



INVITATION TO SUBMIT QUOTATION

Arm Scor Dockyard requests your quotation for the goods and/or services listed hereunder in this RFQ document. Bidders are requested to furnish all information requested and return their quotation submission before or on the date stipulated in this invitation. Late and incomplete submissions will invalidate the quotation submitted

| | |
|-----------------------------------------|-----------------------------------|
| Issue date: 05/03/2026 | RFQ NUMBER: RR 61123/25-26 |
| Closing Date: 19/03/2026 @ 11:00 | |

REQUIREMENT DESCRIPTION: PANEL OF SERVICE PROVIDERS FOR LEGISLATIVE TRAINING

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NOTE: Should the supplier wish to submit an alternative quotation, additional copies of the quotation must be made and not retype or redraft any of the forms used;

PROPRIETARY INFORMATION

- Quotation documents may **ONLY** be obtained from the Arm Scor Procurement Department and may **NOT** be given to a third party.
- Quotations received from companies whose RFQ documents were **NOT** obtained from

RFQ NUMBER: RR 61123/25-26

INSTRUCTIONS ON SUBMISSION OF QUOTATION

- 1 Quotation Closing Date and time: 19/03/2026 @ 11:00 .
- 2 The quotation must STRICTLY be received in this email address Procurementdy@armscordy.co.za.
Failure to submit RFQ to dedicated mailbox will invalidate submission:

The Manager: Procurement Division
Arm Scor Dockyard

ENQUIRIES

- 2.1 All queries regarding quotation must be addressed to: Procurementdy@armscordy.co.za
Procurement Division
E-mail Address: procurementdy@armscordy.co.za

SUPPLIER REGISTRATION

- 3.1 Bidders must register on the National Treasury Central Supplier Database (CSD) in terms of National Treasury Instruction.
- 3.2. Bidders must electronically register for Security on Arm Scor website to be considered for orders which are administered by Arm Scor SOC Ltd on Behalf of clients.

For more information on security registration contact: -

The Security Registration

Private Bag X337

PRETORIA

0001

E-mail: - register@armscor.co.za

Website: www.armscor.co.za

RETURNABLE DOCUMENTS CHECKLIST

Bidders are required to develop a returnable schedule annexure in accordance with the following table of contents

| | List of documents required. | Submitted [Yes or No] | |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|--------------------------------|
| 1. | Central Supplier database (CSD) registration report or Unique Registration Reference Number | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 2. | Valid Tax Clearance Certificate (s) and or proof of application endorsed by SARS and / or SARS issued verification pin code. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 3. | Originally copies of bidders CIPC Company registration documents listing all members with percentage, see bidding structure for required documents. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4. | B-BBEE Certificate issued by either the CIPC or a SANAS Accredited Verification or a valid sworn affidavit prescribed by the B-BBEE Codes of Good Practice and Defense Section Code Affidavit. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 5. | Designated sectors: Local production and content. (Where applicable) | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

| | | | |
|----|-----------------------------------------------------------------------------------|--------------------------|--------------------------|
| 6. | Originally certified copy of Identity Document, no older than 6 months certified. | Yes | No |
| | | <input type="checkbox"/> | <input type="checkbox"/> |

RFQ No: RR 61123/25-26

BIDDING STRUCTURE

| | |
|-----------------------------------------|--|
| Name of Individual Bidder | |
| National Treasury (CSD) Supplier Number | |
| VAT Registration Number | |
| Contact Person | |
| Telephone Number | |
| Fax Number | |
| Email Address | |
| Postal Address | |
| Physical Address | |

NB: Submit with the bid the following documents:

Copies of the bidder's CIPC company registration documents listing all members with percentages, in case of a CC.
 In case of individual supply ID document for local and if foreigner supply passport number or identification as applicable in that country.

Latest copies of all share certificates, in case of a company or any other form of a legal entity.
 Shareholding breakdown per race, gender and percentage shareholding with shareholders of the bidding entity.

Declaration:

I, as the duly authorized representative of the bidder hereby authorize Armscor to request, investigate and process company information including tax compliance via the SARS website.

| | |
|-------|------------|
| Name: | ID number: |
|-------|------------|

PRICING SCHEDULE

NAME OF THE BIDDER:

VALIDITY PERIOD:

Quotation to remain **valid** for acceptance for a period of **60** days counted from the closing date.

