

RFQ 001-2026-27  
 Enquiries: Itumeleng Likotsi  
 Tel: 012 395 6617  
 Email: rfp@gtac.gov.za

**ATTENTION: PROSPECTIVE BIDDERS**

**RFQ 001-2026-27: APPOINTMENT OF SERVICE PROVIDER TO ASSIST THE GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC) WITH K2 MAINTENANCE AND SUPPORT IN SUPPORT OF THE K2 SYSTEM AND OTHER RELATED SYSTEM USED BY THE MUNICIPAL FINANCE IMPROVEMENT PROGRAMME (MFIP).**

The Professional Services Procurement (PSP) Unit within Government Technical Advisory Centre (GTAC) hereby invites credible suppliers to submit a quotation in response to the Terms of Reference attached hereto.

**EVALUATION METHODOLOGY**

The table below reflects the evaluation methodology for this Request for Quotation:

Evaluation Stage	Description
<u>Stage 1:</u> Administrative Compliance	Documents must be submitted and duly completed and signed where required
Mandatory requirements	Refer to attached Terms of Reference (TOR). (5.1.2)
<u>Stage 2:</u> Functionality Evaluation	Response to functionality evaluation criteria cited in the attached TOR.
<u>Stage 3:</u> Preferential Procurement Regulations 2022  (Price and Specific Goals)	80/20 Price and specific goals evaluation based on the Preferential Procurement Regulations 2022 - (refer to the SBD 6.1 for more detail).



**STAGE 1: ADMINISTRATIVE COMPLIANCE REQUIREMENTS**

**a. Standard Bidding Documents (SBD)**

Bidders must submit all Standard Bidding Documents (SBD), as outlined below:

SBD forms must be completed in full and duly signed where required, including the Central Supplier Database (CSD) number/ report for verification of tax compliance status.

Document to be submitted	Requirement	Returnable SBD Forms for compliance and Mandatory purposes as stipulated in the TOR. Indicate YES/NO
SBD 1 – Invitation to bid	Complete and sign the supplied pro forma document	
CSD Registration Report or CSD registration number or SARS pin	Bidders must be registered on the CSD and submit the report as confirmation of registration at the closing date of the bid.	
SBD 3.3 Pricing Schedule	Complete and sign the financial proposal	
SBD 4 – Bidder's Disclosure	Complete and sign the form	
<p><b>Note:</b>  <i>Bidder's must submit the attached SBD 4 document. A bid will be disqualified if this disclosure is found not to be true and complete in every respect. The following definitions should be considered when completing the form:</i></p> <ul style="list-style-type: none"> <li>- "Person" means a bidder or supplier or shareholder, director, trustee, partner, member of a bidder or supplier having the controlling interest in the bidder or supplier.</li> <li>- "State" means a national or provincial department, national or provincial public entity or constitutional institution, a municipality or municipal entity, a provincial legislature or parliament.</li> </ul>		
SBD 6.1 Preferential Claim Form in terms of Preferential Procurement Regulation (PPR) 2022, if applicable	Complete and sign the form	YES



### b, Tax clearance status

A tax pin, valid at the closing date and time of the bid, must be provided for purposes of verifying that the tax matters of the bidder are in order. Where consortiums/ joint ventures/ sub-contractors are involved, each party to the association must submit a separate validation of tax status, i.e., Registration number from CSD must be provided with this bid.

The bidder's tax matters must be compliant at the time of award. In cases where a bidder's tax matters are non-compliant the bidder will be given a maximum of **seven (7) days** to remedy the tax matters. Failure to remedy this will invalidate the bid.

### MANDATORY REQUIREMENTS (REFER TO ATTACHED TOR)

NB: Failure to comply with this RFQ requirements as stated in the Terms of Reference (TOR) will be disqualified.

### STAGE 2: FUNCTIONALITY EVALUATION (REFER TO THE TOR)

Bidders are required to submit a functionality/technical proposal in response to the technical evaluation criteria cited in the Terms of Reference.

Bidders are required to meet the minimum score of 70% for the functionality evaluation to be considered on next stage for Preferential Procurement Regulation (PPR) 2022.

### STAGE 3: THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 - (REFER TO THE SBD 6.1 FOR MORE DETAILS)

#### a. 80/20 Preference Points Evaluation

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 of SBD 6.1 as may be supported by proof/ documentation stated in the conditions of this RFQ

The following preference point system is applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value (**RFQ**) up to R1 000 000 (all applicable taxes included); and

Points for this RFQ shall be allocated/awarded for:

- The bid price (maximum 80 points)



- Specific goals (maximum 20 points) as allocated and specified on SBD 6.1 to claim points accordingly.

The RFQ must attain a minimum threshold score of 70% in order to be shortlisted and evaluated further based on the (80/20) principle of which eighty (80) points are allocated for price evaluation and the remaining twenty (20) points are allocated for the specific goals as indicated in the Terms of Reference attached.

**The CSD report / Pin number shall be used as evidence to confirm/award points for Specific Goals. It is the responsibility of the bidding entity/bidder to ensure that the information on the CSD is updated and accurate.** Failure on the part of a tenderer to submit proof or documentation (SBD 6.1) required in terms of this RFQ to claim points for Specific Goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

### SUBMISSION REQUIREMENTS

The 1<sup>st</sup> submission must contain the functionality/technical proposal and the 2<sup>nd</sup> submission must contain the financial proposal (SBD 3.3), total cost must be inclusive of all applicable taxes (if no indication is given, quoted prices will be evaluated as all applicable taxes inclusive)

- All returnable bid documents must be completed in full and submitted together with the bidder's proposal at closing date and time of bid.
- Late or incomplete submissions will not be accepted.
- GTAC reserves the right to verify validity of documents at any stage during this RFQ process or after award.
- GTAC encourage the bidder to submit a CV in a prescribed format.
- It will be an advantage for the bidders complying with all South African laws; including the Immigration Act 13 of 2002 (as amended).
- SBD 4 - A bidder will be disqualified if the SBD 4- Bidder's Disclosure is found not to be true and complete in every respect in the attached SBD 4 form.** The following definitions should be considered when completing the form:
  - "Person" means a bidder or supplier or shareholder, director, trustee, partner, member of a bidder or supplier having the controlling interest in the bidder or supplier.
  - "State" means a national or provincial department, national or provincial public entity or constitutional institution, a municipality or municipal entity, a provincial legislature or parliament.
  - Failure to adhere to the above requirements i.e., misrepresentation and/or non-submission of the required documentation may lead to a disqualification or termination of the contract with the appointed service provider at any stage of implementation.



### SUBMISSION DETAILS AND CLARIFICATION

Submissions must be sent to: [rfp@gtac.gov.za](mailto:rfp@gtac.gov.za) by 14:00pm on 9 April 2026.

Professional Services Procurement (PSP): GTAC will evaluate proposals in accordance with the evaluation methodology cited on paragraph 1.1 above but is neither legally bound nor obligated to accept quoted rates and further reserves the right to negotiate total cost price around any quotation before the award of this RFQ.

Any clarification regarding this invitation or the Terms of Reference must be addressed in writing by e-mail to [rfp@gtac.gov.za](mailto:rfp@gtac.gov.za).

No telephonic requests for clarification shall be entertained.

### SPECIAL CONDITIONS OF THIS BID

GTAC reserves the right to negotiate with recommended bidder(s) identified in the evaluation process, regarding their price.

### BID VALIDITY PERIOD

The bid will be valid for a period of 60 (sixty) days from the closing date.

Yours sincerely



**Aletta Mbuyane**  
**Professional Services Procurement: Acquisition and Sourcing**  
**Date: 1 April 2026**

