

REQUEST FOR QUOTATION

INVITATION TO PROVIDERS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD)

RFQ No.:	Contact Person:
BS/2023/RFQ1451	Eva Ratema
RFQ Issue Date:	Contact Details:
Request for quotation – 07 November 2023	011-805-9661
Closing Date: 22 November 2023 at 11:00:00	evat@bankseta.org.za
Online Non-Compulsory Briefing session: 13 November 2023 at 11h00	
RSVP to evat@bankseta.org.za	
APPOINTMENT OF A SERVICE PROVIDER TO FACILITATE OF DEVELOPMENT OF FIVE (05) SKILLS PROGRAMMES	

Part A: Request for Quotation Documentation

- ✓ Terms of Reference / Specifications.

Part B: Returnable Documents and Schedules:

✓ **Returnable Documents which must accompany the quotation.**

- BANKSETA will check the tax status of the service provider on the CSD report.
- Central Supplier Database Master Registration report.

✓ **Returnable Forms which must accompany the quotation.**

The forms must be fully completed, signed and dated appropriately (see annexure)

- SBD 4: Declaration of Interest.
- SBD 6.1 (complete the part that is applicable to the BANKSETA Preferential Procurement Policy).

PLEASE NOTE:

- ✓ Supplier must be registered on the National Treasury Central Supplier database;
- ✓ The quotation must be on the supplier's letterhead;
- ✓ Quotations must be in accordance with the specifications, unless otherwise stipulated;

- ✓ Where applicable, the official pricing structure must be used. Should the allocated pricing page / information be insufficient, you may include an additional copy of the price page;
- ✓ Suppliers must complete all the Returnable Schedules and also submit all the Returnable Documents.
- ✓ The supplier must complete the BANKSETA Preferential Procurement Point Document.
- ✓ The quotation must be valid for at least **90** days.

Enquiries regarding specifications may be directed to:

Name: Eva **Telephone No: 011 805 9661**

Email : evat@bankseta.org.za

SUBMISSION REQUIREMENTS

TENDER CLOSING		
CLOSING DATE	CLOSING TIME	MODE OF SUBMISSION
Wednesday, 22 November 2023	11:00:00	ELECTRONIC PDF SENT TO: evat@BANKSETA.ORG.ZA COPY SCM@BANKSETA.ORG.ZA

1. BACKGROUND

The Banking Sector Education and Training Authority (BANKSETA) is a statutory body established through the Skills Development Act 26 of 2011 to enable its stakeholders to advance the national and global position of the banking and alternative banking industry. As guided by its mandate the BANKSETA is as such an agent of transformation and seeks to promote employment equity and broad-based BEE through skills development.

Skills development has been identified as a key requirement for economic growth in South Africa, as a result, the Skills Development Act provides a framework for the development of skills in the workplace. Amongst other things, the Act makes provision for skills development by means of a levy-grant scheme, and the establishment of 21 sector-specific Sector Education and Training Authorities – or SETAs – to administer the scheme's funds and manage the skills development process. Each separate economic sector has one SETA, and BANKSETA is the Banking Sector Education and Training Authority. BANKSETA is widely regarded as one of the best SETAs in South Africa.

For further details on the BANKSETA, visit www.bankseta.org.za and refer to the 2021/22 annual report under the Media Center tab/section.<https://www.bankseta.org.za/wp->

BS/2023/RFQ1451 - APPOINTMENT OF A SERVICE PROVIDER TO FACILITATE OF DEVELOPMENT/CONVERSION OF FIVE (05) SKILLS PROGRAMMES

2. BACKGROUND TO ASSIGNMENT

Chapter 5 of the Skills Development Act, Act 97 of 1998 defines a skills programme as a programme that is occupationally based and when completed will constitute or contribute towards a qualification registered on the National Qualification Framework. The Occupational Qualifications Sub-Framework Policy (OQSF) of 2021 makes provision for the registration of skills programmes. The BANKSETA invites service providers to submit quotations for the development of five (5) skills programmes. The quotation must indicate the price per skills programme. The service provider will need to facilitate this process and prepare all relevant documents for submission to the Quality Council for Trades and Occupations (QCTO). Further details on the related policies and processes can be found on the QCTO website www.qcto.org.za

