a chance to clarify and provide evidence where there is any adverse information on the CSD reports.

**15. COMPLIANCE/ELIGIBILITY EVALUATION**

Respondents who do not meet the requirements below **will be** immediately disqualified.

- 1.1.1 **NB: (For Joint Venture (JV) submissions each partner to the JV must submit all documents listed in the table below and the JV agreement).**
- 1.1.2 N.B All relevant forms/documents as prescribed by the PFMA Regulation: Framework for Supply Chain Management accompanying this document must be completed in full and signed where applicable by a duly authorized official of the primary contractor / bidder.

NB: Failure to comply with the requirements below will result in the bid being immediately disqualified.

|   |                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Submission of proposal (response document) and pricing schedule – Annexure A<br>The Pricing Schedule must be completed as per the attached annexure A. Failure to comply will lead to disqualification.                                                                                                                                                                                                                                     |
| 2 | Submission of the following fully completed and signed returnable documents: <ul style="list-style-type: none"> <li>- SBD 1 Invitation to submission</li> <li>- SBD 4 Declaration of interest</li> <li>- SBD 6.1 Preference points claim form where applicable (complete the part that is applicable to the BANKSETA Preference Points Claim Document). NB. BANKSETA will not allocate points for BBBEE status Level Contributor</li> </ul> |
| 3 | Special Conditions that the bidder needs to accept by signing the last page and submit.                                                                                                                                                                                                                                                                                                                                                     |
| 4 | Submission of Central Supplier Database report (should the bidder have any challenges with the printing or providing CSD report on closing of the tender and the CSD MAAA number be provided)                                                                                                                                                                                                                                               |
| 5 | Submission of proof of registered member of Association of South African Travel Agent (ASATA) or The International Air Transport Association (IATA) or any other related travel management governing body                                                                                                                                                                                                                                   |

## 16. TECHNICAL /FUNCTIONAL EVALUATION CRITERIA

| CRITERIA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | WEIGHTS          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| <p><b>1.Track record of the bidder (Company Experience)</b></p> <p>The service provider should provide formal reference letters from clients where it has previously provided or is currently providing:<br/> <b>Travel and accommodation services within public sector entities.</b></p> <p>The reference letters should</p> <ul style="list-style-type: none"> <li>- Be on the client’s letterhead,</li> <li>- Be signed and dated</li> <li>- Indicate the type of work done,</li> <li>- Indicate the year the work was done, (please note that the work should have been done within five (5) years from the same month of the tender closing date) - Show the client contact details including contact name and telephone or email address.</li> </ul> <p><b>On evaluation, the BANKSETA will award points as follows:</b></p> <p>(a) 1 Reference letter = 0 point<br/>           (b) 2 Reference letter = 1 point<br/>           (c) 3 Reference letters = 3 points<br/>           (d) 4 Reference letters and more = 5 points</p> | <p><b>30</b></p> |
| <p><b>2. Experience and qualification Key Accounts Manager</b></p> <p>The service provider should submit copy/ies of the Key Accounts Manager’s</p> <ul style="list-style-type: none"> <li>- The Manager should be in a possession of at least NQF Level 6 or higher in any field.</li> <li>- CV demonstrating years’ experience in travel management experience.</li> </ul> <p><b>On evaluation, the BANKSETA will award points as follows:</b></p> <p>(a) Qualification or with no qualification with less than 1 year experience = 0 point<br/>           (b) Qualification with 1 year to less than 2 years’ experience = 1 Point</p>                                                                                                                                                                                                                                                                                                                                                                                               | <p><b>15</b></p> |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| <p>(c) Qualification with 2 years to less than 3 years' experience = 2 Points</p> <p>(d) Qualification with 3 years to less than 4 years' experience = 3 Points</p> <p>(e) Qualification with 4 years to less than 5 years' experience = 4 Points</p> <p>(f) Qualification with 5-years or more experience = 5 Points</p> <p><b>Should the bidder not submit the qualification the experience will NOT be considered.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           |
| <b>3. Experience and Qualification of the Travel Consultant</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           |
| <p>The service provider should submit copy/ies of the Travel Consultant's</p> <ul style="list-style-type: none"> <li>- The travel consultant should be in a possession of NQF Level 5 or higher in any field.</li> <li>- CV demonstrating experience in <b>travel bookings</b> experience.</li> </ul> <p><b>On evaluation, the BANKSETA will award points as follows:</b></p> <p>(a) Qualification or with no qualification with less than 1 year experience = 0 point</p> <p>(b) Qualifications with 1 year to less than 2 years' experience = 1 Point</p> <p>(c) Qualifications with 2 years to less than 3 years' experience = 2 Points</p> <p>(d) Qualifications with 3 years to less than 4 years' experience = 3 Points</p> <p>(e) Qualifications with 4 years to less than 5 years' experience = 4 Points</p> <p>(f) Qualifications with 5-years or more experience = 5 Points</p> <p><b>Should the bidder not submit the qualifications the experience will NOT be considered.</b></p> | <b>15</b> |
| <b>4. Experience and Qualification of the Administrator</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           |
| <p>The service provider should submit copy/ies of the Administrator's.</p> <ul style="list-style-type: none"> <li>- The administrator should be in a possession of NQF Level 5 or higher in any field.</li> <li>- CV demonstrating in travel bookings experience.</li> </ul> <p><b>On evaluation, the BANKSETA will award points as follows.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>10</b> |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| <p>(a) Qualification or with no qualification with less than 1 years' experience = 0 points</p> <p>(b) Qualification with 1 year to less than 2 years' experience = 1 Point</p> <p>(c) Qualification with 2 years to less than 3 years' experience = 2 Points</p> <p>(d) Qualification with 3 years to less than 4 years' experience = 3 Points</p> <p>(e) Qualification with 4 years to less than 5 years' experience = 4 Points</p> <p>(f) Qualification with 5-years or more experience = 5 Points</p> <p><b>Should the bidder not submit the qualification the experience will NOT be considered.</b></p>                                                                                                                                                                                                                                                 |                   |
| <p><b>5. Travel Management System/Tool/Platform and computerised reports.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <p><b>30</b></p>  |
| <p>The service provider should provide.</p> <ul style="list-style-type: none"> <li>- name of the travel management system/tool/platform in use and a summary of its capabilities which should include online airfare bookings.</li> <li>- examples/samples of computerised generated reports.</li> </ul> <p>The column of reports or heading should include but not be limited to.</p> <ul style="list-style-type: none"> <li>- Service fees</li> <li>- Supplier name, cost breakdown</li> <li>- Savings</li> </ul> <p><b>On evaluation, the BANKSETA will award points as follows.</b></p> <p>(a) Monthly expenditure report = 1 Point<br/>1 Point</p> <p>(b) Domestic Travel Spend report = 2 Point</p> <p>(c) International spend report and Monthly invoices and statements = 1 Point</p> <p>(d) Car Hire and Shuttle services spend report = 1 point</p> |                   |
| <p><b>TOTAL WEIGHTING</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <p><b>100</b></p> |
| <p><b>MINIMUM WEIGHTING THRESHOLD TO PASS TECHNICAL/FUNCTIONAL EVALUATION</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <p><b>75</b></p>  |