Please quote on the following:

| Item | Description | UOM | Quantity | Unit Price | Sub-Total |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|-----|-----------------------------------------------------------------------------------------|------------|------------------------------------|
| 1 | APPOINTEMENT OF A PANEL OF TRAINING SERVICE PROVIDERS FOR LEGISLATIVE TRAINING FOR PERIOD OF FOUR (4) YEARS 2026-2030 | | | | |
| 2 | REFER TO ATTACHED ANNEXURE 1 FOR DETAILED OR SPECIFIC REQUIREMENTS | | | | |
| 3 | | | | | |
| 4. | | | | | |
| 5. | | | | | |
| 6. | | | | | |
| 7. | | | | | |
| 8. | | | | | |
| Attach list for quotes if table is insufficient | | | | | |
| Minimum 35 % black equity ownership | | | Applicable <input checked="" type="checkbox"/> /Not applicable <input type="checkbox"/> | | |
| The preference points will be awarded in terms of specific goals | | | | | |
| Specific Goals applicable: <input checked="" type="checkbox"/>Table A or <input type="checkbox"/>Table B or <input type="checkbox"/>Table C or <input type="checkbox"/>Table D or <input type="checkbox"/>Table E (SELECT ONE) | | | | | |
| | | | | | Sub-Total |
| | | | | | VAT@15% |
| | | | | | TOTAL PRICE (INCLUDING VAT) |

Delivery Address: **Arm Scor Dockyard Transit Store, Cole Point, East Yard, St George's Street**

Simons Town

1. When Delivery period after order receipt?
2. Is delivery period fixed? **Yes** /**No**
3. Is the price(s) fixed? **Yes** /**No**
4. Is the quote strictly to specification? **Yes** /**No**

I/We agree that this quotation shall remain binding on me/us and open for acceptance for the period stipulated above;

Name in block letters:

Capacity:

Signature.....

Date:

RFQ No: RR 61123/25-26

**ARMAMENTS CORPORATION OF SOUTH AFRICA LTD
(ARMSCOR)**

WHERE SUPPLIES OFFERED ARE TO BE IMPORTED OR ARE OFFERED EX BONDED WAREHOUSE, THE ATTACHED SECURITY QUESTIONNAIRE (KD 22) MUST BE COMPLETED AND THE FOLLOWING QUESTIONS ANSWERED:

1. Are you the accredited agent in RSA for the manufacturer of supplies quoted by you?

2. Is a special import permit required?

If not, state your imports permit number

3. What are the names and addresses of overseas suppliers? (Give particulars in KD 22)

4. Foreign content:

4.1 What amount in foreign currency must be remitted?
overseas?

4.2 What is the rate of exchange used in converting the ZAR1, 00 =
amount into SA Rand and the date on which this is based? DATE:

5. Statutory costs:

5.1 Are the goods quoted on subject to customs duty,
ad valorem customs or surcharge?

5.2 If so, what is the amount payable in respect of

a) Customs duty

b) Ad valorem customs duty?

PRICE BREAKDOWN

The following particulars must be furnished, failure of which may invalidate the bids.

| | AMOUNT | % OF TOTAL PRICE |
|--------------------------------------------------------|---------------|-------------------------|
| 10.1 FOB/FCA cost of item | | |
| 10.2 Sea/Air freight | | |
| 10.3 Insurance charges | | |
| 10.4 Clearance charges | | |
| 10.5 Customs duties | | |
| 10.6 Ad valorem customs duties | | |
| 10.7 Delivery costs from port/airport to your premises | | |
| 10.8 Local content (excluding (10.10)) | | |
| 10.9 Delivery costs from your premises into store | | |
| 10.10 Balance (detail to be submitted) | | |
| TOTAL | | |

.....
DATE

.....
BIDDER'S SIGNATURE

BID CONDITIONS ACCEPTANCE

Bidders shall complete and sign this bid conditions acceptance form

I/We hereby offer to supply all or some of the supplies and/or services described in the Pricing Schedule and /or attached documents on the terms and conditions and in accordance with the conditions set out in A-STD-0020 Issue 5 dated 22 June 2022 (and I/we acknowledge that I/we am/are acquainted therewith) at the price and on the terms of delivery/execution inserted by me/us.