3. SCOPE OF WORK AND DELIVERABLES

The Service Provider is expected to:

- 3.1 Facilitate the development of two (02) skills programmes and conversion of three (03) previously registered occupational qualifications to Skills Programmes.
- 3.2 The skills programmes must be developed in accordance with the Quality Council for Trades and Occupations (QCTO) prescribed format.
- 3.3 The skills programmes must be developed in line with the qualification development process - guideline.
- 3.4 Review of three (03) previously registered occupational qualifications to convert to Skills Programmes.
 - 3.4.1 Occupational Certificate: Bank Teller (SAQA ID: 101673)
 - 3.4.2 Occupational Certificate: Bank Customer Services Clerk (SAQA ID: 101710)
 - 3.4.3 Occupational Certificate: Banknote Processor (SAQA ID: 110240)
- 3.5 Development of two (02) new Skills Programmes.
- 3.6 The BANKSETA will liaise with Skills Development Facilitators of the various BANKS to assist in providing subject matter experts for the five (05) Skills Programmes.
- 3.7 The Service Provider must attend all required meetings, virtually or physically if required.
- 3.8 Conclude the above process by preparing all relevant documentation for submission to the QCTO. Make corrections or amendments as required by the QCTO until such time that the skills programmes are registered.

4. EXPECTED OUTPUTS AND DELIVERABLES

The expected output is:

- 4.1 To produce occupational skills programmes for the Banking and Alternative Banking sector as detailed below.
- 4.2 To Produce the following, on the prescribed QCTO templates that can be downloaded from the QCTO website www.qcto.org.za.
 - 4.2.1 Skills Programmes Documents
 - 4.2.2 Skills Programmes Curriculum Documents including assessment standards and required reports.
- 4.3 Skills Programmes Evaluation Checklists completed by Subject Matter Expert and Quality Partner.
- 4.4 To have registered five (05) Skills Programmes.

5 Performance indicators are:

- 5.1 Quality and timely delivery of all required tasks as provided for in these terms of reference to ensure the successful development of skills programmes.
- 5.2 Developed skills programmes comprising of skills programme documents, curriculum document and evaluation checklist.
- 5.3 The submission of a monthly report summarising progress made to the BANKSETA.

6 COMPETENCY AND EXPERTISE REQUIREMENTS

- 6.1 The service provider should provide proven track record in a form of reference letters indicating that they have facilitated the development of Skills Programmes.

The reference letters must:

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

- 6.2 The service provider must provide a list of Skills Programmes they have facilitated and registered with QCTO. Include the Skills Programmes registration number.

- 6.3 The facilitator should provide:

- CV with reference details demonstrating at least three (3) years' experience in facilitating the development Skills Programmes under the QCTO framework.
- NQF level 5 qualification or higher in banking and/or financial services field (copy of qualification/s of the Facilitator to be submitted).

7 DURATION OF THE CONTRACT

The contract will be valid from the contract signing date by both parties for a period of two (02) years.

8 PRICING STRUCTURE

N.B: The Pricing Schedule must be completed as per the attached annexure A. Failure to comply with requirements may result in the bid being disqualified as it will be impractical to compare across all submissions.

- 8.1 The quoted prices will remain fixed for the particular year indicated for the duration of the contract.
- 8.2. The attached pricing sheets (Appendix A) should be completed in full. The BANKSETA will not entertain pricing adjustments after the signing of contract, and it is therefore important that all pricing elements are disclosed.
- 8.3 The pricing sheet should show VAT separately.
- 8.4 Sufficient detail should be included to enable the BANKSETA to fully understand the make-up of the overall pricing.
- 8.5 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.