The minimum weighting threshold for technical / functional evaluation is **75%**. Any bidder scoring less than 75% or 75 weights will be disqualified from further evaluation.

**12.1 TEAM ASSIGNED**

The bidder should indicate the names of the persons assigned to the roles or task as per the functionality criteria on clauses 2 and 3 in the table below and submit.

| DESCRIPTION          | NAME | SURNAME |
|----------------------|------|---------|
| Key Accounts Manager |      |         |
| Travel Consultant    |      |         |
| Administrator        |      |         |

**13. Functionality will be evaluated using the following formula for each criterion or sub-criterion  $P_f = (S_o/M_s) \times A_p$**

Where:

$P_f$  – is the percentage/weighting scored for functionality for that criterion or sub-criterion under consideration.

$S_o$  – is the total score in points as evaluated by the BANKSETA for the criterion or sub-criterion under consideration.

$A_p$  – is the percentage allocated for functionality for the criterion or sub-criterion.

$M_s$  – is the maximum score possible per criterion or sub-criteria which is 5.

13.1 Each technical /functional evaluation criterion or sub-criterion shows how it will be evaluated by BANKSETA out of a maximum of 5 points. i.e  $M_s = 5$  points.

13.2 The score/points evaluated per criterion or sub-criterion by BANKSETA is divided by 5 and then multiplied by the weighting of the criteria to arrive at the percentage for that criterion/sub-criterion.

13.3 The percentages for all criteria/sub-criteria are added together to reach the final percentage or weighting.

13.4 Any proposals not meeting a minimum total weight threshold of **75 percentage or 75 weighting** on functionality/technical evaluation will not participate in the next stage of evaluation.

**14. PRICE AND PREFERENCE POINTS EVALUATION**

The tender will be evaluated using the following:

## 80/20 PRICEPREFERENCE POINT SYSTEMS

| Points for Price | Preference Points Utilising BANKSETA Goals | Total Points |
|------------------|--------------------------------------------|--------------|
| 80               | 20                                         | 100          |

A maximum of 80 points is allocated for price using the following formula:

$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Were

**Ps** = Points scored for price of bid under consideration.

**Pt** = Price of bid under consideration.

**Pmin** = Price of lowest acceptable bid.

### 15. PREFERENCE POINTS UTILISING BANKSETA GOALS

In terms of Gazette 2721, the BANKETA has allocated preference points to be awarded to tenderers who meet certain BANKSETA Goals as follows:

| No | Specific Goals                                                                                                                                                                                    | 80/20 Preference Point system |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| 1. | Empowerment of black persons- Ownership by black persons – 51% threshold as explained below                                                                                                       | 7                             |
| 2. | Empowerment of Women - Women Ownership- Threshold 33% as explained below                                                                                                                          | 4                             |
| 3. | Youth Empowerment Youth Ownership – 33% Threshold as explained below                                                                                                                              | 3                             |
| 4. | Empowerment of Persons with Disabilities - Ownership of People with Disabilities – 10% threshold for Ownership and/or 5% threshold for Employment of Persons with Disabilities as explained below | 3                             |
| 5. | Promotion of small and medium businesses, co-operatives, and non-governmental institutions in all areas- rural and urban areas – as explained below                                               | 3                             |
|    | <b>Total Points allocated towards specific goals</b>                                                                                                                                              | <b>20</b>                     |

The Service provider should complete the preference point bidding form attached.

### 16. EXPLANATIONS

**Black persons are as defined in Broad based black economic empowerment Act (B-BBEE) which currently means Africans, Coloureds and Indians and Chinese people:**

- (a) who are citizens of the Republic of South Africa by birth or decent; or
- (b) who became citizens of the Republic of South Africa by naturalisation –

- (i) before 27 April 1994.

- (ii) on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalisation prior to that date.

- 16.1 Black Person Ownership points will be awarded to a Tenderer who have 51% or more Black ownership. The shareholding will determine the ownership.
- 16.2 Youth ownership points will be awarded to a Tenderer who have 33% or more youth ownership being persons 35 years and below, determined at the date of tender/ RFQ closing. Youth ownership will be determined based on the shareholding of the members who are defined as youth and are South African citizens.
- 16.3 Persons with Disability Ownership points will be awarded to a Tenderer who have 10% or more shareholding by South African citizen persons with disability **AND/OR** to tenderers who employ 5% or more South African persons with disability on a permanent basis. Disability ownership will be determined by the shareholding of the enterprise owned by such a South African citizen person with disability **OR** by enterprises whose permanent staff complement consists of 10% or more South African citizen persons with disabilities. The disabilities need to be legally verifiable for points to be claimed.
- 16.4 An entity may only claim once under this category regardless of if it qualifies under both South African citizen persons with disabilities ownership and employment of South African persons with disability.
- 16.5 Small and medium business includes all South African businesses, co-operatives and non-governmental organisations with annual turnover up to R10 million or alternatively, these entities are recently incorporated, have been operating for less than one year and are projected to have annual turnover of less than R10 million in the first year. The ownership of small and medium business, co-operatives or non-governmental organisations should be 100% South African citizens (or entities owned 100% by South Africa citizens).
- 16.6 An entity may claim points based on the same shareholding or persons in more than one category. For example, Black female disabled shareholders under thirty-five who is a SA citizen may lead a business to claim points under Empowerment of women, youth empowerment and empowerment of persons with disabilities.
- 16.7 **False Information from Bidders** - Should the BANKSETA ascertain that any bidder has submitted any false information, the BANKSETA may disqualify the bidder/service provider, cancel any award without prejudice to any other remedies available to BANKSETA and report the service provider to National Treasury.