I/We agree -

- 1. that this bid shall remain binding on me/us and open for acceptance for the validity period stipulated;
- 2. that if my/our bids is accepted, the acceptance will be communicated to me/us by letter or order through the post, and such acceptance shall constitute a contract between me/us and Armscor Dockyard, subject to the terms and conditions set out in Armscor's General Conditions of Contract (A-STD-0020), Issue 5 dated 22 June 2022, the contents of which I/we acknowledge ourselves to be acquainted with.

I/We choose as domicilium citandi et executandi in the Republic

(no post box or private bag)

IN BLOCK LETTERS ON BEHALF OF -

Complete registered: Name of bidder:

AUTHORISED SIGNATURE

..... Date:

Name in block letters:

Capacity:

RFQ EVALUATION CRITERIA

- 1.1 Administrative evaluation
 - 1.1.1 Completeness accuracy of returnable documents
- 1.2 Technical evaluation
 - 1.2.1 Provide specification evidence of compliance technical requirements
- 1.3 The 80/20 preference point system is applicable to all bids with a Rand value of up to R50 000 000,00 (All applicable taxes included)
- 1.4 Quotation will be awarded in terms of the Preferential Procurement Policy Framework Act, 2000:

Allocation of points in awarding the quotation will be as follows:

| | | |
|--------|-------------------------------------------------------------------|------------|
| 1.4.1. | PRICE | 80 |
| 1.4.2 | SPECIFIC GOALS | 20 |
| | *Total points for Price and Specific goals must not exceed | 100 |

PREFERENTIAL PROCUREMENT REGULATION REQUIREMENT

1. The B-BBEE preference points will be awarded in terms of the Preferential Procurement Policy Framework Act, 2000: Preferential Procurement Regulations, 2022.
2. The 80/20 preference point system is applicable to all bids with a Rand value of up to R50 000 000,00 (All applicable taxes included)
3. Preference points for this bid shall be awarded for:

| | |
|-----------------------------------------------------------|------------|
| Price | 80 |
| Specific Goals | 20 |
| Total points for Price and Specific Goals must not exceed | 100 |

4. Bidders who do not submit valid proof of Specific Goals claim will score zero (0).

2. ALLOCATION OF PREFERENCE POINTS FOR SPECIFIC GOALS

2.1 Specific Goals

2.1.1 The preference points that will be awarded in terms of the specific goals with regards to procurement processes shall be as follows (one table will be applicable for each bid):

TABLE A: Advancement of SMMEs

| No | (i) Black owned entities or (ii) Black owned Military Veterans entities or (iii) Black women owned entities or (iv) Black youth owned entities or (v) Entities owned by Black people living with disabilities or (vi) Entities owned by Black people living in rural areas or (vii) Entities owned by Unemployed black people | 90/10 preference points system | 80/20 preference points system |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|--------------------------------|
| 1. | EMEs or QSEs entities which are 100% black owned | 10 | 20 |
| 2. | EMEs or QSEs entities which are 51% - 99% black owned | 8 | 16 |
| 3. | EMEs or QSEs entities which are 35% - 50% black owned | 4 | 8 |
| 4. | EMEs or QSEs entities which are 0% - 34% black owned | 0 | 0 |

TABLE B: Advancement of Local Content & Production

| | Advancement of entities with local manufacturing capabilities for designated sectors | 90/10 preference points system | 80/20 preference points system |
|----|--------------------------------------------------------------------------------------|--------------------------------|--------------------------------|
| 1. | Full compliance to the applicable minimum threshold for local content & production | 2 | 4 |
| 2. | Non-compliance to the applicable minimum threshold for local content & production | 0 | 0 |
| | Advancement of South African Companies | 90/10 preference points system | 80/20 preference points system |
| 1. | Level 1 and 100% black owned | 8 | 16 |
| 2. | Level 2 and at least 51% black owned | 6 | 12 |
| | | | |
| 3. | Level 3 and at least 35% black owned | 1 | 2 |
| 4. | Below Level 3 | 0 | 0 |

TABLE C: Income Generation

| | Income Generation, Disposal or Leasing of Assets Advancement of South African Companies | 90/10 preference points system | 80/20 preference points system |
|----|--------------------------------------------------------------------------------------------|--------------------------------|--------------------------------|
| 1. | Level 1 | 10 | 20 |
| 2. | Level 2 | 8 | 16 |
| 3. | Level 3 | 6 | 12 |
| 4. | Below level 3 | 0 | 0 |