9 SUBMISSION AND ENQUIRIES/COMMUNICATION

9.1 ELECTRONIC PDF SENT TO:

evat@BANKSETA.ORG.ZA and COPY SCM@BANKSETA.ORG.ZA

9.2 Contact person for enquiries regarding the RFQ document:

Ms. Eva Ratema

Title: Specialist: Supply Chain Management Unit

9.3 Bidders who wish to attend virtual briefing session should indicate in writing within **five days** after advertising date by emailing:

Email: evat@bankseta.org.za copy scm@bankseta.org.za

9.4 All clarifications or enquiries must be made in writing and received by the BANKSETA at least **3 days** before closing date of the RFQ. Telephonic requests for clarification will not be accepted. All responses will be made available to all invited service providers and on the BANKSETA website.

10. ESTIMATED RFQ TIMELINES

Activity	Time	Date
Request for Quotation Advert	16:00 hours	Tuesday 7 November 2023
Non-compulsory Virtual Briefing Bidders who wish to attend an online briefing session should indicate in writing via email within a 5 days after advertising date.	11:00 hours	Monday 13 November 2023
Final questions and answers emailed to BANKSETA. Responses will be published on the website under the tender,	20 November 2023 Close of Business (C.O.B)	3 days before closing date of the RFQ
Closing date	11:00:00	Wednesday, 22 November 2023
Tender evaluation, Bidder Verification and Due Diligence	C.O. B	Within 8 days of closing – Thursday 30 November 2023
Clarification presentations by Service Providers if required/ Due Diligence	C.O.B.	Thursday 7 December 2023
Provisional Contract Award	C.O. B	11 December 2023
Contract Signatures	C.O.B.	14 December 2023

11. RFQ EVALUATION/ADJUDICATION

Bids will be evaluated in three phases:

- 11.1 Compliance/eligibility evaluation. Bids that do not pass the compliance/eligibility evaluation will be disqualified from participating in the next evaluation stage.
- 11.2 Technical/Functionality evaluation. Bids that do not meet the minimum threshold indicated in clause 13 will not participate in the final phase of evaluation.
- 11.3 Price and the BANKSETA Preferential Procurement points (Bidder will be appointed on the highest scores)

12. COMPLIANCE/ELIGIBILITY

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

NB: (For Joint Venture (JV) submissions each partner to the JV must submit all documents listed below).

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: The bidders will immediately be disqualified failure to meet below listed items (Statutory evaluation)

1.	<p>Submission of proposal (response document) and pricing schedule –Annexure A.</p> <p>Failure to comply with the pricing sheet requirement may result in the bid being disqualified as it will be impractical to compare across all submissions.</p>
2.	<p>Submission of the following fully completed and signed returnable documents:</p> <ul style="list-style-type: none"> - SBD 4 Bidder's Disclosure - SBD 6.1 Preference points claim form (complete the part that is applicable to the BANKSETA PREFERENCE POINTS CLAIM DOCUMENT).
3.	Submission of the service provider's Central Supplier Database (CSD)report

13 FUNCTIONAL/TECHNICAL EVALUATION

CRITERIA	SUB-CRITERION WEIGHTING/PERCENTAGE	WEIGHTING/PERCENTAGE
1. Track record of the bidder		40
<p>The service provider must show it proven track record by providing reference letters indicating that they have facilitated the development of Skills Programmes within five (05) years from the RFQ closing date.</p> <p>The reference letters must:</p> <ul style="list-style-type: none"> - Be on the client's letterhead, - Be signed and dated - Must have client contact details including contact name and telephone and /or mobile number and/or email address. 		