- 16.8 The bidder/service provider will be given an opportunity to give reasons why BANKSETA should not take actions detailed above where false information has been submitted.
- 16.9 The points scored by a bidder in respect of the PREFERENCE POINTS UTILISING BANKSETA GOALS contribution will be added to the points scored for price to arrive at the overall score. Points will be rounded off to the nearest 2 decimals. If two or more tenders have scored equal total points, the contract will be awarded to the bidder scoring the highest number of points for the specified goals or PREFERENCE POINTS UTILISING BANKSETA GOALS contribution.

## **17. REVIEW PROCESS**

- 17.1 To evaluate and adjudicate proposals effectively, it is imperative that applicants submit responsive applications. To ensure an application will be regarded as responsive it is imperative to comply with all conditions pertaining to the application and to complete all the mandatory fields and questionnaires.
- 17.2 All applications duly lodged as per the submission requirements will be evaluated in accordance with the stipulated evaluation criteria.
- 17.3 All proposals will go through Bid Evaluation Committee (BEC) for evaluation on functionality.
- 17.4 The proposals from BEC will be tabled before the Bid Adjudication Committee (BAC) before approval by the relevant official or authority.

## **18. REASONS FOR REJECTION**

- 18.1 Applicants shall not contact BANKSETA on any matter pertaining to the application from the time the application is closed to the time the application has been adjudicated. The results of the Tender will be published by the BANKSETA on portal any other platform which was advertised. Any effort by an applicant to influence the evaluation, application comparisons or application award decisions in any matter, may result in rejection of the applicant concerned.
- 18.2 BANKSETA shall reject a submission if the applicant has committed a proven corrupt or fraudulent act in competing for a particular contract.

## **19. TENDER CONDITIONS**

- 19.1 BANKSETA reserves the right to withdraw or amend terms of reference by notice in writing by advertising in the media in which the tender was originally advertised prior to the closing date.
- 19.2 BANKSETA reserves the right not to award this tender or partially award the tender.
- 19.3 The cost of preparing the applications will not be reimbursed.
- 19.4 The BANKSETA reserves the right to conduct a due diligence (including site visits, capacity, assessment, and financial capability assessment) and may request further

information to check declarations given for short listed tender submitters before award or contracting.

- 19.5 BANKSETA reserves the right to verify the information submitted and request for further information during evaluation of the proposal.
- 19.6 BANKSETA shall not be liable for any direct, indirect, consequential or other losses or damages including loss of profit that may be incurred by any person including, but not limited to, an Applicant, Short Listed Applicant or Successful Applicant, or any director, officer or associated company thereof, as a result of any reliance on or use of information supplied in response to this tender or as a result of the tender process contemplated in this tender document.
- 19.7 BANKSETA makes no representations, undertakings, or warranties whatsoever to any person in respect of the tender or any information contained in the tender.
- 19.8 This tender is confidential and proprietary to BANKSETA and may not be used, reused, copied, or distributed for any purpose, other than in relation to the tender process, without BANKSETA's prior written consent.
- 19.9 POPIA - The Protection of Personal Information Act, ("POPIA") includes the right to protection against unlawful collection, retention, dissemination, and use of personal information. BANKSETA complies with POPIA in collecting, processing, and distributing of Personal Information, which include cooperation with the Regulator as provided for in the Act.
- 19.10 To evaluate and adjudicate proposals effectively, it is imperative that applicants submit responsive applications. To ensure an application will be regarded as responsive it is imperative to comply with all conditions pertaining to the application and to complete all the mandatory fields and questionnaires.
- 19.11 All applications duly lodged as per the submission requirements will be evaluated in accordance with the stipulated evaluation criteria.
- 19.12 All proposals will go through Evaluation Committee for evaluation on functionality.
- 19.13 The proposals from the tender evaluation committee will be tabled before the Bid Adjudication Committee (BAC).
- 19.14 The validity period of proposals is 150 days after closing.

## **20. FRAUD ALERT**

- 20.1 The BANKSETA does not charge for any documents or information or any matter regarding any procurement or any BANKSETA work.
- 20.2 The BANKSETA is aware of fraudsters approaching potential bidders purporting to be able to influence tenders or RFQ for a fee.
- 20.3 Some of these fraudsters may also try to impersonate BANKSETA staff and may have details of your bids which they obtain from the legislated tender reporting.

- 20.4 Bidders are warned that they should NOT pay any person or entity in regard to BANKSETA procurement. This will be viewed as participating in corrupt and fraudulent practices.
- 20.5 No one is able to influence any tender or RFQ outcome.
- 20.6 Any approaches from any person or entity in this regard should be reported to the BANKSETA fraud hotline on 0800 204 661 or tip-offs.
- 20.7 Bidders are requested to give as much detail as possible in any reports so the BANKSETA can investigate the matter and take action against the perpetrators.

## **21 JOINT VENTURE**

In the case of a Joint Venture, the following will be Applicable:

- Each JV Member must have and provide its CSD report so that its tax status can be checked.
- Completion of SBD forms documents by all parties/partners.
- Submission of a signed Joint Venture Agreement by the JV Partners and attached to this tender document; and
- Submission of a Joint added BANKSETA Preference Points Claim Document

**SBD 1**

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE BANKSETA**

|             |                                                                                                                                                                                                                        |                                                    |                       |
|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|-----------------------|
| BID NUMBER: | BS/2025/RFB550                                                                                                                                                                                                         | CLOSING DATE:<br><b>Wednesday 10 December 2025</b> | CLOSING TIME: 11:00am |
| DESCRIPTION | <b>APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE TRAVEL &amp; ACCOMODATION MANAGEMENT SERVICES TO THE BANKSETA</b><br><b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b> |                                                    |                       |

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)