TABLE D: Locality

| No | Entities Located in Specific Province, Region or Municipality | 90/10 preference points system | 80/20 preference points system |
|----|---------------------------------------------------------------|--------------------------------|--------------------------------|
| 1. | Entities located within the specific locality | 2 | 4 |
| 2. | Entities located outside the specific locality | 0 | 0 |
| | Advancement of South African Companies | 90/10 preference points system | 80/20 preference points system |
| 1. | Level 1 and 100% black owned | 8 | 16 |
| 2. | Level 2 and at least 51% black owned | 6 | 12 |
| 3. | Level 3 and at least 35% black owned | 1 | 2 |
| 4. | Below Level 3 | 0 | 0 |

TABLE E: Advancement of BEE Compliant Suppliers

| No | Advancement of BEE compliant suppliers | 90/10 preference points system | 80/20 preference points system |
|----|----------------------------------------|--------------------------------|--------------------------------|
| 1. | 100% black equity ownership | 10 | 20 |
| 2. | 51% - 99% black equity ownership | 8 | 16 |
| 3. | 35% - 50% black equity ownership | 4 | 8 |
| 4. | 0% - 34% black equity ownership | 0 | 0 |
| 5. | Specialised Entities | 10 | 20 |

3. PRINCIPLES**3.1 Valid proof of B-BBEE status is either of the following:**

- a. A B-BBEE Sworn Affidavit fully completed and

- i. Deposed and signed in the presence of the Commissioner of Oaths (Certified true copy not acceptable)
 - ii. Does not contradict itself (% black ownership matches compliance level)
 - iii. Commissioner of Oaths credentials and signature are reflected.
- b. A B-BBEE Certificate issued by either the CIPC or a SANAS Accredited Verification Agency.
 - c. An entity submitting an unincorporated Joint Venture / Consortium must attach a Consolidated B-BBEE Certificate in the name of the Joint Venture / Consortium issued by a SANAS accredited Verification Agency.
 - d. B-BBEE status must be based on the latest financial year-end information; otherwise it is invalid and unacceptable.

3.2 Local content and production

- a. The complete list of sectors and sub-sectors which are designated for local production with minimum local content threshold can be found on the website of the Department of Trade, Industry & Competition via the
- b. link below.
<http://www.thedtic.gov.za/sectors-and-services-2/industrial-development/industrial-procurement/>
- c. The bidder shall submit with the Bid documents a completed Annexure C, D & E and an Exemption letter from the DTIC and a letter from the manufacturer.

3.3. Locality

- a. The bidder must submit the municipality bill/local councillor letter (must be not be older than 3 months)
- b. In an event where the bidder is the lessee, the municipality bill and the lease agreement must be submitted.
- c. In an event where the bidder owns the property, the municipality bill must be in the name of the owner of the property.

3.4 Ownership

In accordance with the provisions of the Defence Sector Code, it is a requirement of Armscor that all suppliers that do business with Armscor should achieve at least 35% black equity ownership and will be included as a bid condition where applicable.

3.5 Verification of bidder's information

The Armscor Transformation Division reserves the right to require a bidder and/or its sub-contractor(s) to substantiate any claim at any stage in the bidding process to verify and confirm the specific goals claim of the bidder and/or its sub-contractor(s).

ANNEXURE 1

DEFENCE SECTOR BBBEE SWORN AFFIDAVIT – EXEMPTED MICRO ENTERPRISE

I, the undersigned,

| | |
|--------------------------------|--|
| Full name & Surname | |
| Identity number | |

1. Hereby declare under oath as follows:
2. The contents of this statement are to the best of my knowledge a true reflection of the facts.
I am a Member / Director / Owner of the following enterprise and am duly authorized to act on its behalf:

| | |
|--------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Enterprise Name: | |
| Trading Name (If Applicable): | |
| Registration Number: | |
| Type of Entity (CC, (Pty) Ltd, Sole Prop etc.): | |
| Nature of Business: | |
| Definition of “Black People” | <p>As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 “Black People” is a generic term which means Africans, Coloureds and Indians –</p> <p>(a) who are citizens of the Republic of South Africa by birth or descent; or (b) who became citizens of the Republic of South Africa by naturalisation- i. before 27 April 1994; or ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;”</p> |
| Definition of “Black Designated Groups | <p>“Black Designated Groups means: (a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution; (b) Black people who are youth as defined in the National Youth Commission Act of 1996; (c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act; (d) Black people living in rural and under developed areas; (e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;”</p> |

