



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

REQUEST FOR QUOTATION PRICE QUOTATIONS: **RFQ544/2025**

INSTRUCTIONS:

- All Request for Quotations (RFQ) responses MUST be accompanied by the attached **SBD 1, SBD 3.1, SBD 4, SBD 6.1 & POPIA** consent form fully completed and signed. (Only the attached SBD Forms must be returned).
- Quotations received will be evaluated firstly on pre-compliance evaluation, then on functionality evaluation (where applicable), and thereafter 80/20-points scoring basis. 80 points price and 20 points for specific goals.
- Bidders who wish to claim points for specific goals applicable for this **RFQ**, must ensure that the SBD 6.1 claim form is completed. Proof or evidence for claiming points for specific goals as **stipulated on the SBD 6.1**.
- For local production and content as determined by DTI, suppliers should submit completed and signed SBD 6.2 as well as **annexure C**.
- **Quotation should be dated and signed on the company's letterhead.**
- Quotations should be valid for a minimum period of 90 days from the date of the quotation.
- All prices quoted must be VAT inclusive, service providers who are not registered for VAT must indicate this clearly on their quotation.
- For construction/maintenance/alterations related services submit proof of **CIDB registration**.
- Late responses will not be considered.
- **All Quotation responses MUST be submitted via email below.**

DETAILS OF SUPPLIER

SUPPLIER NAME:			
TEL. NO:		FAX NO:	
ATTENTION:			
DATE:			

SUBMIT QUOTATION TO:

NAME & SURNAME:			
TEL NO:		EMAIL:	quotation@dhet.gov.za
CLOSING DATE FOR QUOTATION(S):		30 JANUARY 2026	
CLOSING TIME FOR QUOTATION(S):		11h00	
DELIVERY ADDRESS FOR GOODS /SERVICES		123 Francis Baard Street – DHET Offices Pretoria	
COMPULSORY BRIEFING SESSION			TIME:
BRIEFING SESSION VENUE			
QUOTATION VALIDITY PERIOD		90 DAYS	

PLEASE QUOTE ON THE FOLLOWING ITEM(S)

NO.	DESCRIPTION OF ITEM(S) REQUIRED	QUANTITY OF ITEM(S)
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**TERMS OF REFERENCE TO APPOINT AN ACCREDITED TRAINING PROVIDER TO OFFER THE OCCUPATIONAL
CERTIFICATE: CAREER DEVELOPMENT INFORMATION OFFICER (SAQA QUAL ID 96372) TO CAREER DEVELOPMENT
PRACTITIONERS BASED AT CAREER RESOURCE CENTRES**

01	SEE ATTACHED TERMS OF REFERENCE	

- Please put the RFQ number on the subject line when sending the quotation and required documents.
- Please make sure you attach your signature, date and validity period on the quotation.
- The Department reserves the right to verify the information provided by the bidders and also confirming the financial capacity and the ability of the shortlisted bidders.
- Bidders MUST quote all items on the request form, failure to do so may lead to disqualification.

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF HIGHER EDUCATION AND TRAINING				
BID NUMBER:	RFQ544/2025	CLOSING DATE:	30 JANUARY 2026	CLOSING TIME: 11:00
DESCRIPTION	TERMS OF REFERENCE TO APPOINT AN ACCREDITED TRAINING PROVIDER TO OFFER THE OCCUPATIONAL CERTIFICATE: CAREER DEVELOPMENT INFORMATION OFFICER (SAQA QUAL ID 96372) TO CAREER DEVELOPMENT PRACTITIONERS BASED AT CAREER RESOURCE CENTRES			
BID RESPONSE DOCUMENTS MAY BE E-MAILED TO: quotation@dhet.gov.za				
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	David Ntuli		CONTACT PERSON	David Ntuli
POSTAL ADDRESS				
STREET ADDRESS				
TELEPHONE NUMBER	CODE		NUMBER	
CELLPHONE NUMBER				
FACSIMILE NUMBER	CODE		NUMBER	
E-MAIL ADDRESS	quotation@dhet.gov.za			
SUPPLIER INFORMATION				
NAME OF BIDDER				
POSTAL ADDRESS				
STREET ADDRESS				
TELEPHONE NUMBER	CODE		NUMBER	
CELLPHONE NUMBER				
FACSIMILE NUMBER	CODE		NUMBER	
E-MAIL ADDRESS				
VAT REGISTRATION NUMBER				
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No: MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSURE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED? <input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS				
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			<input type="checkbox"/> YES <input type="checkbox"/> NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.				

