



**REQUEST FOR BID
PROFESSIONAL SERVICES**

BID NUMBER: BS/2026/RFB545

ADVERT MONDAY 16 February 2026
PUBLISH
DATE

CLOSE Date: WEDNESDAY 11 March 2026 AT 11:00

Time: 11h00

DESCRIPTION: **APPOINTMENT OF THE SERVICE PROVIDER TO PROVIDE BANKING SERVICES**

ONLINE NON-COMPULSORY BRIEFING Monday 23 February 2026 at 11:00
<https://teams.microsoft.com/meet/37910943289156?p=nXS8DZVVxzgmDzHqGN>



Email for Briefing link to be sent
evat@bankseta.org.za
/scm@bankseta.org.za

Respondent details

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

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

1. BANKSETA BACKGROUND

- 1.1 BANKSETA is a statutory body established through the Skills Development Act of 1998 to enable its stakeholders to advance the national and global position of the banking and alternative banking industry. As guided by its mandate the BANKSETA is an agent of transformation and will promote employment equity and Broad Based Black Economic Empowerment through skills development.
- 1.2 BANKSETA is a schedule 3A public entity with about 92 staff complement. BANKSETA has a head office in Gauteng at 349 Witch-Hazel Avenue, in Eco Park, Centurion, a satellite office in Free State and two regional offices, one in Limpopo and the other in Eastern Cape.
- 1.3 For further details on the BANKSETA, visit www.bankseta.org.za and refer to the 2024– 2025 annual report under Media Centre/publication/annual reports.

2. BACKGROUND TO THE ASSIGNMENT

- 2.1 The BANKSETA requires transactional bank accounts for its day-to-day operations to make payments to creditors, stakeholders and employees from and also to receive any levies, grants and funds into and to make transfers of any investments from.

The BANKSETA also requires prepaid credit card facilities to utilise for low value office supplies.

3. INTENDED USE AND EXPECTED OUTCOMES OBJECTIVES

The bank accounts would be for operational and transactional services being mainly:

- 3.1 To effect day to day operational payments to creditors, stakeholders and employees using the bank accounts. The accounts should have modern tools and functionalities like online electronic funds payments, upload of beneficiary details, segregation of user access and duties, international payments platforms, account verification platforms, ability to download statements in a format that can be imported into an account system
- 3.2. To receive levies, grants and any other payments due to BANKSETA into.
- 3.3 To make transfers of investments from.
- 3.4 To use for day-to-day small purchases of office consumables like tea and sugar.
- 3.5 Credit cards to make payments for travel costs and be lodged with travel management service provider.

4. EXPECTED OUTPUTS AND DELIVERABLES

BANKSETA expects.

- 4.1 to be able to carry out its payments and receipts functions securely and effectively using the accounts.
- 4.2 to be able to get reports and audit trails securely and effectively

5. SCOPE OF WORK

The scope and functionalities of the banking facilities required include but is not limited to the following:

Prospective bidders are required to provide a fully digitized banking solution that will integrate/interface/upload information with BANKSETA's financial application, which is SAGE, On-boarding of all bank accounts.

5.1 Creation of all beneficiaries.

5.2 Provide an Online Banking Solution as follows:

- 5.2.1 Current accounts must have the ability to handle very large transaction volumes in the salaries and current account to the estimated value of R150 million or more on a monthly basis.
- 5.2.2 Dedicated Key Account Manager must be made available for BANKSETA all the time
- 5.2.3 All payments and receipts to appear with full reference numbers and details.
- 5.2.4 Processes to identify and deal with un-cleared/unidentified deposit transactions reflected in all bank accounts.
- 5.2.5 Internet payments and over the counter deposits to reflect an accurate reference number.
- 5.2.6 Prevent any debit orders not specifically authorised by BANKSETA in writing to the bank with the exception of bank charges from going through the BANKSETA accounts.
- 5.2.7 The banking system must have the ability to provide reversals of any unauthorised, erroneous and fraudulent transactions.
- 5.2.8 The bidder must provide confirmation manually and electronically (affirmative and/ or negative) of bank details of suppliers and/or employees upon request by authorised staff members from BANKSETA. This service must provide the necessary validation of beneficiary banking details prior to input into the BANKSETA's beneficiary address book. The bidder must be able to perform the account verification with all other banks within 3 days even if the beneficiary does not have a standard company registration number.
- 5.2.9 The account confirmation requests must be transmitted to the BANKSETA electronically. (i.e. in a secured format).

5.2.10 The electronic banking system must provide real-time (processing within X seconds, cut-off times for same-day settlement) transactions that allow for efficient cash management, payments and receipts. The banking system must have the capability to perform transfers between BANKSETA's own bank accounts with built-in security controls to prevent unauthorised movement of funds.

5.2.11 The banking system must ensure that payments are only made to existing beneficiaries which are pre-approved within the banking database of the BANKSETA.

5.2.12 The banking system must have the ability to send proof of payments via any communication platform available.

5.2.13 The banking system must be able to have adequate controls to prevent a user from being duplicated when created.

5.2.14 The banking system de-activation functionality to be automated if user has not logged in for specific number of days. Idle Timeout: Auto-logoff after a configurable period (e.g., 15 minutes). Dormant Account: Automated deactivation after 180 days of inactivity, with reactivation workflow and audit trail.

5.2.15 The bidder's system must always operate effectively and timeously.

5.2.16 The bidder's system must always operate effectively and timeously. It must be designed to meet BANKSETA's operational requirements which include, system reliability, fast, recoverability, response time measured in a few seconds, high levels of security, uptime assurance, network infrastructure, backup capacity, risk mitigations and ease of use.

5.2.17 The system must be able to log off automatically if idle for more than a specified time to be agreed on in the Service Level Agreement, to prevent access by unauthorised third parties if left unattended.

5.2.18 The bidder's system must be able to provide bank statements via e-mail to designated BANKSETA officials on all accounts and be able to load them onto a BANKSETA centralized file path for reconciliation to the ERP system. The BANKSETA must also be able to download and access bank statements of all bank accounts at any given point from the banking platform.