<ul style="list-style-type: none"> - Indicate the year the work was done, please note that the work should have been done within five (5) years from the RFQ closing date. - Indicate the Skills Programme title. <p>On evaluation, the BANKSETA will award points as follows:</p> <ul style="list-style-type: none"> (a) 0 Reference letter = 0 points (b) 1 Reference letters = 1 point (c) 2 Reference letters = 2 points (d) 3 Reference letters = 3 points (e) 4 Reference letters = 4 points (f) 5 Reference letters and more = 5 points <p>The reference letters must be specific to the development of Skills Programmes.</p>		
2. Qualifications and Experience of the Facilitator		60
2.1 Sub criterion: Experience of the Facilitator <p>The service provider should submit for the Facilitator</p> <ul style="list-style-type: none"> - CV with work experience details demonstrating at least three (3) years' experience in facilitating the development Skills Programmes under the QCTO framework. <p>On evaluation, the BANKSETA will award points as follows:</p> <ul style="list-style-type: none"> (a) less than 3 years' experience = 0 Points (b) 3 to less than 4 years' experience = 3 Point (c) 4 years' experience and more = 5 Points 	30	

2.2 Sub criterion: Qualification of Facilitator The service provider should submit for the Facilitator: <ul style="list-style-type: none">- Qualifications - at NQF level 5 or higher in banking and or financial services field (copy of qualification/s of the Facilitator to be submitted). On evaluation, the BANKSETA will award points as follows: <ul style="list-style-type: none">a) No certificate NQF level 5 qualification or higher in any field (copy of qualification/s of the Facilitator submitted) = 0 pointb) NQF level 5 qualification or higher in any field (copy of qualification/s of the Facilitator submitted. = 5	30	
TOTAL WEIGHTING		100
MINIMUM WEIGHTING THRESHOLD TO PASS TECHNICAL/FUNCTIONAL EVALUATION		65

The minimum weighting threshold for technical / functional evaluation is 65%. Any bidder scoring less than 65% or 65 weight will be disqualified from further evaluation.

13.1. Functionality will be evaluated using the following formula for each criterion.

$$Pf = (So/Ms) \times Ap$$

Where:

- Pf – is the percentage/weighting scored for functionality for that criterion by Request for Proposal under consideration.
- So – is the total score evaluated for the criterion of the Request for Proposal in question.
- Ap – is the percentage allocated for functionality for the criterion.
- Ms – is the maximum score possible per criterion.

13.2 Each technical /functional evaluation criteria shows how it will be evaluated out of a maximum of 5 points. i.e Ms =5 points

The score/points evaluated per criteria by BANKSETA is divided by 5 and then multiplied by the weighting of the criteria to arrive at the percentage.

The BANKSETA will add the percentages calculated for each criterion to arrive at the final total technical/functional percentage or weight.

13.3 Any proposals not meeting a minimum total weight threshold of 65 **percentage** or 65 weighting on functionality/technical evaluation will not participate in the price/preference points 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 on the following basis:

80/20

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

Where

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 BANKSETA has allocated preference points to be awarded to tenderers who meet certain BANKSETA Goals as follows:

	Specific Goals	80/20 Preference Point system
		Transactions with no local content requirement set by legislation
1.	Empowerment of black persons- Ownership by black persons – 51% threshold as explained below	6
2.	Promotion of Local production and Delivery by South Africans – 100% threshold as explained below	6
3.	Empowerment of Women - Women Ownership- Threshold 50% as explained below	2
4.	Youth Empowerment Youth Ownership – 33% Threshold as explained below	2
5.	Empowerment of Persons with Disabilities - Ownership or Employment of People with Disabilities – 20% threshold for Ownership and 10% threshold for Employment of Persons with Disabilities as explained below	2
6.	Promotion of small and medium businesses, co-operatives and non-governmental institutions in all areas- rural and urban areas – as explained	2

	below	
	Total Points allocated towards specific goals	20

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

16. EXPLANATIONS

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

- (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.

16.2 Black Person Ownership points will be awarded to a Tenderer who have 51% or more black ownership.. The shareholding will determine the ownership. The position and role that black owners play in the company should be stated.

16.3 Promotion of Local Production and Services Delivered by South Africans

The goods supplied should be 100% manufactured or assembled in South Africa from 100% local materials and any services supplied should 100% utilising South African citizens.