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER MAY BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7.2).**

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

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

DATE:

REQUEST FOR QUOTATION

TERMS OF REFERENCE TO APPOINT AN ACCREDITED TRAINING PROVIDER TO OFFER THE OCCUPATIONAL CERTIFICATE: CAREER DEVELOPMENT INFORMATION OFFICER (SAQA QUAL ID 96372) TO CAREER DEVELOPMENT PRACTITIONERS BASED AT CAREER RESOURCE CENTRES

INTRODUCTION

In 2017 the DHET gazetted the '*National Policy for an Integrated Career Development System for South Africa*' (the Policy). The Policy directs the implementation of career development services in all spheres of government. It provides guidelines on the establishment of structures, services standards, processes, and procedures for the provision of quality career development services for the country.

The Policy further enjoins DHET to facilitate and advocate for targeted training for those who work with Career Development Practitioners (CDPs) such as teachers, youth workers, community volunteers and social workers. The rationale being to ensure the professionalisation of the career development practice. Moreover, the Policy proposes the development and use of relevant distance learning and Information and Communication Technologies (ICT) to make training more accessible.

The Department of Higher Education and Training (DHET) had also recently developed the '*Competency Framework for Career Development Practitioners in South Africa*' in July 2016. The Competence Framework set benchmarks of minimum competencies that individual CDPs must possess in order to offer career development services in South Africa. Parallel to the development of the Competency Framework, the Quality Council for Trades and Occupations (QCTO) delegated the Education Training and Development Practices Sector Education and Training Authority (ETDP SETA) to develop a formal qualification for the training of CDPs.

In pursuance to this, the Department of Higher Education and Training (DHET) aims to strengthen the capacity of CDPs by facilitating access to accredited occupational training. The target qualification, **Occupational Certificate: Career Development Information Officer (SAQA ID 96372)**, is registered at NQF Level 5 and aligned with national imperatives to professionalise career development services.

BENEFITS OF TRAINING OF CDPs

Training of CDPs will benefit not only the targeted beneficiaries of their services but also allow the CDPs to develop pathways towards further professional training. In addition, the training will;

- Strengthen the delivery of standardised and professionalised employability and career services at the community level;
- Build a foundation for these centre personnel to meet national standards for registration as Career Development Practitioners;
- Ensure the provision of reliable, high-quality support services to community members, particularly NEET youth, through capacitated personnel; and
- Ensure that CDPs have the competencies required to provide ethical, relevant and informed career development information and services to the public.

PURPOSE OF THE PROJECT

The Department seeks to appoint a registered and accredited training provider to deliver the Occupational Certificate: Career Development Information Officer (SAQA ID 96372) to 30 Career Development Practitioners (CDPs). These CDPs are employed at Career Resource Centres which form part of the Community Employability Services Project (CESP) in pilot provinces of Gauteng, Mpumalanga, and the Free State Provinces. Moreover, a few student support services staff employed at some of the TVET and CET Colleges based in the same provinces, will also be invited to participate.

OBJECTIVES AND TIMELINES

The primary objectives are:

- To appoint an accredited training provider to facilitate and assess the Occupational Certificate: Career Development Information Officer.

- To ensure that at least 30 Career Development Practitioners are trained and successfully undergo external summative assessment.
- To deliver this programme in line with QCTO requirements and the provider's approved Programme Delivery Plan, within a period of **12 months** from contract commencement.

SCOPE AND DEFINITION OF WORK

The appointed service provider will be required to:

1. Deliver full training against the registered Occupational Certificate: Career Development Information Officer (SAQA ID 96372).
2. Ensure that the programme delivery is aligned with QCTO and the curriculum document (Curriculum Code 242301001).
3. Conduct formative assessments and support learners in compiling PoEs in accordance with QCTO guidelines.
4. Facilitate access to the External Integrated Summative Assessment (EISA) through the relevant Assessment Quality Partner (AQP).
5. Provide training materials, learner support, venues (where needed), and access to workplace exposure/ simulated learning.
6. Submit monthly progress reports and a close-out report including learner achievement data.
7. Quarterly project update meetings with DHET to present progress and to resolve any implementation challenges.
8. Ensure all learners are uploaded to the National Learner Records Database (NLRD) upon completion.
9. Ensure reasonable accommodation for learners with special needs.