ANNEXURE 1

3. I hereby declare under Oath that:

- The Enterprise has _____ % Black Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise has _____ % Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise has _____ % Black Designated Group Beneficiaries as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- Black Designated Group Owned % Breakdown as per the definition stated above:
 - Black Youth % = _____ %
 - Black people living with disabilities % = _____ %
 - Black Unemployed % = _____ %
 - Black People living in Rural areas % = _____ %
 - Black Military Veterans % = _____ %
- Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of _____, the annual Total Revenue was R5,000,000.00 (Five Million Rands) or less
- Please confirm on the table below the B-BBEE level contributor, **by ticking the applicable box.**

| | | |
|---------------------------|---------------------------------------------------------|--------------------------|
| 100% Black Owned | Level One (135% B-BBEE procurement recognition) | <input type="checkbox"/> |
| At Least 51% Black Owned | Level Two (125% B-BBEE procurement recognition) | <input type="checkbox"/> |
| Less than 51% Black Owned | Level Four (100% B-BBEE procurement recognition) | <input type="checkbox"/> |

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.
5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

| | |
|----------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Commissioner of Oaths</p> <p>Signature and Stamp</p> <p>_____</p> <p>Date</p> | <p>Deponent</p> <p>_____</p> <p>Signature</p> <p>_____</p> <p>Date</p> |
|----------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

ANNEXURE 2

DEFENCE SECTOR BBBEE SWORN AFFIDAVIT – QUALIFYING SMALL ENTERPRISE

I, the undersigned,

| | |
|--------------------------------|--|
| Full name & Surname | |
| Identity number | |

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a Member / Director / Owner of the following enterprise and am duly authorised to act on its behalf:

| | |
|--------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Enterprise Name: | |
| Trading Name (If Applicable): | |
| Registration Number: | |
| Type of Entity (CC, (Pty) Ltd, Sole Prop etc.): | |
| Nature of Business: | |
| Definition of “Black People” | As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 “Black People” is a generic term which means Africans, Coloureds and Indians – (a) who are citizens of the Republic of South Africa by birth or descent; or (b) who became citizens of the Republic of South Africa by naturalisation- i. before 27 April 1994; or ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;” |
| Definition of “Black Designated Groups | “Black Designated Groups means: (a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution; (b) Black people who are youth as defined in the National Youth Commission Act of 1996; (c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act; (d) Black people living in rural and under developed areas; (e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;” |

3. I hereby declare under Oath that:

- The Enterprise has % Black Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,

- The Enterprise has _____ % Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise has _____ % Black Designated Group Beneficiaries as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- Black Designated Group Owned % Breakdown as per the definition stated above:
 - Black Youth % = _____ %
 - Black people living with disabilities % = _____ %
 - Black Unemployed % = _____ %
 - Black People living in Rural areas % = _____ %
 - Black Military Veterans % = _____ %
- Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of _____, the annual Total Revenue was between R5,000,000.00 (Five Million Rands) to R50,000,000.00 (Fifty Million Rands)
- Please confirm on the table below the B-BBEE level contributor, **by ticking the applicable box.**

| | | |
|--------------------------|--------------------------------------------------------|--------------------------|
| 100% Black Owned | Level One (135% B-BBEE procurement recognition) | <input type="checkbox"/> |
| At Least 51% Black Owned | Level Two (125% B-BBEE procurement recognition) | <input type="checkbox"/> |

- I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.
- The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

| Commissioner of Oaths | Deponent |
|-----------------------|---------------------------|
| Signature and Stamp | |
| | _____ Signature |
| _____ Date | _____ Date |