16.4 Women ownership points will be awarded to a Tenderer who have 50% or more women ownership, who are South African citizens. The position and role that women owners play in the company should be stated.

16.5 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.

16.6 Persons with Disability Ownership points will be awarded to a Tenderer who have 20% or more shareholding by South African citizen persons with disability or entity are **OR** to tenderers who employ 10% 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.

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.

16.7 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).

16.8 An entity may claim points based on the same shareholding or persons in more than one category. For example black female disabled shareholders under 35 who is a SA citizen may lead a business to claim points under Empowerment of women, youth empowerment and empowerment of persons with disabilities.

16.9 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.

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. COMPLIANCE STATUS

- a. The BANKSETA before making an award, shall check on the Central Supplier Database CSD whether;
 - a) the bidder's tax status is compliant and
 - b) the bidder or any of its directors are not listed / indicated as restricted from doing business with the public sector, and/or are person(s) prohibited/ its directors are not employees of the state and have no conflict of interest in the BANKSETA, or have written authority to do work with the state as per the legislation.

c) The BANKSETA will not award to service providers who do not comply with the above.

18. REVIEW PROCESS

- 18.1 In order 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.
- 18.2 All applications duly lodged as per the submission requirements will be evaluated in accordance with the stipulated evaluation criteria.
- 18.3 All proposals will go through Bid Evaluation Committee (BEC) for evaluation on functionality.
- 18.4 The proposals from BEC will be tabled before the Bid Adjudication Committee (BAC).

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) on short listed tender submitters before 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

20. REVIEW PROCESS

- 20.1 In order 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.
- 20.2 All applications duly lodged as per the submission requirements will be evaluated in accordance with the stipulated evaluation criteria.
- 20.3 All proposals will go through Evaluation Committee for evaluation on functionality.
- 20.4 The proposals from the tender evaluation committee will be tabled before the Bid Adjudication Committee (BAC).
- 20.5 **The validity period of proposals is 150 days after closing.**

21. REASONS FOR REJECTION

- 21.1 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.
- 21.2 BANKSETA shall reject a submission if the applicant has committed a proven corrupt or fraudulent act in competing for a particular contract.

22 BRANDING CONDITION/CLAUSE

- 22.1 The Banking Sector Education and Training Authority (BANKSETA)'s brand value is vital for the positioning of the organisation's brand reputation to the various target markets that BANKSETA provides services to. It is therefore paramount that training providers appointed by the BANKSETA adhere to the organisation's corporate identity guidelines whereby material is to be produced for learning programmes, programme research publications, promotional material, public relations whereby the BANKSETA is the founder of such programmes or materials.
- 22.2 Whereby programs are fully funded by the BANKSETA, BANKSETA will be deemed the sole

or primary brand unless in instances whereby certification by institutions of higher learning advise in advance that for certification of qualifications, their branding guidelines prohibit dual branding on certificates. In this regard, the respective institution or training provider is expected to provide a corporate identity manual or letter of confirmation that for certification, only their branding is allowed and provide reasons for such.

- 22.3 In instances whereby promotional material, press releases and other material is produced for BANKSETA funded programs/projects, the BANKSETA remains the hero brand. There may be agreement between the BANKSETA, training providers, other SETAs, and other collaborative partners to co-brand whereby the BANKSETA is still the funder or primary funder. In such instances, the BANKSETA will remain the hero or primary brand. Prior approval is required from the BANKSETA's Marketing and Communications Manager prior to any promotional items, corporate gifts, publications, and press releases being produced, distributed or published.
- 22.4 The exception for the BANKSETA being the only primary brand, applies in circumstances whereby the partnership is of equal contribution whereby funding is concerned. This means that partners will have equal brand status. The corporate identity manual will be provided to all that enter into contracts with the BANKSETA through the respective operational departmental representatives.