DELIVERABLES

1. A detailed project plan with timelines and milestones, approved by DHET.
2. Learner attendance registers and progress reports.

3. Accredited training programme delivery and learner assessments.
4. EISA scheduling and coordination.
5. Final report with learner achievement status.
6. Certification of competent learners via QCTO processes.

APPROPRIATE SKILLS AND KNOWLEDGE

The service provider must:

- Be accredited by the QCTO to offer SAQA Qualification ID 96372.
- Demonstrate a track record in occupational training delivery, especially within the PSET sector.
- Have experienced, registered constituent assessors and facilitators for the qualification.
- Be able to provide logistical support for training across multiple provincial Community Resource Centres.
- Demonstrate the capacity to implement training aligned with QCTO and NQF standards.
- Have the ability, equipment and infrastructure to run hybrid training.

MONITORING AND REPORTING

The service provider will report to the Director: Career Development Services . Reporting will be based on the approved project plan and governed by a signed Service Level Agreement (SLA).

DISQUALIFICATION CRITERIA

Service providers will be disqualified if they:

- Are not accredited to offer the qualification.
- Submit incomplete or misleading information.
- Fail to demonstrate capacity for occupational training and summative assessment compliance.

SPECIAL CONDITIONS OF QUOTATION

- DHET reserves the right not to award the contract
- DHET reserves the right to terminate the contract if the service provider underperforms.
- All training content and intellectual property developed during the project will vest in DHET.
- The provider must ensure training venues, equipment, and communication infrastructure are in place.

MANDATORY PROPOSAL DOCUMENTS

The quotation must include:

1. Accreditation confirmation letter from QCTO.
2. Proof of registration of facilitators and assessors with the AQP.
3. Methodology and implementation plan for delivering the training.
4. Organisational profile and relevant experience.
5. Project plan with clear timelines and deliverables.
6. List of similar projects delivered (with client references).
7. Budget and cost breakdown.

EVALUATION PHASES

Pre-qualification Criteria (Phase 0)	Technical Evaluation Criteria (Phase 1)	Price and Specific goals Evaluation (Phase 2)
Bidders must submit all documents as outlined in paragraph 1 Table 1 below. Only bids that comply with ALL these criteria will proceed to Phase 1.	Bidders are required to achieve a minimum of 70 points out of 100 points on functionality and Practical demonstration evaluation phase to proceed to Phase 2 (Price and specific goals).	Bidders will be evaluated out of 100 points and Phase 2 will only apply to bidders who have met and/or exceeded the threshold of 70 points .

1.1. Phase 0: Pre-Qualification Criteria

1.1.1. Without any limitation in respect of the Department's other critical

requirements relevant to this Bid, prospective bidders must submit all the documents listed in **the table** below:

Table 1: Documents to be submitted for pre-qualification must be submitted for bidder [each legal persona of consortium/JV] and each subcontractor:

Document that must be submitted for bidder, [each legal persona of consortium/JV] and each subcontractor	YES/NO	Non-submission/non-compliance shall result in disqualification
Permission in terms of POPI Act to utilise information contained in documents for procurement purpose		Complete and sign the attached <i>pro-forma</i> document
Invitation to Bid – SBD 1		Complete and sign the attached <i>pro-forma</i> document
Tax Status		<p>i. Written confirmation that SARS may on an ongoing basis during the period of the contract disclose the bidders tax compliance status.</p> <p>ii. In the event where the bidder submits a hard copy of the Tax Clearance Certificate, the CSD verification outcome will take precedence. Pin number may be provided for tax verification status</p>
Declaration of Interest – SBD 4		<i>NOTE! Care must be taken to list ALL “other related companies” (SBD 4, par. 2.3). Failure to comply may lead to disqualification. Should the bidder have more enterprises to declare, such information can be provided on a separate sheet.</i>
Preferential Points Claim Form SBD 6.1		Complete and sign the attached <i>pro-forma</i> document. Supporting documents requested on this form MUST be submitted as evidence.
Registration on the Central Supplier Database (CSD report)		<p>i. The bidder must be registered as a service provider on the Central Supplier Database (CSD). If not registered proceed with completing the company registration prior to submission of the proposal. Visit https://secure.csd.gov.za/ to obtain a vendor number.</p> <p>ii. Submit proof of registration.</p>