ANNEXURE 3 TAX STATUS

| YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF ARMSCOR | | | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|--------------------------------------------------------------------------|------------------------------------------------|-----------------------------------------------------------------------------------|-------|
| BID NUMBER: | RR61123/25-26 | CLOSING DATE: | 19/03/2026 | CLOSING TIME: | 11:00 |
| DESCRIPTION | PANEL OF SERVICE PROVIDERS FOR LEGISLATIVE TRAINING | | | | |
| BID RESPONSE DOCUMENTS MAY BE EMAIL TO: | | | | | |
| Procurementdy@armscordy.co.za | | | | | |
| BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO: | | | TECHNICAL ENQUIRIES MAY BE DIRECTED TO: | | |
| CONTACT PERSON | | CONTACT PERSON | | | |
| TELEPHONE NUMBER | | TELEPHONE NUMBER | | | |
| FACSIMILE NUMBER | | FACSIMILE NUMBER | | | |
| E-MAIL ADDRESS | | E-MAIL ADDRESS | | | |
| SUPPLIER INFORMATION | | | | | |
| NAME OF BIDDER | | | | | |
| POSTAL ADDRESS | | | | | |
| STREET ADDRESS | | | | | |
| TELEPHONE NUMBER | | | | | |
| CELLPHONE NUMBER | | | | | |
| FACSIMILE NUMBER | | | | | |
| E-MAIL ADDRESS | | | | | |
| VAT REGISTRATION NUMBER | | | | | |
| SUPPLIER COMPLIANCE STATUS | TAX COMPLIANCE SYSTEM PIN: | | OR | CENTRAL SUPPLIER DATABASE No: | MAAA |
| B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE | TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No | B-BBEE STATUS LEVEL SWORN AFFIDAVIT | | [TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| [A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE] | | | | | |
| ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED? | <input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF] | ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED? | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| 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. | | | | | |

ANNEXURE 3 TAX STATUS

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, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

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 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."

TAX COMPLIANCE NOTE

It is a condition that the successful bidder **MUST** be tax compliant, or that satisfactory arrangements have been made with the South African Revenue Service (SARS) to meet the bidder's tax obligations.

FOREIGN COMPANIES ARE REQUIRED TO COMPLETE QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS ON ANNEXURE 3

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:

Annexure 4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. BIDDER'S DECLARATION

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest 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 |
|-----------|-----------------|---------------------------|
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2.2.1 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:

2.3.1 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

- 3.1 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:
- 3.2 I have read and I understand the contents of this disclosure;
- 3.3 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.4 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium will not be construed as collusive bidding.
- 3.5 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.
- 3.6 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.
- 3.7 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.
- 3.8 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

ANNEXURE 1

1. Purpose

The purpose of this request is to call for proposals from qualified and competent accredited or licensed training providers to form part of a panel of Training Providers for Armscor Dockyard in Simonstown, whose key mandate will be to provide legislative training programs to the organization for a period of 4 years, 2026-2030.

2. Scope of work

- 2.1. Armscor Dockyard staff complement is 437 employees however the number may vary due to a number of effects such as natural attrition, capacitation need, and skills requirements.
- 2.2. Training provider (s) must be able to render training at Armscor Dockyard in Simonstown, Western Cape Province.
- 2.3. The role of the Training providers will be to facilitate legislative training programmes at Armscor Dockyard. The Training provider must offer a variety of fit for purpose legislative training interventions at various levels. Training should be facilitated by professional training facilitators who are subject matter experts.
- 2.4. Training Provider(s) will be required to prepare and provide a training or skills program required as per specification as and when required.
- 2.5. The Training provider (s) will be required to indicate specifics on the legislative training they offer. A course outline must be attached for each training, skills program and unit standard Id, NQF level, credits, duration and minimum requirements for each training.
- 2.6. When the training is required Armscor Dockyard will request quotation from three (3) or more Training Provider(s) depending on their relevance to the required training to submit proposals for the required training.
- 2.7. Training provider (s) will be expected to render services to Armscor Dockyard on a wide range of interventions pertaining to, among others the following: -

| Category 1 | Occupational Health & Safety courses | Critical Requirements |
|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | 2.7.1. Basic Fire Fighting 2.7.2. Emergency Evacuation 2.7.3. First Aid 2.7.4. Health and Safety Rep 2.7.5. Incident Investigation 2.7.6. The OHC Act and the responsibilities of Management (legal liability) | 1. Department of Labour 2. Registration letter from Quality Council for Trades and Occupations (QCTO) 3. Registered with SAIOSH (South African Institute of Occupational Safety and health) 4. Accreditation with the relevant SETA 5. Client Reference letter with contactable details |