**Eco Origin Office Park, Block C2, 349 Witch-hazel Avenue, Eco Park Estate, Highveld, Centurion,**

**NB: Bidders as part on requirement - Submission of soft copy on PDF must be part of bid submissions.**

**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                    |          |        |         |
|                                            |          |        |         |
|                                            | TCS PIN: | OR     | CSD No: |
|                                            |          |        |         |
| IF YES, WHO WAS THE CERTIFICATE ISSUED BY? |          |        |         |

|                                                                                                                  |                          |                                                                                    |
|------------------------------------------------------------------------------------------------------------------|--------------------------|------------------------------------------------------------------------------------|
| AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX | <input type="checkbox"/> | AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)           |
|                                                                                                                  | <input type="checkbox"/> | A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS) |
|                                                                                                                  | <input type="checkbox"/> | A REGISTERED AUDITOR                                                               |
|                                                                                                                  |                          | NAME:                                                                              |

|                                                                                                                                                                                     |                                                                                                                                                                        |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?<br><input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES ENCLOSE PROOF] | ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?<br><input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES ANSWER PART B:3 BELOW] |
| <b>SIGNATURE OF BIDDER</b><br>.....                                                                                                                                                 | <b>DATE</b>                                                                                                                                                            |
| <b>CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of</b>                                                                                                                     |                                                                                                                                                                        |

|                                                                 |                                                                  |                                                  |  |
|-----------------------------------------------------------------|------------------------------------------------------------------|--------------------------------------------------|--|
| authority to sign this bid, e.g. resolution of directors, etc.) |                                                                  |                                                  |  |
| TOTAL NUMBER OF ITEMS OFFERED                                   |                                                                  | TOTAL BID PRICE (ALL INCLUSIVE)                  |  |
| <b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>          |                                                                  | <b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b> |  |
| DEPARTMENT/ PUBLIC ENTITY                                       | BANKSETA                                                         | CONTACT PERSON                                   |  |
| CONTACT PERSON                                                  | Mr Jack Serite                                                   | TELEPHONE NUMBER                                 |  |
| TELEPHONE NUMBER                                                |                                                                  | FACSIMILE NUMBER                                 |  |
| FACSIMILE NUMBER                                                |                                                                  | E-MAIL ADDRESS                                   |  |
| E-MAIL ADDRESS                                                  | <a href="mailto:jacks@bankseta.org.za">jacks@bankseta.org.za</a> |                                                  |  |

**SBD4  
 BIDDER'S DISCLOSURE**

**1. PURPOSE OF THE FORM**

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.

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<sup>1</sup> 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 table below.

| Full Name | Identity Number | Name of State institution |
|-----------|-----------------|---------------------------|
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |

<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

|  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|

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 consortium<sup>2</sup> 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.
- 3.4 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.
- 3.5 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

<sup>2</sup> 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.

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.

3.6 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 services 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 services 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 SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

|                    |                          |
|--------------------|--------------------------|
| .....<br>Signature | .....<br>Date            |
| .....<br>Position  | .....<br>Name of bidder. |

## SBD 6.1

### PREFERENCE POINTS CLAIM FORM IN TERMS OF BANKSETA PREFERENCE POINTS CLAIM

This preference form must form part of all bids invited. It contains general information a  
**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS,**

---

#### 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2

- a) The value of this bid is estimated to **not exceed** R50 000 000 (all applicable taxes included) and therefore the **80/20** preference point system shall be applicable; or
- b) Either the 80/20 preference point system will be applicable to this tender

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) Preference points using BANKSETA's preference point system.

1.4 The maximum points for this bid are as follows:

|                                                                     | <b>POINTS</b> |
|---------------------------------------------------------------------|---------------|
| <b>PRICE</b>                                                        | <b>80</b>     |
| <b>PREFERENCE POINTS USING BANKSETA PREFERENCE POINTS SYSTEM</b>    | <b>20</b>     |
| <b>Total points for Price and Preference points must not exceed</b> | <b>100</b>    |

1.5 Failure on the part of a bidder to complete and submit BANKSETA's preference points form together with the bid, will be interpreted to mean that preference points are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

## 2. DEFINITIONS

- (a) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals.
- (b) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003).
- (c) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act.
- (d) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (e) **“prices”** includes all applicable taxes less all unconditional discounts.
  - 1)
- (f) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act.
- (g) **“Rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes.

## 3. POINTS AWARDED FOR PRICE

### 3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

**80/20 or 90/10**

$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

$P_s$  = Points scored for price of bid under consideration

$P_t$  = Price of bid under consideration

$P_{\min}$  = Price of lowest acceptable bid

## 4. PREFERENCE POINTS CLAIMED THE BIDDER SHOULD COMPLETE THE ATTACHED BANKSETA PREFERENCE POINTS CLAIM DOCUMENT

## 5. SUB-CONTRACTING

5.1 Will any portion of the contract be sub-contracted?(***Tick applicable box***)

|     |                          |    |                          |
|-----|--------------------------|----|--------------------------|
| YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
|-----|--------------------------|----|--------------------------|

7.1.1 If yes, indicate:

- i) What percentage of the contract will be sub~~total~~..... %.
- ii) The name of the sub-contractor .....

**6. DECLARATION WITH REGARD TO COMPANY/FIRM**

6.1 Name of company/firm.....

6.2 VAT registration number.....

6.3 Company registration number.....

6.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- PTY LTD

6.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

.....

6.6 COMPANY CLASSIFICATION

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc. [***TICK APPLICABLE BOX***]

6.7 Total number of years the company/firm has been in business.....

6.8 I/we, the undersigned, who is / are duly authorized to do so on behalf of the company/firm, certify that the points claimed, based on the BANKSETA

preference points system, qualifies the company/ firm for the preference(s) shown and I / we 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct.
- iv) If the bidder has been claimed or obtained preference points on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser 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 by the National Treasury 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.

WITNESSES

1. ....

2. ....

.....  
SIGNATURE(S) OF BIDDERS(S)

DATE: .....

ADDRESS .....

.....

.....