23. JOINT VENTURE

- 23.1 In the case of a Joint Venture, the following will be Applicable:
- 23.2 Each JV Member must have a CSD report showing its tax status.
- 23.3 Submission of a signed Joint Venture Agreement by the JV Partners and attached to this tender document; and
- 23.4 Submission of a BANKSETA PREFERENCE POINTS CLAIM DOCUMENT.

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 interest¹ 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

¹ 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.

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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 consortium² will not be construed as collusive bidding.

² 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.

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 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 investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

**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 and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE

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 **exceed/not exceed** R50 000 000 (all applicable taxes included) and therefore the preference point system shall be applicable; or

b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
PREFERENCIAL POINTS USING BANKSETA	20

PREFERENCE POINT SYSTEM	
Total points for Price and Preference Points must not exceed	100

- 1.1 Failure on the part of a bidder to complete and submit BANKSETAs preference points form together with the bid, will be interpreted to mean that preference points are not claimed.
- 1.2 The purchaser reserves the right to request 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) “**B-BBEE**” means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) “**B-BBEE status level of contributor**” means the B-BBEE status of an entity 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;
- (c) “**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;
- (d) “**Broad-Based Black Economic Empowerment Act**” means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) “**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;
- (f) “**functionality**” means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) “**prices**” includes all applicable taxes less all unconditional discounts;
- (h) “**proof of B-BBEE status level of contributor**” means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) “**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;
- (j) “**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
--------------	-----------	--------------

$$Ps = \frac{80 \square 1 \ Pt \ \square \ P \min \ \square}{\square \ \square \ \square} \quad \text{or} \quad Ps = \frac{90 \square 1 - \square \ \square}{\square \ \square \ \square}$$

/

$$\square \quad P \min \quad \square \quad \quad \quad \square \quad P \min \quad \square$$

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmin = Price of lowest acceptable bid

4. PREFERENCE POINTS CLAIMED

**THE BIDDER SHOULD COMPLETE THE BANKSETA PREFERENCE POINTS
CLAIM DOCUMENT BELOW**

5. SUB-CONTRACTING

5.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES		NO	
-----	--	----	--

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted..... %
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES		NO	
-----	--	----	--

- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at least 51% owned by:	EME	QSE
Black people	✓	✓
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		



Black people who are military veterans		
OR		
Any EME		
Any QSE		

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)

Limited

[TICK

APPLICABL

E BOX]

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 authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificates, 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 B-BBEE status level of contributor has been claimed or obtained 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 favorable 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

.....	SIGNATURE(S) OF BIDDER(S)
DATE:	
ADDRESS	
.....	

WITNESSES	
1.
2.

(e) forward the matter for criminal prosecution.

BANKSETA PREFERENCE POINTS CLAIM DOCUMENT

- 1.1 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.
- 1.2 For shortlisted service providers, BANKSETA may request additional information and evidence to support the preference points claimed.
- 1.3 An entity may claim points based on the same shareholding or persons in more than one category. For example, black female disabled shareholders under 35 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
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1.	Empowerment of black persons- Ownership by black persons – 51% threshold as explained below	6
2.	Promotion of Local production and Delivery by South Africans – 100% threshold as explained below	6
3.	Empowerment of Women - Women Ownership - Threshold 50% as explained below	2
4	Youth Empowerment Youth Ownership– 33% Threshold as explained below	2
5.	Empowerment of Persons with Disabilities - Ownership or Employment of People with Disabilities – 20% threshold for Ownership and 10% threshold for Employment of Persons with Disabilities as explained below	2
6.	Promotion of small and medium businesses, co-operatives and non-governmental institutions in all areas- rural and urban areas – as explained below	2
	Total Points allocated towards specific goals	20

1.4 Empowerment of black persons- Ownership by black persons Black Person Ownership

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

- (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 by black people		6	

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
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
	TOTAL Black Ownership			

For shortlisted service providers, BANKSETA will request additional information and evidence to support the information shown for the preference points claimed. Please note that such additional information may include but is not limited to certified IDs, naturalisation records for owners not South African by birth and CIPC records of the entity.