5.2.19 The bidder's system must have the capability to provide systems interfaces to facilitate a seamless downloading of electronic bank statements, transaction enquiries and reports for BANKSETA's financial and accounting systems.

5.2.20 The bidder's system must be able to generate audit trails for all user activities, as well as any investigation reports, as and when required.

5.2.21 The bidder's system must be able to generate exception reports based on predetermined thresholds.

5.2.22 The bidder's system must be able to allow for unique passwords for a predetermined period and accommodate complex passwords such as, alpha-numeric and case sensitive, including multi-factor authentication.

5.2.23 The bidder's system must have Self-Administration capability to allow the administrator to create, update and deactivate transactional operators including giving access/restricting access. (view/update/insert/delete/release/validate/save), set financial limits.

5.2.24 The bidder's system must include and be able to generate the following reports but not limited to:

5.2.24.1 User activity reports- All actions performed by any user must be recorded in the Audit Log and be accessible by authorised users. All actions performed by any user includes creating, deleting and updating or viewing of any data. Active users not logging in, user activity after cut-off time as well as password re-issue history per user.

5.2.24.2 The system must be able to generate detailed and summarized transactional reports not limited to:

5.2.24.3 Payment detailed report

5.2.24.4 Supplier detailed report

5.2.24.5 Implementation of the Host-to-Host Banking Solution.

5.2.24.6 The ability to import payment batch files from BANKSETA's SAGE Financial System to online or Host-to-Host banking to avoid manual capturing of payments to the bank. (i.e. provide a secured compatible pre-defined file format).

5.3 Administer the import/export function of the Banking Solution to the BANKSETA's SAGE financial systems.

5.3.1 The data import from one of our account systems/ integrate from ERP to banking

5.3.2 Provide Foreign Exchange Services

5.3.3 Ability to make payments to a foreign supplier

5.3.4 Ability to receive payments from foreign depositors.

Training, support, maintenance and enhancements of the Banking Services solutions to be provided for the initial implementation and as and when required.

5.3.5 Identify training requirements and time frames for the implementation of solutions. Dedicated implementation team to facilitate a smooth transition of banking services.

5.3.6 On-going electronic banking and systems training to support BANKSETA officials and appropriate skills training and development of BANKSETA officials in all spheres of

financial services as required by the BANKSETA at no cost to the BANKSETA, complete centralized BANKSETA portfolio.

5.3.7 Automated solution for archiving and backups (all accounts, daily/monthly statements, proof-of-payments, audit logs), retention period of at least five (5) years after the end of the contract of the banking services.

5.3.8 The bidder must have the capacity to keep BANKSETA records (including but not limited to Administrators and User activities log files) for a period of at least five (5) years after the end of the contract.

5.3.9 The bidder must be able to archive the bank statements for the duration of the contract.

5.3.9.1 The bidder must have IT Systems backup facilities.

6 BANKING SYSTEM MANDATORY REQUIREMENTS

Table 1: Banking System Checklist

Reference as per above terms of reference section	Specification	CHECKLIST Does your proposal meet specification? Indicate with YES/NO.
3.1	Modern tools and functionalities like online electronic funds payments, upload of beneficiary details, segregation of user access and duties, international payments platforms, account verification platforms, ability to download statements	
5.2	Online Banking Solution with ability to handle very large transaction volumes in the salaries and current account	
5.2.2	Dedicated Key Account Manager must be made available for BANKSETA all the time	
5.2.6	Prevent any debit orders not specifically authorised by BANKSETA	

5.2.7	Ability to provide reversals of any unauthorised, erroneous and fraudulent transactions.	
5.2.8	Validation of beneficiary banking details prior to input into the BANKSETA's beneficiary address book	
5.2.10	The electronic banking system must provide real-time (processing within X seconds, cut-off times for same-day settlement) transactions	
5.2.12	Ability to send proof of payments via any communication platform	
5.2.13	Adequate controls to prevent a user from being duplicated when created.	
5.2.14	The banking system de-activation functionality to be automated if user has not logged in for more than 180 days, with reactivation workflow and audit trail. Idle Timeout: Auto-logoff after a configurable period (e.g., 15 minutes).	
5.2.16	System must be able to log off automatically if idle for more than a specified time to be agreed	
5.2.17	System must be able to provide bank statements via e-mail to designated BANKSETA officials	

5.2.19	System must be able to generate audit trails for all user activities	
5.2.20	Generate exception reports based on predetermined thresholds	
5.2.21	Allow for unique passwords	
5.2.22	System must have Self-Administration capability to allow the administrator to create, update and deactivate transactional operators including giving access/restricting access	
5.3.3	Make payments to a foreign supplier	
5.3.4	Receive payments from foreign depositors	
5.3.7	Automated solution for archiving and backups (all accounts, daily/monthly statements, proof-of-payments, audit logs), retention period of at least five (5) years after the end of the contract of the banking services	
5.3.8	Capacity to keep BANKSETA records (including but not limited to Administrators and User activities log files) for a period of at least five (5) years after the end of the contract	

NB: The bidders who do not meet specifications indicated on table 1 above will be immediately disqualified.

Signature

Date

7. COMPETENCY AND EXPERTISE REQUIREMENTS

7.1 Key Account Manager

7.1.1 Qualification in financial planning or economic or finance or accounting, banking on NQF 7 or higher level,

7.1.2 Experience in managing, overseeing, and providing banking services.

7.1.3 Track Record of the Bidder (Reference Letters)

7.2 The bidder must provide references from clients in the provision of Banking services in the public sector.

7.3 The bidder's proposal must indicate experience in the provision of Banking services

7.4 The bidder's Credit Rating

7.5 The bidder's Financial Ratio

8 DURATION OF CONTRACT

The SETA licence is ending 2030. This contract is for 10 years if SETA licence is extended beyond 2030. Finalisation of the contract will be subject to National Treasury approval of opening a banking account with appointed Financial Service Provider.