Pricing Schedule (Bidder only)	Submit full details of the pricing proposal with the bid documents.
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- 1.1.2. Each document must be completed and signed by the duly authorised representative on behalf of the prospective bidding company.
- 1.1.3. During this phase bid responses will be evaluated with emphasis placed on documentary compliance with the listed administrative and mandatory bid requirements.
- 1.1.4. **Bidders' proposal shall be disqualified as a result of non-submission.**
- 1.1.5. **Bidders' proposal may be disqualified as a result of non-completion of the listed documents.**

1.2. Phase 1: Technical Evaluation Criteria = 100 points:

- 1.2.1. All bidding companies are required to fully adhere to the technical evaluation criteria scorecard and compliance checklist.
- 1.2.2. Only bidders that have fully met the Pre-qualification criteria in phase (0) zero will accordingly be evaluated in Phase 1 for determination of functionality.
- 1.2.3. Bidding companies will be evaluated on an overall score of 100 points.
- 1.2.4. Bidders are required to score a minimum of **70 points** to proceed to Phase 2: Evaluation of pricing and specific goals.
- 1.2.5. **Phase 1: Technical Evaluation Criteria:** The bidders' information will be scored according to the points determination system.

1.3. Phase 2: Price and specific goals Evaluation (80 + 20) = 100 points:

- 1.3.1. Only prospective bidders that have attained the **70-points allocation** threshold in phase 1 will subsequently progress for evaluation in phase 2 in relation to pricing options and specific goals qualification criteria.
- 1.3.2. The following formula must be used to calculate the points out of 80 For price in respect of a quotation with a rand-value equal to or below 50 million rands, inclusive of all applicable taxes:

1.3.2.1. Stage 1 - Price Evaluation (80 Points):

Criteria	Points
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Price Evaluation Ps =80	80
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1.3.3. Stage 2 – specific goals (20 Points):

- 1.3.3.1. A maximum of **20 points** may be allocated to a bidder for specific goals specified in the quotation.
- 1.3.3.2. The points scored for specific goals must be added to the points scored for price and the total must be rounded off to the nearest two decimal places.
- 1.3.3.3. The table below provides the specific goals, its criteria of measurement and the proof to be offered by bidder to qualify for 20 points:
- 1.3.3.4. A Bidder must submit proof or evidence for claiming points for specific goals as indicated above. A bidder must also complete preference form (SBD 6.1) in detail to claim points for specific goals.
- 1.3.3.5. A Bidder failing to submit proof or evidence on points claimed may not be disqualified but:
 - May only score points out of 80 for price; and
 - Scores 0 points out of 20 for specific goals.
- 1.3.3.6. The points scored by a bidder for specific goals must be added to the points scored for price for total points.
- 1.3.3.7. The points scored must be rounded off to the nearest TWO decimal place.

APPLICATION OF SPECIFIC GOALS IN THE WHITE PAPER ON RDP; & THE CODE OF GOOD PRACTICE IN B-BBEE: DHET PREFERENTIAL PROCUREMENT								
NO	SPECIFIC GOAL	REFERENCE	CRITERIA	80/20		CLAIM	EVIDENCE	
				Specific Goal Contribution	Points Claimed		PROOF/ EVIDENCE	Indicate if evidence is provided, & specify
1	Person historically disadvantaged on the basis of race	RDP 1.4.4; 3.1.4	100% black owned	65.00	7.20		Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration, copies of ID's as well as CSD (Central Supplier Database).	Y N specify
			75%-99% black owned	50.00	5.54			
			60%-74% black owned	40.00	4.43			
			51%-59% black owned	30.00	3.32			
			0-50% black owned	10.00	1.11			
			None	0.00	0.00			
2			100% women owned	40.00	4.43			Y N