**7. PREFERENCE POINTS UTILISING BANKSETA GOALS**

In terms of Gazette 2721, the BANKETA has allocated preference points to be awarded to tenderers who meet certain BANKSETA Goals as follows:

| No | Specific Goals                                                                                                                                                                                    | 80/20 Preference Point system |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| 1. | Empowerment of black persons- Ownership by black persons – 51% threshold as explained below                                                                                                       | 7                             |
| 2. | Empowerment of Women - Women Ownership- Threshold 33% as explained below                                                                                                                          | 4                             |
| 3. | Youth Empowerment Youth Ownership – 33% Threshold as explained below                                                                                                                              | 3                             |
| 4. | Empowerment of Persons with Disabilities - Ownership of People with Disabilities – 10% threshold for Ownership and/or 5% threshold for Employment of Persons with Disabilities as explained below | 3                             |
| 5. | Promotion of small and medium businesses, co-operatives, and non-governmental institutions in all areas- rural and urban areas – as explained below                                               | 3                             |
|    | <b>Total Points allocated towards specific goals</b>                                                                                                                                              | <b>20</b>                     |

**8. The Service provider should complete the preference point bidding form below.**

**BANKSETA PREFERENCE POINTS CLAIM DOCUMENT**

8.1 The service provider is requested to complete the form below accurately and fully to show the areas where it wishes to claim preference points. It is the service providers responsibility to ensure that the form is accurately and fully completed.

8.2 For shortlisted service providers, BANKSETA may request additional information and evidence to support the preference points claimed.

8.3 An entity may claim points based on the same shareholding or persons in more than one category. For example, Black female disabled shareholders under thirty-five who is a SA citizen may lead a business to claim points under Empowerment of women, youth empowerment and empowerment of persons

with disabilities.

The BANKSETA will allocate preference points as follows:

| No | Specific Goals                                                                                                                                                                                    | 80/20 Preference Point system |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| 1. | Empowerment of black persons- Ownership by black persons – 51% threshold as explained below                                                                                                       | 7                             |
| 3. | Empowerment of Women - Women Ownership- Threshold 33% as explained below                                                                                                                          | 4                             |
| 4  | Youth Empowerment Youth Ownership – 33% Threshold as explained below                                                                                                                              | 3                             |
| 5. | Empowerment of Persons with Disabilities - Ownership of People with Disabilities – 10% threshold for Ownership and/or 5% threshold for employment of Persons with Disabilities as explained below | 3                             |
| 6. | Promotion of small and medium businesses, co-operatives, and non-governmental institutions in all areas- rural and urban areas – as explained below                                               | 3                             |
|    | <b>Total Points allocated towards specific goals</b>                                                                                                                                              | <b>20</b>                     |

**9. Empowerment of Black persons- 51% or More Ownership by Black persons  
Black Person Ownership**

Black persons are as defined in Broad based Black economic empowerment Act (B-BBEE) which currently means Africans, Coloureds, and Indians and Chinese:

- (a) who are citizens of the Republic of South Africa by birth or decent; or
- (b) who became citizens of the Republic of South Africa by naturalisation –
  - (i) before 27 April 1994.
  - (ii) on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalisation prior to that date.

| Preference Point                                                                                                     | Service Provider to INDICATE YES OR NO | No of Points per BANKSETA Preference point System | For BANKSETA USE Only Points Claimed |
|----------------------------------------------------------------------------------------------------------------------|----------------------------------------|---------------------------------------------------|--------------------------------------|
| Does the service provider wish to claim points under Black ownership where 51% or more ownerships is by Black people |                                        | <b>7</b>                                          |                                      |

**IF YES please provide the following details**

| DETAILS OF BLACK OWNERS |                              |           |                                         |                         |
|-------------------------|------------------------------|-----------|-----------------------------------------|-------------------------|
|                         | Full Name of Black Owners    | ID Number | Ownership Percentage (via shareholding) | Position in the Company |
| <b>1</b>                |                              |           |                                         |                         |
| <b>2</b>                |                              |           |                                         |                         |
| <b>3</b>                |                              |           |                                         |                         |
|                         | <b>TOTAL Black Ownership</b> |           |                                         |                         |

The service provider should include information and evidence to support the e preference points claimed being IDs, CSD report, naturalisation records for owners not South African by birth.

**10. Preference Points Claimed for Empowerment of Women – Through Women Ownership of the Entity- Threshold 33%**

Women ownership points will be awarded to a Tenderer who have 33% or more women ownership of the company or enterprise. The woman must be South African citizens.

| Preference Point                                                                                                                             | Service Provider to Indicate YES OR NO | No of Points per BANKSETA Preference point System | For BANKSETA USE Only Points Claimed |
|----------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|---------------------------------------------------|--------------------------------------|
| Does the service provider wish to claim points under women ownership where 33% or more ownerships is by women who are South African citizens |                                        | <b>4</b>                                          |                                      |

IF YES please provide the following details

| DETAILS OF WOMEN OWNERS WHO ARE SOUTH AFRICAN CITIZENS |                           |           |                                         |                         |
|--------------------------------------------------------|---------------------------|-----------|-----------------------------------------|-------------------------|
|                                                        | Full Name of Black Owners | ID Number | Ownership Percentage (via shareholding) | Position in the Company |
| 1                                                      |                           |           |                                         |                         |
| 2                                                      |                           |           |                                         |                         |
| 3                                                      |                           |           |                                         |                         |
|                                                        | TOTAL WOMEN OWNERSHIP     |           |                                         |                         |

The service provider should include information and evidence to support the information shown for the preference points claimed being IDs copies, naturalisation records for owners not South African by birth and CSD report.

**11. Preference Points Claimed for Empowerment of Youth Through Youth Ownership of the Service Provider /Enterprise– 33% Threshold**

11.1 Youth ownership points will be awarded to a Tenderer who have 33% or more youth ownership being persons 35 years and below, determined at the date of tender/ RFQ closing. Youth ownership will be determined based on the shareholding of the members who are defined as youth and are South African citizens,

| Preference Point                                                                                                                 | Service Provider to Indicate YES OR NO | No of Points per BANKSETA Preference point System | For BANKSETA USE Only Points Claimed |
|----------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|---------------------------------------------------|--------------------------------------|
| Does the service provider wish to claim points under Youth Ownership – 33% Threshold. The youth should be South African citizens |                                        | 3                                                 |                                      |

IF YES please provide the following details

| DETAILS OF YOUTH OWNERS WHO ARE SOUTH AFRICAN CITIZENS |                           |           |                                         |                         |
|--------------------------------------------------------|---------------------------|-----------|-----------------------------------------|-------------------------|
|                                                        | Full Name of Black Owners | ID Number | Ownership Percentage (via shareholding) | Position in the Company |
| 1                                                      |                           |           |                                         |                         |
| 2                                                      |                           |           |                                         |                         |

|          |  |  |  |  |
|----------|--|--|--|--|
| <b>3</b> |  |  |  |  |
|----------|--|--|--|--|

The service provider should include information and evidence to support the information shown for the preference points claimed being IDs copies, naturalisation records for owners not South African by birth and CSD report.