9 PRICING STRUCTURE

- ***N.B: The Pricing Schedule must be completed as per the attached annexure A.***
- ***Failure to comply with requirements will lead to disqualification of the bidder.***

9.1 The quoted prices will remain fixed for the particular year for the duration of the contract.

9.2 The attached pricing sheets (Appendix A) should be completed in full.

9.3 The BANKSETA will not entertain pricing adjustments after the signing of contract, and it is therefore important that all pricing elements are disclosed.

9.4 The pricing sheet should show VAT separately.

9.5 The Bidders are therefore required to indicate a total bidding price by completing the pricing schedule provided in full.

9.6 Sufficient detail should be included to enable the BANKSETA to fully understand the make-up of the overall pricing.

9.7 All pricing assumptions excluded costs, and estimated costs should be clearly documented.

9.8 The BANKSETA assumes that the pricing document as supplied is complete and covers all costs associated with this project.

9.9 The pricing schedule on Annexure A, will be used for pricing evaluation purposes.

9.10 Bidders are requested to quote firm prices that should remain valid for the first year of the contract. Thereafter, contract prices for later years may be negotiated, adjusted in line with CPI in accordance with the terms and conditions of the contract.

10 SUBMISSION REQUIREMENTS

- 10.1 All submissions should be delivered in individual envelopes as per clause 9.5. below.
- 10.2 Respondents should take particular care to ensure that there are no discrepancies between all submissions presented to the BANKSETA.
- 10.3 The BANKSETA reserves the right to reject any submissions if there are discrepancies identified in the submissions thereto.

- 10.4 Document should be submitted as follows:

One hardcopy should be the original submission, clearly marked "Original" and one (1) copied version of the original and a soft (electronic) copy (preferably to be memory stick).

- 10.5 An Envelope 1 – Original

10.5.1 Envelope 2 – Hard Copy of the original document and 1 Soft copy

10.5.2 Envelope 3 – Pricing and SBD1 – (invitation to bid) together with
BANKSETA PREFERENCE POINTS CLAIM DOCUMENT

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

Description of the Submission: **BS/2025/RFB545: APPOINTMENT OF THE SERVICE PROVIDER TO PROVIDE BANKING SERVICES**

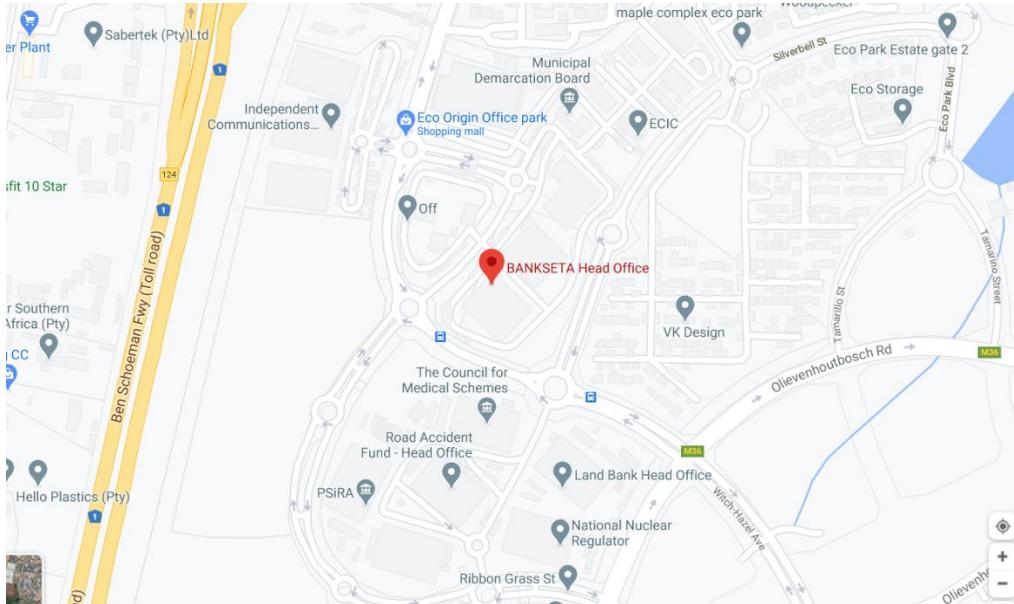
- 10.6 Submissions that are faxed, sent via telex, and/ or electronic mail delivery will not be accepted.

All submissions received by BANKSETA will become the property of the BANKSETA and will not be returned to the respondent.

- 10.7 The submissions must be inserted into the SUBMISSION BOX available at the Reception Area of BANKSETA Offices at the following address: -

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

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



10.8 NB: The Service provider is required to sign a register on their submission.

10.9 Unsuccessful bidders will be informed in writing when the process is concluded.

10.10 A tender will be considered late if received after the specified date and time.

Service providers are therefore strongly advised to ensure that Tenders be despatched allowing enough time for any unforeseen events that delay the delivery of the Tender.

11 ENQUIRIES/COMMUNICATION

11.1 *Contact person for enquiries regarding the tender document:*

Ms Eva Ratema

Title: Specialist: Supply Chain Management Unit

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

11.2 Bidders who wish to attend virtual *briefing* session should indicate in writing within 5 Days after advertising date by emailing:Email: evat@bankseta.org.za copy scm@bankseta.org.za

11.3 All *clarifications* or enquiries should be made in writing and received by the BANKSETA at least **14** Days before closing date of the Tender. Telephonic requests for clarification will not be accepted.

11.4 All *questions* received after the briefing session and BANKSETA's answers will be updated on the BANKSETA website under the tender for all service providers' information. Kindly check BANKSETA's website for this information before finalisation of your bid

11.5 Should any questions submitted not be included in the responses on the website at least five days before a tender closes, kindly email this to evat@bankseta.org.za copy scm@bankseta.org.za and also escalate to rapulas@bankseta.org.za.