1.5 Preference Points Claimed for Empowerment of 100% Local production of Goods and/or 100% Use of South African Citizens for Delivery of Services.

The goods supplied should be 100% manufactured or assembled in South Africa from ENABLING SKILLS DEVELOPMENT IN THE BANKING AND MICROFINANCE SECTOR

100% local materials and any services supplied should 100% utilising South African citizens . If only services are being sought, the services should be delivered using 100% 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 Promotion of Local production and Delivery by South Africans – 100% threshold		6	

IF YES please provide the following details

Details	Service Provider to Indicate YES or NO
2.1 If goods are to be supplied are these 100% assembled or manufactured in South Africa	
2. If goods are to be supplied are these 100% assembled or manufactured in South Africa	
2.3 If services are to be supplied, are these to be delivered 100% by South African citizens Kindly note that the citizen status of employees is stated in the ID document	

For shortlisted service providers, BANKSETA will request additional information and evidence to support the information shown for preference points claimed. Please note that such additional information may include but is not limited to sworn affidavits, details of manufacturing/assembly plant, details of main raw material suppliers, employee lists and ID numbers.

1.6 Preference Points Claimed for Empowerment of Women – Through Women Ownership the Entity- Threshold 50%

Women ownership points will be awarded to a Tenderer who have 50% or more women ownership. The woman should 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 50% or more ownerships is by women who are South African citizens		2	

IF YES please provide the following details

DETAILS OF WOMEN OWNERS THE BUSINESS AND ARE SOUTH AFRICAN CITIZENS				
	Full Name of Black Owners	ID Number	Ownership Percentage (via shareholding)	Position in the Company
1				
2				
3				
4				
5				
6				
	TOTAL WOMEN OWNERSHIP			

For shortlisted service providers, BANKSETA will request additional information and evidence to support the information shown for preference points claimed. Please note that such additional information may include but is not limited to certified IDs and CIPC records.

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

1.7.1 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		2	

IF YES please provide the following details

DETAILS OF YOUTH OWNERS WHO ARE IN THE BUSINESS AND ARE SOUTH AFRICAN CITIZENS				
	Full Name of Black Owners	ID Number	Ownership Percentage (via shareholding)	Position in the Company
1				
2				
3				
4				
5				
6				
	TOTAL YOUTH OWNERSHIP			

For shortlisted service providers, BANKSETA will request additional information and evidence to support the information shown for preference points claimed. Please note that such additional information may include but is not limited to certified IDs and CIPC records.

1.8 Preference Points Claimed for Empowerment of Persons with Disabilities -
Ownership and Employment of People with Disabilities – 20% threshold for
Ownership 10% threshold for Employment of Persons with Disabilities of Youth
Empowerment Through Youth Ownership – 33% Threshold

1.8.1 Persons with Disability Ownership points will be awarded to a Tenderer who have 20% or more shareholding by South African citizen persons with disability or entity are.

OR

to tenderers who employ 10% 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. 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 Persons with Disability Ownership points will be awarded to a Tenderer who have 20% or more shareholding by South African citizen persons with disability OR to tenderers who employ 10% or more South African persons with disability on a permanent basis.		2	

IF YES please provide the following details

DETAILS OF OWNERS WHO ARE IN THE BUSINESS AND 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				
4				
5				
6				
	TOTAL PERSON WITH DISABILITIES OWNERSHIP			

AND/OR

Total Number of Permanent Employees	Number of Permanent Employees with Disabilities	% of Employees with Disabilities

For shortlisted service providers, BANKSETA will request additional information and evidence to support the information shown for preference points claimed. Please note that such additional information may include but is not limited to certified IDs, CIPC records, employee list, disabilities list or certificates of disability.

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

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

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).		2	

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

For shortlisted service providers, BANKSETA will request additional information and evidence to support the information shown for preference points claimed. Please note that such additional information may include but are not limited to CIPC records, annual financial statements and sworn affidavits.

1.10 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.