**REQUEST FOR THE APPOINTMENT OF A PANEL OF TRAINING PROVIDERS FOR PROVISION OF
LEGISLATIVE TRAINING FOR A PERIOD OF FOUR (4) YEARS 2026-2030**

| | | |
|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | |
| Category 2 | Occupational Health & Safety courses | Critical Requirements |
| | 2.7.7. Rigging & Slinging 2.7.8. Working at height 2.7.9. Working in confined space | 1. Registered with Department of Labour 2. Registration letter from Quality Council for Trades and Occupations (QCTO) 3. Accreditation with the Construction Education and Training Authority (CETA) 4. Client Reference letter with contactable details |
| Category 3 | Occupational Health & Safety courses | Critical Requirements |
| | 2.7.10. Handling Hazardous Chemicals 2.7.11. Gas Handling/SAQCC Safe Handling 2.7.12. Hazard Identification and Risk Assessment 2.7.13. Dangerous goods | 1. Registered with Department of Labour 2. Registration letter from Quality Council for Trades and Occupations (QCTO) 3. Accreditation with the relevant SETA 4. SAQCC accreditation for the Safe Handling of Gas 5. Client Reference letter with contactable details |
| Category 4 | Driven Machinery | Critical Requirements |
| | Crane licenses (Overhead crane, Cab Controlled Crane, Pendant Controlled Crane, and Hydraulic mobile crane) Mobile Elevating Platform/Cherry Picker Counterbalanced lift truck Forklift Scaffolding | 1. Registered with Department of Labour 2. Registration letter from Quality Council for Trades and Occupations (QCTO) 3. Accredited with Transport Education Training Authority (TETA) 4. Client Reference letter with contactable details |

**REQUEST FOR THE APPOINTMENT OF A PANEL OF TRAINING PROVIDERS FOR PROVISION OF
LEGISLATIVE TRAINING FOR A PERIOD OF FOUR (4) YEARS 2026-2030**

| Category 5 | Lifting Equipment | Critical Requirements |
|-------------------|----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | Scaffolding training Rigging training Lifting Equipment Inspector training | <ol style="list-style-type: none"> 1. Registered with Department of Labour 2. Registration letter from Quality Council for Trades and Occupations (QCTO) 3. Accreditation with the Construction Education and Training Authority (CETA) for Scaffolding and Rigging Training 4. Accredited with Transport Education Training Authority (TETA) for the Lifting Equipment 5. Client Reference letter with contactable details |

3. Bidder Requirements

3.1. Specifications and Requirements

The bidders will be expected to demonstrate technical ability and capacity to undertake a project of this nature.

The successful training provider must fulfil the following requirements:

- Shortlisted bidders are required to provide detailed information with regard to the work of similar nature previously undertaken as well as period of such work, accompanied by 3 reference letters. Proven successful record of providing highly effective training through the use of qualified trainers or facilitators.
- Experience and be qualified in offering the identified training and skills development program, provide required support, and the detailed quality reports.
- The courses should be aligned to the National Qualifications Framework (NQF) and in some areas, courses may be in line with international standards.
- Training provider (s) must provide a detailed cost breakdown;
- Be accessible anytime during entire duration
- Liaise with the Manager Learning & Development as and when required.
- Have a good track record of offering quick turn-around times in providing competence results
- Present the final closeout report to relevant stakeholders

4. Bidder competences

- The Training provider must be a credible, legally registered and accredited or licensed provider in providing training and skills development programs, which needs to be indicated by submission of accreditation documents.

**REQUEST FOR THE APPOINTMENT OF A PANEL OF TRAINING PROVIDERS FOR PROVISION OF
LEGISLATIVE TRAINING FOR A PERIOD OF FOUR (4) YEARS 2026-2030**

- The Training provider must have extensive experience in this field of work which needs to be indicated by way of contactable references
- Manage facilitating of a large numbers of people
- Statistical analysis, report writing and presentation skills
- Manage facilitation of a diverse group
- Understanding of content
- Understanding of government context will be advantageous
- Project risks identification and management;
- Stakeholder engagement including liaison with members of senior management within the organization if need be;
- Reporting on the project along with the ability to present the final closeout report to relevant stakeholders

CRITERIA

| CRITERIA | EVIDENCE |
|---------------------------------------------------------|----------------------------------------|
| Critical Requirements as listed on each category | - Registration letters |
| | - Accreditation letter |
| | - Reference letter from clients |
| | - Reference letters |