	Persons historically disadvantaged on the basis of gender	RDP 1.4.4; 3.1.4; 3.2.7; 7.7	75%-99% women owned 60%-74% women owned 51%-59% women owned 0-50% women owned None	30.00 20.00 10.00 5.00 0.00	3.32 2.22 1.11 0.55 0.00		Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration, copies of ID's as well as CSD (Central Supplier Database).	specify
3	Persons historically disadvantaged on the basis of disability	RDP 7.7	100% owned by persons with disabilities 75%-99% owned by persons with disabilities 60%-74% owned by persons with disabilities 0-59% owned by persons with disabilities None	0.50 0.30 0.20 0.10 0.00	0.06 0.03 0.02 0.01 0.00		Certified medical certificate or substantive proof.	Y N specify
4	Development of Youth	RDP 1.4.6; 7.7	100% youth owned 75%-99% youth owned 60%-74% youth owned 51%-59% youth owned 0-50% youth owned None	25.00 15.00 10.00 5.00 2.50 0.00	2.77 1.66 1.11 0.55 0.28 0.00		Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration, copies of ID's as well as CSD (Central Supplier Database) to be 35 years and younger	Y N specify
5	Development of SMMEs	RDP 3.10; 3.1.4	EME QSE GEN None	50.00 20.00 0.00 0.00	5.54 2.22 0.00 0.00		BBBEE certificate or sworn affidavit for EME or QSE; Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration.	Y N specify
			TOTAL	180.50	20.00			

Functionality Evaluation Table

In terms of technical detail, the following will be taken into consideration when evaluating the quotations:

CRITERIA	WEIGHT
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Accreditation and relevant qualifications	20
The service provider needs to be accredited by the QCTO to offer the Occupational Certificate: Career Development Information Officer (SAQA ID 96372). The service provider staff leading the training must have and provide relevant qualifications in <i>Occupationally Directed Education Training and Development Practices and Assessment Qualifications</i> .	10 5 5
Experience in delivering occupational training	40
The suitable service provider will be awarded points based on experience in delivering occupational training as indicated below:	40
8 -10 years' experience	30
4 - 7 years	20
1 – 4 years	10
Additional points will be awarded on evidence that the facilitators and assessors leading the training have more than 1 experience in delivering the Occupational Certificate: Career Development Information Officer (Qualification ID 96372).	10
Methodology and implementation plan	30
The service provider will provide a detailed project plan and milestones.	15
Additional points will be allocated for:	
Identification risks and risk mitigation plan	5
Monitoring and reporting plan	5
Plan for delivery of manage multiple modes of delivery (hybrid) and learner support	5
Contactable references from previous clients	10
The following points will be awarded for contactable references	
3 or more contactable references	10
1 to 2 contactable references	5
TOTAL	100

NOTE: A minimum score of 70% is required to be considered for the financial evaluation stage.

COSTING / PRICING

1. The price must include all training, facilitation, travel, venue costs, materials, PoE support, and summative assessments.
2. All costs must be VAT-inclusive (if applicable) and fixed for the duration of the contract.

ENQUIRIES

Enquiries regarding this tender should be addressed to:

Mr David Ntuli
Directorate: Supply Chain Management
Department of Higher Education and Training
Email: quotation@dhet.gov.za

CONCLUSION

Bidding documents are to be submitted to the below e-mail address on or before the closing date below:

Closing Date: 30 JANUARY 2026

Closing Time: 11h00

NO EXTENSIONS OR LATE SUBMISSIONS WILL BE PERMITTED OR ACCEPTED.

**PRICING SCHEDULE – FIRM PRICES
(PURCHASES)**

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder.....	Bid number.....
Closing Time	Closing date.....

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

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)
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- Required by:
- At:
- Brand and model
- Country of origin
- Does the offer comply with the specification(s)? *YES/NO
- If not to specification, indicate deviation(s)
- Period required for delivery
- Delivery basis

*Delivery: Firm/not firm

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

** “all applicable taxes” includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

*Delete if not applicable



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

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

Select (x) the correct box

2.1.1 If yes, 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

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the Department of Higher Education & Training?

YES	NO

Select (x) the correct box

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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 related² enterprise whether or not they are bidding for this contract?

Select (x) the correct box

YES	NO

The department will use CSD and CIPC to verify information

2.3.1 If so, furnish particulars (an additional schedule with the heading "Additional Declaration" may be included:

.....
.....

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 consortium³ 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 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 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

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

² "related" as referred to in the Companies Act 2008, Act No 71 of 2008, section 2(1)(a)-(c). The Department reserves the right to access the Central Supplier Database (CSD), Companies Intellectual Property Commission (CIPC) or any other system to verify information

³ 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.