**12. Preference Points Claimed for Empowerment of Persons with Disabilities - Ownership or Employment of People with Disabilities – 10% threshold for Ownership and/OR 5% threshold for Employment of Persons with Disabilities**

12.1 Persons with Disability Ownership points will be awarded to a Tenderer who have 10% or more shareholding by South African citizen persons with disability.

AND/OR

12.2 to tenderers who employ 5% or more South African persons with disability on a permanent basis.

12.3 Disability ownership will be determined by the shareholding of the enterprise owned by such a South African citizen person with disability.

OR

12.4 by enterprises, whose permanent staff complement consists of 10% or more South African citizen persons with disabilities. Any disabilities need to be legally verifiable for points to be claimed.

Kindly note that full points are awarded for either ownership of persons with disabilities or employment of persons with disabilities.

| Preference Point                                                                                                                                                                                                              | Service Provider to Indicate YES OR NO | No of Points per BANKSETA Preference point System | For BANKSETA USE Only Points Claimed |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|---------------------------------------------------|--------------------------------------|
| Does the service provider wish to claim points under?<br>Persons with Disability Ownership points will be awarded to a Tenderer who have 10% or more shareholding by South African citizen persons with disability.<br>AND/OR |                                        | <b>3</b>                                          |                                      |

|                                                                                                |  |  |  |
|------------------------------------------------------------------------------------------------|--|--|--|
| to tenderers who employ 5% or more South African persons with disability on a permanent basis. |  |  |  |
|------------------------------------------------------------------------------------------------|--|--|--|

IF YES please provide the following details

| DETAILS OF OWNERS WHO HAVE DISABILITIES AND ARE SOUTH AFRICAN CITIZENS |                                               |           |                                         |                         |
|------------------------------------------------------------------------|-----------------------------------------------|-----------|-----------------------------------------|-------------------------|
|                                                                        | Full Name of Persons with Disabilities Owners | ID Number | Ownership Percentage (via shareholding) | Position in the Company |
| 1                                                                      |                                               |           |                                         |                         |
| 2                                                                      |                                               |           |                                         |                         |
| 3                                                                      |                                               |           |                                         |                         |
|                                                                        | TOTAL PERSON WITH DISABILITIES OWNERSHIP      |           |                                         |                         |

AND/OR

| Total Number of Permanent Employees | Number of Permanent Employees with Disabilities | % Of Employees with Disabilities |
|-------------------------------------|-------------------------------------------------|----------------------------------|
|                                     |                                                 |                                  |

. The service provider should include information and evidence to support the information shown for the preference points claimed being IDs copies, naturalisation records for owners not South African by birth and CSD report, employee list highlighting those with disabilities and a certification/report of the disability/ies.

**13. Preference Points Claimed for Empowerment Small and Medium Enterprises Including Co-operatives and Non-Governmental Organisations in All Areas – Rural and Urban**

13.1 Small and medium business includes all South African businesses, co-operatives, and non-governmental organisations with annual turnover up to R10 million or alternatively,

13.2 these entities are recently incorporated, have been operating for less than one year and are projected to have annual turnover of less than R10 million in the first year. The ownership of small and medium business, co-operatives or non-governmental organisations should be 100% South African citizens (or entities owned 100% by South Africa citizens).

| Preference Point                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Service Provider to Indicate YES OR NO | No of Points per BANKSETA Preference point System | For BANKSETA USE Only Points Claimed |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|---------------------------------------------------|--------------------------------------|
| Does the service provider wish to claim points under small and medium business includes all South African businesses, co-operatives, and non-governmental organisations with annual turnover up to R10 million or alternatively, these entities are recently incorporated, have been operating for less than one year and are projected to have annual turnover of less than R10 million in the first year. The ownership of small and medium business, co-operatives or non-governmental organisations should be 100% South African citizens (or entities owned 100% by South Africa citizens). |                                        | <b>3</b>                                          |                                      |

IF YES please provide the following details

| DETAILS OF THE BUSINESS     |                       |                                                    |                                               |                                            |
|-----------------------------|-----------------------|----------------------------------------------------|-----------------------------------------------|--------------------------------------------|
| Dated Business Incorporated | Financial Year Ending | Turnover in Prior Financial Year of the Enterprise | Budgeted Turnover This Current Financial Year | Turnover to Date in Current Financial Year |
|                             |                       |                                                    |                                               |                                            |

The service provider should include information and evidence to support the information shown for the preference points claimed being IDs copies, naturalisation records for owners not South African by birth and CSD report, employee list highlighting those with disabilities and a certification/report of the disability/ies.

**14. False Information from Bidders**

Should the BANKSETA ascertain that any bidder has submitted any false information, the BANKSETA may disqualify the bidder/service provider, cancel any award without prejudice to any other remedies available to BANKSETA and report the service provider to National Treasury.

The bidder/service provider will be given an opportunity to give reasons why BANKSETA should not take actions detailed above where false information has been submitted.

**SPECIAL CONDITIONS THAT THE BIDDER NEEDS TO COMPLY WITH.**

**BIDDER TO COMPLETE AND SIGN ON THE LAST PAGE AND SUBMIT**

NB: Complete only the part which is applicable for this tender.

|          | SPECIAL CONDITIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | CONFIRMATION |    |                           |
|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|----|---------------------------|
|          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Yes          | No | If no, indicate deviation |
| <b>1</b> | <b>GENERAL</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |              |    |                           |
| 1.1      | Respondents must indicate compliance or noncompliance on a paragraph-by-paragraph basis. Indicate compliance with the relevant special conditions by marking the YES box and noncompliance by marking the NO box. The bidder must clearly state if a deviation from these special conditions is offered and the reason, therefore. If an explanatory note is provided, the paragraph reference must be attached as an appendix to the bid submission. Responses not completed in this manner may be considered incomplete and rejected. Answering questions or supplying detail by referring to other sections will not be accepted. Should respondents fail to indicate agreement/compliance or otherwise, BANKSETA will assume that the respondents are <b>not</b> in compliance or agreement with the statement(s) as specified in this request for quotation. |              |    |                           |
| <b>2</b> | <b>THE SPECIAL CONDITIONS OF REQUEST FOR QUOTATION, REQUEST FOR BID AND CONTRACT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |              |    |                           |
|          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Yes          | No | If no, indicate deviation |
| 2.1      | Special Conditions of Request for Quotation, Request for Bid and Contract has been noted.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |              |    |                           |
| <b>3</b> | <b>GENERAL CONDITIONS OF CONTRACT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |              |    |                           |
|          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Yes          | No | If no, indicate deviation |
| 3.1      | The General Conditions of Contract must be accepted by signing the last page of this document.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |              |    |                           |