RFB TIMELINES

Activity	Time	Date

Tender Advertised		Monday, 16 February 2026	
Non-compulsory Virtual Briefing	11:00		Wednesday, 23 February 2026
Bidders who wish to attend an online briefing session should indicate in writing 5 Days after advertising date.			
Final questions and answers emailed to BANKSETA. Responses will be published on the website under the tender,	Close Business (C.O.B)	Tuesday 2 March 2026	
Closing date	11h00	Wednesday 11 March 2026	
Tender evaluation, Bidder Verification and Due Diligence	C.O. B	Within 2 weeks of bid closing	
Clarification presentations by Service Providers if required/ Due Diligence	C.O.B.	Within 2 weeks of bid closing	
Provisional Contract Award	C.O. B	By Monday 31 March 2026	
Contract Signatures	C.O.B.	01 April 2026	

12 TENDER EVALUATION/ADJUDICATION

Bids will be evaluated in three phases:

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

13 COMPLIANCE STATUS

- 13.1 The service provider must be registered on the Central Supplier Database (CSD) maintained by the National Treasury and accessible on www.treasury.gov.za
- 13.2 The BANKSETA, before making an award, shall check on the central supplier database (CSD) whether.
 - (a) the bidder or any of its directors are not listed / indicated as restricted from doing business with the public sector, and person prohibited

- (b) the bidder's tax status is compliant.
- (c) the bidders, its directors or management are not employees of the state, or if a director is an employee of the state, the service provider and or directors have permission to do business with the state, as provided for in the legislation.

13.3 The BANKSETA will not award any bids to service providers who do not comply with the above.

13.4 The BANKSETA will afford bidders a chance to clarify and provide evidence where there is any adverse information on the CSD reports.

14 COMPLIANCE/ELIGIBILITY EVALUATION

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

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

N.B All relevant forms/documents as prescribed by the PFMA Regulation: Framework for Supply Chain Management accompanying this document must be completed in full and signed where applicable by a duly authorized official of the primary contractor / bidder.

NB: Failure to submit the items listed below will result in the bid being immediately disqualified.

1	Submission of proposal (response document) and pricing schedule – Annexure A The Pricing Schedule must be completed as per the attached annexure A. Failure to comply will lead to disqualification.
2	Submission of the following fully completed and signed returnable documents: <ul style="list-style-type: none"> - SBD 1 Invitation to submission - SBD 4 Declaration of interest - SBD 6.1 Preference points claim form where applicable (complete the part that is applicable to the BANKSETA Preference Points Claim Document). NB. BANKSETA will not allocate points for BBBEE status Level Contributor
3	Special Conditions that the bidder needs to complete and accept by signing the last page and submit.
4	Submission of Central Supplier Database report (should the bidder have any challenges with the printing or providing CSD report on closing of the tender and the CSD MAAA number be provided)
5	Checklist of minimum requirements that indicate critical features: Completed, signed and compliance Banking System Mandatory Requirement (Checklist) refer to table 1, page 6 - 8 NB: The bidders who do not meet all specifications indicated in table 1 will be

	immediately disqualified.
6	Proof of registration in terms of the Bank Act (Act No. 94 of 1990)
7	Proof of membership or sponsorship by a member of the Payments Association of South Africa
8	Proof of business insurance (public liability insurance)
9	Proof of registration in terms of Financial Advisory Intermediary Services Act (Act No 37 of 2002).

15 FUNCTIONAL/TECHNICAL EVALUATION

CRITERIA	SUB-CRITERION WEIGHTING/PERCENTAGE	WEIGHT PERCENTAGE
1. KEY ACCOUNT MANAGER QUALIFICATION AND EXPERIENCE		20%
<p>Key Account Manager</p> <ul style="list-style-type: none"> - Qualification in financial planning or economic or finance or accounting, banking on NQF 7 or higher level, And - Five (05) years' experience in managing, overseeing, and providing banking services. <p>NB: certificate of attendance will not be accepted</p> <p>On evaluation, the BANKSETA will award points as follows:</p> <ul style="list-style-type: none"> (a) 10 years or more relevant experience in managing, overseeing, providing banking services = 5 Points (b) 5 years to less than 10 years relevant experience in managing, overseeing, providing banking services = 3 Points (c) Less than 5 experience in managing, overseeing, providing banking services = 0 Point <p>The bidder must clearly indicate the name of a person assigned to the role of a Key Account Manager and failure to do so will result in a bidder not scoring points for this criterion.</p> <p>The bidder should submit.</p>		

<p>- the copies of the qualification(s)/certification/documentation of the Key Account Manager as above</p> <p>Should the bidder fail to submit the copy financial planning or economic or finance or accounting, banking on NQF 7 qualification or higher and a valid project Management certificate, the experience of the Project Manager will not be considered. Kindly refer to SAQA website www.saqa.org.za if you need NQF level explanation.</p>		
2. Credit Rating		30
<p>The bidder must submit proof of credit rating from approved credit rating agency.</p> <p>Submitted proof of credit rating from approved credit rating agency with rating:</p> <p>High and above Investment Rating = 5 Good Investment Rating = 3 Speculative Investment Rating = 1 High Speculative and below Investment Rating = 0</p> <p>No Submitted proof of credit rating from approved credit rating agency = 0</p>		
3. Financial Ratio		30
<p>The bidder must submit audited Annual financial statement that covers below indicated sub-criteria/s to allocate points</p> <p>Sub-Criteria 1 Cost to income Ratio (60% and below) = 5 Cost to income Ratio (Above 60%) = 0</p> <p>Sub-Criteria 2 Credit loss Ratio (2% and below) = 5 Credit loss Ratio (Above 2%) = 0</p> <p>Sub-Criteria 3 No performing loans Ratio = (2% and below) = 5 No performing loans Ratio = (Above 2%) = 0</p>	10 10 10	
4. TRACK RECORD OF THE BIDDER (THROUGH REFERENCE LETTERS)		20
The bidder should submit formal reference letters from current / previous clients demonstrating expertise in Banking Services.		