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

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

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

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to invitations to tender:
 - 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 The applicable preference point system for this tender is the
 - 1.2.1 **80/20** preference point system;
 - 1.2.2 **90/10** preference point system.
- 1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:
 - (a) Price; and
 - (b) Specific Goals.
- 1.4 The maximum points for this tender are allocated as follows:

	80/20	90/10
PRICE	80	90
SPECIFIC GOALS	20	10
Total points for Price and SPECIFIC GOALS	100	100
- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to

preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“Consortium or joint venture”** means an association of individuals, companies, or organisations for the purpose of combining their expertise, property, capital, efforts, skills and knowledge in an activity to respond to a tender and participating in common activity of execution through concluding a contract or written agreement stipulating their roles and responsibilities.
- (b) **“tender or bid”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (c) **“price”** means an amount of money tendered for goods or services and includes all applicable taxes less all unconditional discounts.
- (d) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (e) **“Sub-contracting”** means the primary contractor’s assigning or leasing or making out work to or employing another person to support such primary contractor in the execution of part of a project in terms of the contract.
- (f) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (g) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. Points awarded for price.

3.1.1 The 80/20 or 90/10 Preference Point Systems

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

$$P_S = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}}\right) \text{ or } P_S = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. Formulae for disposal or leasing Of State Assets and Income Generating

Procurement

3.2.1. Points awarded for Price

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

80/20	or	90/10
$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$ or		$Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
 - (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system;
 - (c) then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: The table below provides the specific goals, its criteria of measurement for a tenderer to qualify for a maximum of 20 points (80/20) OR 10 points (90/10) based on the proof submitted. Please complete the table selecting the relevant 80/20 OR 90/10 as advertised:

APPLICATION OF SPECIFIC GOALS IN THE WHITE PAPER ON RDP; & THE CODE OF GOOD PRACTICE IN B-BBEE: DHET PREFERENTIAL PROCUREMENT

NO	SPECIFIC GOAL	REFERENCE	CRITERIA	80/20		CLAIM	EVIDENCE	
				Specific Goal Contribution	Point s Claim ed	Bidder must tick (x) next to points claimed	PROOF/ EVIDENCE	Indicate if evidence is provided, & specify
1	Person historically disadvantaged on the basis of race	RDP 1.4.4; 3.1.4	100% black owned	65.00	7.20		Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration, copies of ID's as well as CSD (Central Supplier Database).	Y
			75%-99% black owned	50.00	5.54			N
			60%-74% black owned	40.00	4.43			specify
			51%-59% black owned	30.00	3.32			
			0-50% black owned	10.00	1.11			
			None	0.00	0.00			
2	Persons historically disadvantaged on the basis of gender	RDP 1.4.4; 3.1.4; 3.2.7; 7.7	100% women owned	40.00	4.43		Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration, copies of ID's as well as CSD (Central Supplier Database).	Y
			75%-99% women owned	30.00	3.32			N
			60%-74% women owned	20.00	2.22			specify
			51%-59% women owned	10.00	1.11			
			0-50% women owned	5.00	0.55			
			None	0.00	0.00			
3	Persons historically disadvantaged on the basis of disability	RDP 7.7	100% owned by persons with disabilities	0.50	0.06		Certified medical certificate or substantive proof.	Y
			75%-99% owned by persons with disabilities	0.30	0.03			N
			60%-74% owned by persons with disabilities	0.20	0.02			specify
			0-59% owned by persons with disabilities	0.10	0.01			
			None	0.00	0.00			
4	Development of Youth	RDP 1.4.6; 7.7	100% youth owned	25.00	2.77		Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration, copies of ID's as well as CSD (Central Supplier Database) to be 35 years and younger	Y
			75%-99% youth owned	15.00	1.66			N
			60%-74% youth owned	10.00	1.11			specify
			51%-59% youth owned	5.00	0.55			
			0-50% youth owned	2.50	0.28			
			None	0.00	0.00			
5	Development of SMMEs	RDP 3.10; 3.1.4	EME	50.00	5.54		BBBEE certificate or sworn affidavit for EME or QSE; Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration.	Y
			QSE	20.00	2.22			N
			GEN	0.00	0.00			specify
			None	0.00	0.00			
		TOTAL		180.50	20.00			