|          |                                                                                                                                                                                                                                                                             |            |           |                                  |
|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------|----------------------------------|
| <b>4</b> | <b>ADDITIONAL INFORMATION REQUIREMENTS</b>                                                                                                                                                                                                                                  |            |           |                                  |
|          |                                                                                                                                                                                                                                                                             | <b>Yes</b> | <b>No</b> | <b>If no, indicate deviation</b> |
| 4.1      | During evaluation of the responses, additional information may be requested in writing from respondents. Replies to such request must be submitted, within 5 (five) working days or as otherwise indicated. Failure to comply, may lead to your response being disregarded. |            |           |                                  |
| <b>5</b> | <b>VENDOR INFORMATION</b>                                                                                                                                                                                                                                                   |            |           |                                  |
|          |                                                                                                                                                                                                                                                                             | <b>Yes</b> | <b>No</b> | <b>If no, indicate deviation</b> |
| 5.1      | <b>Vendor are encouraged to register on the Central Supplier Database (CSD) as an award cannot be made to a vendor who is not registered and tax compliant on CSD.</b>                                                                                                      |            |           |                                  |

|          |                                                                                                                                                                                                                                                                                                                                                                         |            |           |                                  |
|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------|----------------------------------|
| <b>6</b> | <b>CONFIDENTIALITY</b>                                                                                                                                                                                                                                                                                                                                                  |            |           |                                  |
|          |                                                                                                                                                                                                                                                                                                                                                                         | <b>Yes</b> | <b>No</b> | <b>If no, indicate deviation</b> |
| 6.1      | The response and all information in connection therewith shall be held in strict confidence by respondents and usage of such information shall be limited to the preparation of the response. Respondents shall undertake to limit the number of copies of this document.                                                                                               |            |           |                                  |
| 6.2      | All respondents are bound by a confidentiality agreement preventing the unauthorised disclosure of any information regarding BANKSETA or of its activities to any other organisation or individual. The respondents may not disclose any information, documentation, or products to other clients without written approval of the accounting authority or the delegate. |            |           |                                  |
| <b>7</b> | <b>INTELLECTUAL PROPERTY, INVENTIONS AND COPYRIGHT (Only applicable to services requiring IP)</b>                                                                                                                                                                                                                                                                       |            |           |                                  |

|     |                                                                                                                                                                                                                                                                                                                                                                                                  |  |  |  |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
| 7.1 | Copyright of all documentation relating to this contract belongs to the client. The successful bidder may not disclose any information, documentation, or products to other clients without the written approval of the accounting authority or the delegate.                                                                                                                                    |  |  |  |
| 7.2 | All the intellectual property rights arising from the execution of this contract shall vest in BANKSETA who shall be entitled to cede and assign such to the Department of Higher Education and Training (DHET) and the contractor undertakes to honour such intellectual property rights and all future rights by keeping the know-how and all published and unpublished material confidential. |  |  |  |
| 7.3 | In the event that the contractor or any project team member would like to use information or data generated by the project, for academic or any other purpose, prior written permission must be obtained from the client. Such permission will not be unreasonably withheld and if it is withheld, written reasons will be provided.                                                             |  |  |  |

|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |  |  |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
| 7.4 | BANKSETA shall own all deliverables produced by the Contractor during the course of, or as part of the contract whether capable of being copyrighted or not ("IP") and which are or may become eligible for copyright under the laws of the Republic of South Africa and which relates to the contract or which arises directly from this contract. This IP BANKSETA shall be entitled to freely cede and assign to the Department of Higher Education and Training. No other document needs to be executed to give effect to this session, assignment, or transfer. |  |  |  |
| 7.5 | The provisions of this clause 7 shall only apply to such IP that is created during the course and scope in terms of this contract.                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |  |  |
| 7.6 | The contractor assigns to BANKSETA or the Department of Higher Education and Training, as BANKSETA directs, the rights conferred upon itself as author by section 20(1) of the Copyright                                                                                                                                                                                                                                                                                                                                                                             |  |  |  |

|          |                                                                                                                                                                                                                                                                                                         |            |           |                                  |
|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------|----------------------------------|
|          | Act, no 98 of 1978, as amended.                                                                                                                                                                                                                                                                         |            |           |                                  |
| 7.7      | The Contractor acknowledges and agrees that each provision of clause 7 is separate, severally, and separately enforceable from any other provisions of this contract.                                                                                                                                   |            |           |                                  |
| 7.8      | The invalidity or non-enforceability of any one or more provision hereof, shall not prejudice or effect the enforceability and validity of the remaining provisions of this contract.                                                                                                                   |            |           |                                  |
| 7.9      | This contract contains various stipulatio alteri in favour of the Department of Higher Education and Training, which rights shall continue in effect after termination of this contract, and which rights can be exercised and enforced at any time by the Department of Higher Education and Training. |            |           |                                  |
| 7.10     | This clause 7 shall survive termination of this contract.                                                                                                                                                                                                                                               |            |           |                                  |
| <b>8</b> | <b>NON-COMPLIANCE WITH DELIVERY TERMS</b>                                                                                                                                                                                                                                                               |            |           |                                  |
|          |                                                                                                                                                                                                                                                                                                         | <b>Yes</b> | <b>No</b> | <b>If no, indicate deviation</b> |
| 8.1      | As soon as it becomes known to the contractor that he/she will not be able to deliver the services within the delivery period and/or against the quoted price and/or as specified, BANKSETA must be given immediate written notice to this effect.                                                      |            |           |                                  |

|          |                                                                                                         |            |           |                                  |
|----------|---------------------------------------------------------------------------------------------------------|------------|-----------|----------------------------------|
| <b>9</b> | <b>WARRANTS and PAYMENTS</b>                                                                            |            |           |                                  |
|          |                                                                                                         | <b>Yes</b> | <b>No</b> | <b>If no, indicate deviation</b> |
| 9.1      | The Contractor warrants that it is able to conclude this agreement to the satisfaction of the BANKSETA. |            |           |                                  |
| 9.2      | The successful respondent IS NOT required to furnish to the purchaser a performance security.           |            |           |                                  |