<p>The bidder's proposal must demonstrate experience in Banking services.</p> <p>Reference letters</p> <p>The reference letters should</p> <ul style="list-style-type: none"> - Be on the client's letterhead, - Be signed and dated. - Indicate the type of work done, - Indicated the contract start date and end date (Month and year) - Show the client contact details (being the contact's name, phone, and/or email address). <p>On evaluation, the BANKSETA will award points as follows:</p> <ul style="list-style-type: none"> - 20 years or more relevant experience in Banking services = 5 Points - 15 years to less than 20 years relevant experience in Banking services = 3 Points - 10 years to less than 15 years relevant experience in Banking services = 1 Points - Less than 10 years relevant experience in Banking services = 0 		
TOTAL WEIGHTING		100 %
MINIMUM WEIGHTING/PERCENTAGE THRESHOLD TO PASS TECHNICAL/FUNCTIONAL EVALUATION		75

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

Functionality will be evaluated using the following formula for each criterion or sub-criterion.

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

Where:

- Pf – is the percentage/weighting scored for functionality for that criterion or sub criterion under consideration.
- So – is the total point score evaluated by BANKSETA for the criterion/sub criterion in question.
- Ap – is the percentage allocated for functionality for the criterion or sub criterion.
- Ms – is the maximum score in points possible per criterion.

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

The score/points evaluated per criterion/sub criterion by BANKSETA (So) is divided by 5 and then multiplied by the weighting of the criterion/sub criterion to arrive at the percentage.

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

14.3 Any proposals not meeting a minimum total weight threshold of **75 weighting or 75 percent** on functionality/technical evaluation will not participate in the price/preference points evaluation.

16 PRICE AND PREFERENCE POINTS EVALUATION

The tender will be evaluated using the following:

80/20 PRICEPREFERENCE POINT SYSTEMS

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

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

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

Where

Ps = Points scored for price of bid under consideration.

Pt = Price of bid under consideration.

Pmin = Price of lowest acceptable bid.

16.1 PREFERENCE POINTS UTILISING BANKSETA GOALS

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

No	Specific Goals	80/20 Preference Point system
1.	Empowerment of black persons- Ownership by black persons – 51% threshold as explained below	7
2.	Empowerment of Women - Women Ownership- Threshold 33% as explained below	4
3.	Youth Empowerment Youth Ownership – 33% Threshold as explained below	3

4.	Empowerment of Persons with Disabilities - Ownership of People with Disabilities – 10% threshold for Ownership and/or 5% threshold for Employment of Persons with Disabilities as explained below	3
5.	Promotion of small and medium businesses, co-operatives, and non-governmental institutions in all areas- rural and urban areas – as explained below	3
	Total Points allocated towards specific goals	20

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

EXPLANATIONS

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

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

16.3 Black Person Ownership points will be awarded to a Tenderer who have 51% or more black ownership. The shareholding will determine the ownership.

- Youth ownership points will be awarded to a Tenderer who have 33% or more youth ownership being persons 35 years and below, determined at the date of tender/ RFQ closing. Youth ownership will be determined based on the shareholding of the members who are defined as youth and are South African citizens.
- Persons with Disability Ownership points will be awarded to a Tenderer who have 10% or more shareholding by South African citizen persons with disability **AND/OR** to tenderers who employ 5% or more South African persons with disability on a permanent basis. Disability ownership will be determined by the shareholding of the enterprise owned by such a South African citizen person with disability OR by enterprises whose permanent staff complement consists of 10% or more South African citizen persons with disabilities. The disabilities need to be legally verifiable for points to be claimed.

An entity may only claim once under this category regardless of if it qualifies under both South African citizen persons with disabilities ownership and employment of South African persons with disability.

- Small and medium business includes all South African businesses, co-operatives, and non-governmental organisations with annual turnover up to R10 million or alternatively, these entities are recently incorporated, have been operating for less than one year and are projected to have annual turnover of less than R10 million in the first year. The ownership of small and medium business, co-operatives or non-governmental organisations should be 100% South African citizens (or entities owned 100% by South Africa citizens).
- An entity may claim points based on the same shareholding or persons in more than one category. For example, black female disabled shareholders under 35 who is a SA citizen may lead a business to claim points under Empowerment of women, youth empowerment and empowerment of persons with disabilities.

16.4 False Information from Bidders

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

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

16.5 The points scored by a bidder in respect of the PREFERENCE POINTS UTILISING BANKSETA GOALS contribution will be added to the points scored for price to arrive at the overall score. Points will be rounded off to the nearest 2 decimals. If two or more tenders have scored equal total points, the contract will be awarded to the bidder scoring the highest number of points for the specified goals or PREFERENCE POINTS UTILISING BANKSETA GOALS contribution.

17 REVIEW PROCESS

17.1 In order to evaluate and adjudicate proposals effectively, it is imperative that applicants submit responsive applications. To ensure an application will be regarded as responsive it is imperative to comply with all conditions pertaining to the application and to complete all the mandatory fields and questionnaires.

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

18 REASONS FOR REJECTION

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

19 TENDER CONDITIONS

- 19.1 BANKSETA reserves the right to withdraw or amend terms of reference by notice in writing by advertising in the media in which the tender was originally advertised prior to the closing date.
- 19.2 BANKSETA reserves the right not to award this tender or partially award the tender.
- 19.3 The cost of preparing the applications will not be reimbursed.
- 19.4 The BANKSETA reserves the right to conduct a due diligence (including site visits, capacity, assessment, and financial capability assessment) on short listed tender submitters before contracting.
- 19.5 BANKSETA reserves the right to verify the information submitted and request for further information during evaluation of the proposal.
- 19.6 BANKSETA shall not be liable for any direct, indirect, consequential or other losses or damages including loss of profit that may be incurred by any person including, but not limited to, an Applicant, Short Listed Applicant or Successful Applicant, or any director, officer or associated company thereof, as a result of any reliance on or use of information supplied in response to this tender or as a result of the tender process contemplated in this tender document.
- 19.7 BANKSETA makes no representations, undertakings, or warranties whatsoever to any person in respect of the tender or any information contained in the tender.
- 19.8 This tender is confidential and proprietary to BANKSETA and may not be used, reused, copied, or distributed for any purpose, other than in relation to the tender process, without BANKSETA's prior written consent.