***LEGEND FOR CLAIMING POINT IN TABLE 1**

- *Tenderer may claim points in respect of the five (5) specific goals in the table;*
- *The evidence provided will be verified by the Department, who reserves the right to amend or ignore points claimed if incorrect or no/irrelevant evidence provided.*
- *Points claimed- must be valid at the time of closing date of tender (excluding tax information that must be valid at the date of award);*
- *A tenderer that fails to claim points for specific goals as per Table 1 will not be disqualified but will not qualify points for specific goals;*
- *The following as a minimum requirement of valid evidence is to be submitted:*

Person historically disadvantaged on the basis of race	<ul style="list-style-type: none"> • Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration, copies of ID's as well as CSD (Central Supplier Database).
Person historically disadvantaged on the basis of gender	<ul style="list-style-type: none"> • Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration, copies of ID's as well as CSD (Central Supplier Database).
Persons historically disadvantaged on the basis of disability	<ul style="list-style-type: none"> • Certified medical certificate or substantive proof.
Development of Youth	<ul style="list-style-type: none"> • Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration, copies of ID's as well as CSD (Central Supplier Database) to be 35 years and younger
Development of SMMEs	<ul style="list-style-type: none"> • BBBEE certificate or sworn affidavit for EME or QSE; Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration.

5. ADJUDICATION USING A POINT SYSTEM

- 5.1. The tenderer obtaining the highest number of points will be awarded the contract.
- 5.2. Preference points shall be calculated after prices have been brought to a comparative basis.
- 5.3. Points scored will be rounded off to 2 decimal places.

6. POINTS AWARDED FOR BLACK PEOPLE, YOUTH, WOMEN, SMMES AND PEOPLE WITH DISABILITIES

- 6.1. Points for Black people, Youth, Women, SMME and People with Disabilities are calculated on their percentage shareholding in a business, provided that they are actively involved in and exercise control over the enterprise. The following formula is prescribed:

$$NEP = NOP \times \frac{EP}{100}$$

Where

NEP = Points awarded for equity ownership by Black people, Youth, Women, SMME and People with disabilities.

NOP = The maximum number of points awarded for equity ownership by Black people, Youth, Women, SMME and People with disabilities in that specific category.

EP = The percentage of equity ownership by Black people, Youth, Women, SMME and People with disabilities within the enterprise or business.

In case of sub-contracting, points will be awarded to the main contractor based on ownership.

7. DECLARATION WITH REGARD TO COMPANY/FIRM

7.1. Name of firm :

7.2. VAT registration number :

7.3. Company registration number :

7.4. Type of company/ firm

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

[TICK APPLICABLE BOX]

7.4.1. Describe principal business activities.

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7.4.2. Company classification

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

7.4.3. Total number of years the firm has been in business?

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7.5. Consortium / Joint Venture

- 7.5.1 A consortium or joint venture will qualify for points on evaluation of their specific goals as a legal entity, provided that the entity submits the requisite documents.
- 7.5.2 A consortium or joint venture will qualify for points on evaluation of their specific goals as an unincorporated entity, provided that each entity submits their requisite, information regarding points claimed.
- 7.5.3 Points for Black people, Youth, Women, SMME and People with Disabilities are calculated based on the percentage of the contract value managed or executed by their Black people, Youth, Women, SMME and People with disabilities. The following formula is prescribed:

$$\text{NEP} = \text{NOP} \times \text{CVM}/100$$

Where

NEP = Points awarded for equity ownership by Black people, Youth, Women, SMME and People with Disabilities

NOP = The maximum number of points awarded for equity ownership by Black people, Youth, Women, SMME and People with Disabilities in that specific category

CVM = The percentage of the contract value managed by JV partner.

8. BID DECLARATION

- 8.1. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:
 - i) The information furnished is true and correct;
 - ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
 - iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
 - iv) **If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –**
 - (a) **disqualify the person from the tendering 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 tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

COMPULSORY DOCUMENT (PLEASE COMPLETE AND SIGN)

TO BE SUBMITTED WITH THE RFQ/BID RESPONSE.

PERMISSION BY BIDDER:

On behalf of:

_____ (Company name)

I, Prof/Dr/Mr/Ms _____ (duly authorized),
hereby grant permission, in terms of the **Protection of Personal Information Act, 2013 (Act 4 of 2013)**, (POPI Act), to the Department of Higher Education and Training,
to utilise all information contained in the Bid documents and Quotation submitted to
the Department of Higher Education and Training , for purposes of procurement.

Designation: _____

Signed: _____

Date: _____

NB: Bidder may be disqualified if completed form is not submitted with Bid Documents