|     |                                                                                                                                                                                                                                                                                                                                                                                                                        |  |  |  |
|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
| 9.3 | Although the contractor will be entitled to provide services to persons other than BANKSETA, the contractor shall not without the prior written consent of BANKSETA, be involved in any manner whatsoever, directly, or indirectly, in any business or venture which competes or conflicts with the obligations of the contractor to provide Services.                                                                 |  |  |  |
| 9.4 | The BANKSETA will pay the contractor the fee as set out in the final contract. No additional amounts will be payable by the BANKSETA to the contractor.                                                                                                                                                                                                                                                                |  |  |  |
| 9.5 | The Contractor shall from time to time during the currency of the contract, invoice the BANKSETA for the services rendered. No payment will be made to the contractor unless an invoice complying with section 20 of the VAT act No 89 of 1991 has been submitted to the BANKSETA.                                                                                                                                     |  |  |  |
| 9.6 | Payment shall be made into the contractor's bank account normally 30 days after the receipt of an acceptable and valid invoice. Banking details must be submitted with the contractor's first invoice. Proof of the banking details will be accepted in the following forms:<br><input type="checkbox"/> Copy of a cancelled cheque; <input type="checkbox"/> Letter from bank;<br><input type="checkbox"/> Statement. |  |  |  |
| 9.7 | The contractor shall be responsible for accounting to the appropriate authorities for its income tax, VAT or other monies required to be paid in terms of applicable law.                                                                                                                                                                                                                                              |  |  |  |

|     |                                                                                                                                                                                                                                                                                                    |  |  |  |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
| 9.8 | No favour, delay, relaxation, or indulgence on the part of any Party in exercising any power or right conferred on such Party in terms of this contract shall operate as a waiver of such power or right nor shall any single or partial exercise of any such power or right under this agreement. |  |  |  |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|

|           |                                                   |  |  |  |
|-----------|---------------------------------------------------|--|--|--|
| <b>10</b> | <b>PARTIES NOT AFFECTED BY WAIVER OR BREACHES</b> |  |  |  |
|-----------|---------------------------------------------------|--|--|--|

|      |                                                                                                                                                                                                                                                     | Yes | No | If no, indicate deviation |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|---------------------------|
| 10.1 | The waiver (whether express or implied) by any Party of any breach of the terms or conditions of this contract by the other Party shall not prejudice any remedy of the waiving party in respect of any continuing or other breach of the terms and |     |    |                           |

|           |                                                                                                                                                                                                                                                                                                                |            |           |                                  |
|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------|----------------------------------|
|           | conditions hereof.                                                                                                                                                                                                                                                                                             |            |           |                                  |
| 10.2      | No favour, delay, relaxation, or indulgence on the part of any Party in exercising any power or right conferred on such Party in terms of this contract shall operate as a waiver of such power or right nor shall any single or partial exercise of any such power or right under this agreement.             |            |           |                                  |
| <b>11</b> | <b>RETENTION</b>                                                                                                                                                                                                                                                                                               |            |           |                                  |
|           |                                                                                                                                                                                                                                                                                                                | <b>Yes</b> | <b>No</b> | <b>If no, indicate deviation</b> |
| 11.1      | On termination of this agreement, the contractor shall, on demand hand over all documentation provided as part of the project and all deliverables, etc., without the right of retention, to BANKSETA.                                                                                                         |            |           |                                  |
| 11.2      | No agreement to amend or vary a contract or order or the conditions, stipulations or provisions thereof shall be valid and of any force and effect unless such agreement to amend or vary is entered into in writing and signed by the contracting parties. Any waiver of this requirement shall be in writing |            |           |                                  |
| <b>12</b> | <b>Dispute Resolution</b>                                                                                                                                                                                                                                                                                      |            |           |                                  |
|           |                                                                                                                                                                                                                                                                                                                | <b>Yes</b> | <b>No</b> | <b>If no, indicate deviation</b> |
| 12.1      | If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.                                                |            |           |                                  |
| 12.2      | If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Purchaser or the Supplier may give notice to the other party of his                                                                                                    |            |           |                                  |
|           | intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party. Such notice shall be in English.                                                                                                                                 |            |           |                                  |

|           |                                                                                                                                                                                                                                                                                                                                    |            |           |                                  |
|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------|----------------------------------|
| 12.3      | Notice of intention to commence with mediation shall be writing, in the English language, and served on the other party either personally, by facsimile or electronic mail.                                                                                                                                                        |            |           |                                  |
| 12.4      | If the parties are unable to agree on a mediator or to resolve any disputes by way of mediation within 14 days (fourteen days) of any party requesting in writing that the dispute be resolved by mediation, it may be settled in a South African court of law.                                                                    |            |           |                                  |
| 12.5      | All disputes shall be referred to mediation with an AFSA accredited and appointed mediator in accordance with the then current rules of the Arbitration Foundation of Southern Africa or its successor.                                                                                                                            |            |           |                                  |
| 12.6      | Notwithstanding any reference to mediation and/or court proceedings herein,<br><br>(a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and<br>(b) the purchaser shall pay the supplier any monies due the supplier                                              |            |           |                                  |
| <b>13</b> | <b>FORMAT OF REQUEST FOR QUOTATION, REQUEST FOR BID AND CONTRACT</b>                                                                                                                                                                                                                                                               |            |           |                                  |
|           |                                                                                                                                                                                                                                                                                                                                    | <b>Yes</b> | <b>No</b> | <b>If no, indicate deviation</b> |
| 13.1      | Respondents must complete all the necessary quotation documents and undertakings required in this quotation document. Respondents are advised that their responses should be concise, written in plain English and simply presented. Respondents are to set out their quotation in the format prescribed in the RFQ/RFB documents: |            |           |                                  |
|           | Respondents must complete and return Special Conditions of Contract.                                                                                                                                                                                                                                                               |            |           |                                  |

|                             |      |
|-----------------------------|------|
| _____<br>NAME OF BIDDER     |      |
| _____<br>_____<br>SIGNATURE |      |
|                             | DATE |