- 19.9 POPIA - The Protection of Personal Information Act, ("POPIA") includes the right to protection against unlawful collection, retention, dissemination and use of personal information. BANKSETA complies with POPIA in collecting, processing, and distributing of Personal Information, which include cooperation with the Regulator as provided for in the act.
- 19.10 In order to evaluate and adjudicate proposals effectively, it is imperative that applicants submit responsive applications. To ensure an application will be regarded as responsive it is imperative to comply with all conditions pertaining to the application and to complete all the mandatory fields and questionnaires.
- 19.11 All applications duly lodged as per the submission requirements will be evaluated in accordance with the stipulated evaluation criteria.
- 19.12 All proposals will go through Evaluation Committee for evaluation on functionality.
- 19.13 The proposals from the tender evaluation committee will be tabled before the Bid Adjudication Committee (BAC) and approved by the delegated official and committee.
- 19.14 The validity period of proposals is 150 days after closing.

20 FRAUD ALERT

- 20.1 The BANKSETA does not charge for any documents or information or any matter in regard to any procurement or any BANKSETA work.
- 20.2 The BANKSETA is aware of fraudsters approaching potential bidders purporting to be able to influence tenders or RFQ for a fee.
- 20.3 Some of these fraudsters may also try to impersonate BANKSETA staff and may have details of your bids which they obtain from the legislated tender reporting.
- 20.4 Bidders are warned that they should NOT pay any person or entity in regard to BANKSETA procurement. This will be viewed as participating in corrupt and fraudulent practices.
- 20.5 No one is able to influence any tender or RFQ outcome.
- 20.6 Any approaches from any person or entity in this regard should be reported to the BANKSETA fraud hotline on 0800 204 661 or tip-offs.
- 20.7 Bidders are requested to give as much detail as possible in any reports so the BANKSETA can investigate the matter and take action against the perpetrators.

21 JOINT VENTURE

- 21.1 In the case of a Joint Venture, the following will be Applicable:
- 21.2 Each JV Member must have a CSD report showing compliant tax status.

21.3 Submission of a signed Joint Venture Agreement by the JV Partners and attached to this tender document; and

21.4 Submission of a Joint added BANKSETA Preference Points Claim Document

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE BANKSETA					
BID NUMBER:	BS/2025/RFB545	CLOSING DATE:	Wednesday 11 March 2026	CLOSING TIME:	11:00am
DESCRIPTION	APPOINTMENT OF THE SERVICE PROVIDER TO PROVIDE BANKING SERVICES				

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

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

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

SUPPLIER INFORMATION

NAME OF BIDDER				
POSTAL ADDRESS				
STREET ADDRESS				
TELEPHONE NUMBER	CODE		NUMBER	
CELLPHONE NUMBER				
FACSIMILE NUMBER	CODE		NUMBER	
E-MAIL ADDRESS				
VAT REGISTRATION NUMBER				
	TCS PIN:		OR	CSD No:
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?				
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)	<input type="checkbox"/>	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)		
CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)		

		<input type="checkbox"/>	A REGISTERED AUDITOR		
		NAME:			
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?		<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 [IF YES ANSWER PART B:3 BELOW]
SIGNATURE OF BIDDER			DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid, e.g., resolution of directors, etc.)					
TOTAL NUMBER OF ITEMS OFFERED				TOTAL BID PRICE (ALL INCLUSIVE)	
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:			TECHNICAL INFORMATION MAY BE DIRECTED TO:		
DEPARTMENT/ PUBLIC ENTITY		BANKSETA	CONTACT PERSON		
CONTACT PERSON		Ms Eva Ratema	TELEPHONE NUMBER		
TELEPHONE NUMBER			FACSIMILE NUMBER		
FACSIMILE NUMBER			E-MAIL ADDRESS		
E-MAIL ADDRESS		evat@bankseta.org.za			

BIDDER'S DISCLOSURE**1. PURPOSE OF THE FORM**

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

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

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....

.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

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.

2.3.1 If so, furnish particulars:

.....

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read, and I understand the contents of this disclosure.
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect.
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement, or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 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 services and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal services and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of bidder.

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF BANKSETA PREFERENCE POINTS CLAIM

This preference form must form part of all bids invited. It contains general information a

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS,

1. GENERAL CONDITIONS

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

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

1.2

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

1.3 Points for this bid shall be awarded for:

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

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

	POINTS
PRICE	80
PREFERENCE POINTS USING BANKSETA 20 PREFERENCE POINTS SYSTEM	20
Total points for Price and Preference points must not exceed	100

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

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

2. DEFINITIONS

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

3. POINTS AWARDED FOR PRICE

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

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

80/20 or 90/10

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

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmin = Price of lowest acceptable bid

4. PREFERENCE POINTS CLAIMED

THE BIDDER SHOULD COMPLETE THE ATTACHED BANKSETA PREFERENCE POINTS CLAIM DOCUMENT

5. SUB-CONTRACTING

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

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

7.1.1 If yes, indicate:

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

6. DECLARATION WITH REGARD TO COMPANY/FIRM

6.1 Name of company/firm:.....

6.2 VAT registration number:.....

6.3 Company registration number:.....

6.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One person business/sole proprietor
- Close corporation
- Company
- Pty Limited

[TICK
APPLICAB
LE BOX]

6.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....
.....
.....
.....

6.6 COMPANY CLASSIFICATION

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

transporter, etc. [TICK
APPLICABLE BOX]

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

6.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the BANKSETA preference points system, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the bidder has been claimed or obtained preference points on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation.
 - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution.

WITNESSES

1.

2.

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

DATE:
ADDRESS
.....

7. PREFERENCE POINTS UTILISING BANKSETA GOALS

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

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

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

BANKSETA PREFERENCE POINTS CLAIM DOCUMENT

1.1 The service provider is requested to complete the form below accurately and fully to show the areas where it wishes to claim preference points.

It is the service providers responsibility to ensure that the form is accurately and fully completed.

- 1.2 For shortlisted service providers, BANKSETA may request additional information and evidence to support the preference points claimed.
- 1.3 An entity may claim points based on the same shareholding or persons in more than one category. For example, Black female disabled shareholders under thirty-five who is a SA citizen may lead a business to claim points under Empowerment of women, youth empowerment and empowerment of persons with disabilities.

The BANKSETA will allocate preference points as follows:

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

1.4 Empowerment of Black persons- 51% or More Ownership by Black persons Black Person Ownership

1.4.1 Black persons are as defined in Broad based Black economic empowerment Act

(B-BBEE) which currently means Africans, Coloureds, and Indians and Chinese:

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

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

IF YES please provide the following details

DETAILS OF BLACK OWNERS				
	Full Name of Black Owners	ID Number	Ownership Percentage (via shareholding)	Position in the Company
1				
2				
3				
4				
5				
6				
7				
8				

9				
10				
	TOTAL Black Ownership			

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

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

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

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

IF YES please provide the following details

DETAILS OF WOMEN OWNERS WHO ARE SOUTH AFRICAN CITIZENS				
	Full Name of Black Owners	ID Number	Ownership Percentage (via shareholding)	Position in the Company
1				
2				
3				
4				

5				
6				
	TOTAL WOMEN OWNERSHIP			

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

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

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

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

IF YES please provide the following details

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

6				
	TOTAL YOUTH OWNERSHIP			

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

1.8 Preference Points Claimed for Empowerment of Persons with Disabilities - Ownership or Employment of People with Disabilities – 10% threshold for Ownership and/or 5% threshold for Employment of Persons with Disabilities of Youth Empowerment

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

AND/OR

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

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

OR

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

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

Preference Point	Service Provider to Indicate YES OR NO	No of Points per BANKSETA Preference point System	For BANKSETA USE Only Points Claimed
Does the service provider wish to claim points under?		3	

Persons with Disability Ownership points will be awarded to a Tenderer who have 10% or more shareholding by South African citizen persons with disability. AND/OR to tenderers who employ 5% or more South African persons with disability on a permanent basis.			
--	--	--	--

IF YES please provide the following details

DETAILS OF OWNERS WHO HAVE DISABILITIES AND ARE SOUTH AFRICAN CITIZENS				
	Full Name of Persons with Disabilities Owners	ID Number	Ownership Percentage (via shareholding)	Position in the Company
1				
2				
3				
4				
5				
6				
	TOTAL PERSON WITH DISABILITIES OWNERSHIP			

AND/OR

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

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

1.9 Preference Points Claimed for Empowerment Small and Medium Enterprises

**Including Co-operatives and Non-Governmental Organisations in All Areas –
Rural and Urban**

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

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

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

IF YES please provide the following details

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

The service provider should include information and evidence to support the information shown for the preference points claimed being IDs copies, naturalisation records for

owners not South African by birth and CSD report, employee list highlighting those with disabilities and a certification/report of the disability/ies.

1.10 False Information from Bidders

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

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

SPECIAL CONDITIONS THAT THE BIDDER NEEDS TO COMPLY WITH.

BIDDER TO COMPLETE AND SIGN ON THE LAST PAGE

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

	SPECIAL CONDITIONS	CONFIRMATION		
		Yes	No	If no, indicate deviation
1	GENERAL			
1.1	Respondents must indicate compliance or noncompliance on a paragraph-by-paragraph basis. Indicate compliance with the relevant special conditions by marking the YES box and noncompliance by marking the NO box. The bidder must clearly state if a deviation from these special conditions is offered and the reason, therefore. If an explanatory note is provided, the paragraph reference must be attached as an appendix to the bid submission. Responses not completed in this manner may be considered incomplete and rejected. Answering questions or supplying detail			

	by referring to other sections will not be accepted. Should respondents fail to indicate agreement/compliance or otherwise, BANKSETA will assume that the respondents are not in compliance or agreement with the statement(s) as specified in this request for quotation.			
2	THE SPECIAL CONDITIONS OF REQUEST FOR QUOTATION, REQUEST FOR BID AND CONTRACT			
		Yes	No	If no, indicate deviation
2.1	Special Conditions of Request for Quotation, Request for Bid and Contract has been noted.			
3	GENERAL CONDITIONS OF CONTRACT			
		Yes	No	If no, indicate deviation
3.1	The General Conditions of Contract must be accepted by signing the last page of this document.			
4	ADDITIONAL INFORMATION REQUIREMENTS			
		Yes	No	If no, indicate deviation
4.1	During evaluation of the responses, additional information may be requested in writing from respondents. Replies to such request must be submitted, within 5 (five) working days or as otherwise indicated. Failure to comply, may lead to your response being disregarded.			
5	VENDOR INFORMATION	Yes	No	If no, indicate deviation
5.1	Vendor are encouraged to register on the Central Supplier Database (CSD) as an award cannot be made to a vendor who is not registered and tax compliant on CSD.			
6	CONFIDENTIALITY			
		Yes	No	If no, indicate deviation

6.1	<p>The response and all information in connection therewith shall be held in strict confidence by respondents and usage of such information shall be limited to the preparation of the response. Respondents shall undertake to limit the number of copies of this document.</p>		
6.2	<p>All respondents are bound by a confidentiality agreement preventing the unauthorised disclosure of any information regarding BANKSETA or of its activities to any other organisation or individual. The respondents may not disclose any information, documentation, or products to other clients without written approval of the accounting authority or the delegate.</p>		
7	INTELLECTUAL PROPERTY, INVENTIONS AND COPYRIGHT (Only applicable to services requiring IP)		
7.1	<p>Copyright of all documentation relating to this contract belongs to the client. The successful bidder may not disclose any information, documentation, or products to other clients without the written approval of the accounting authority or the delegate.</p>		
7.2	<p>All the intellectual property rights arising from the execution of this contract shall vest in BANKSETA who shall be entitled to cede and assign such to the Department of Higher Education and Training (DHET) and the contractor undertakes to honour such intellectual property rights and all future rights by keeping the know-how and all published and unpublished material confidential.</p>		
7.3	<p>In the event that the contractor or any project team member would like to use information or data generated by the project, for academic or any other purpose, prior written permission must be obtained from the client. Such permission will not be unreasonably withheld and if it is withheld, written reasons will be provided.</p>		

7.4	BANKSETA shall own all deliverables produced by the Contractor during the course of, or as part of the contract whether capable of being copyrighted or not ("IP") and which are or may become eligible for copyright under the laws of the Republic of South Africa and which relates to the contract or which arises directly from this contract. This IP BANKSETA shall be entitled to freely cede and assign to the Department of Higher Education and Training. No other document needs to be executed to give effect to this session, assignment, or transfer.			
7.5	The provisions of this clause 7 shall only apply to such IP that is created during the course and scope in terms of this contract.			
7.6	The contractor assigns to BANKSETA or the Department of Higher Education and Training, as BANKSETA directs, the rights conferred upon itself as author by section 20(1) of the Copyright Act, No 98 of 1978, as amended.			
7.7	The Contractor acknowledges and agrees that each provision of clause 7 is separate, severally and separately enforceable from any other provisions of this contract.			
7.8	The invalidity or non-enforceability of any one or more provision hereof, shall not prejudice or effect the enforceability and validity of the remaining provisions of this contract.			
7.9	This contract contains various stipulations alter in favour of the Department of Higher Education and Training, which rights shall continue in effect after termination of this contract, and which rights can be exercised and enforced at any time by the Department of Higher Education and Training.			
7.10	This clause 7 shall survive termination of this contract.			
8	NON-COMPLIANCE WITH DELIVERY TERMS			
		Yes	No	If no, indicate deviation

8.1	As soon as it becomes known to the contractor that he/she will not be able to deliver the services within the delivery period and/or against the quoted price and/or as specified, BANKSETA must be given immediate written notice to this effect.			
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9 WARRANTS and PAYMENTS				
		Yes	No	If no, indicate deviation
9.1	The Contractor warrants that it is able to conclude this agreement to the satisfaction of the BANKSETA.			
9.2	The successful respondent IS NOT required to furnish to the purchaser a performance security.			
9.3	Although the contractor will be entitled to provide services to persons other than BANKSETA, the contractor shall not without the prior written consent of BANKSETA, be involved in any manner whatsoever, directly, or indirectly, in any business or venture which competes or conflicts with the obligations of the contractor to provide Services.			
9.4	The BANKSETA will pay the contractor the fee as set out in the final contract. No additional amounts will be payable by the BANKSETA to the contractor.			
9.5	The Contractor shall from time to time during the currency of the contract, invoice the BANKSETA for the services rendered. No payment will be made to the contractor unless an invoice complying with section 20 of the VAT act No 89 of 1991 has been submitted to the BANKSETA.			
9.6	Payment shall be made into the contractor's bank account normally 30 days after the receipt of an acceptable and valid invoice. Banking details must be submitted with the contractor's first invoice. Proof of the banking details will be accepted in the following forms: <input type="checkbox"/> Copy of a cancelled cheque; <input type="checkbox"/> Letter from bank; <input type="checkbox"/> Statement.			

9.7	The contractor shall be responsible for accounting to the appropriate authorities for its income tax, VAT or other monies required to be paid in terms of applicable law.			
9.8	No favour, delay, relaxation, or indulgence on the part of any Party in exercising any power or right conferred on such Party in terms of this contract shall operate as a waiver of such power or right nor shall any single or partial exercise of any such power or right under this agreement.			
10	PARTIES NOT AFFECTED BY WAIVER OR BREACHES			
		Yes	No	If no, indicate deviation
10.1	The waiver (whether express or implied) by any Party of any breach of the terms or conditions of this contract by the other Party shall not prejudice any remedy of the waiving party in respect of any continuing or other breach of the terms and conditions hereof.			
10.2	No favour, delay, relaxation, or indulgence on the part of any Party in exercising any power or right conferred on such Party in terms of this contract shall operate as a waiver of such power or right nor shall any single or partial exercise of any such power or right under this agreement.			
11	RETENTION			
		Yes	No	If no, indicate deviation
11.1	On termination of this agreement, the contractor shall, on demand hand over all documentation provided as part of the project and all deliverables, etc., without the right of retention, to BANKSETA.			
11.2	No agreement to amend or vary a contract or order or the conditions, stipulations or provisions thereof shall be valid and of any force and effect unless such agreement to amend or vary is entered into in writing and signed by the contracting parties. Any waiver of this requirement shall be in writing			
12	Dispute Resolution			

		Yes	No	If no, indicate deviation
12.1	If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.			
12.2	If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Purchaser or the Supplier may give notice to the other party of his			

	intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party. Such notice shall be in English.			
12.3	Notice of intention to commence with mediation shall be writing, in the English language, and served on the other party either personally, by facsimile or electronic mail.			
12.4	If the parties are unable to agree on a mediator or to resolve any disputes by way of mediation within 14 days (fourteen days) of any party requesting in writing that the dispute be resolved by mediation, it may be settled in a South African court of law.			
12.5	All disputes shall be referred to mediation with an AFSA accredited and appointed mediator in accordance with the then current rules of the Arbitration Foundation of Southern Africa or its successor.			
12.6	Notwithstanding any reference to mediation and/or court proceedings herein, (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and (b) the purchaser shall pay the supplier any monies due the supplier			
13	FORMAT OF REQUEST FOR QUOTATION, REQUEST FOR BID AND CONTRACT			
		Yes	No	If no, indicate deviation

13.1	Respondents must complete all the necessary quotation documents and undertakings required in this quotation document. Respondents are advised that their responses should be concise, written in plain English and simply presented. Respondents are to set out their quotation in the format prescribed in the RFQ/RFB documents:			
13.2	Respondents must complete and return Special Conditions of Contract.			

NAME OF BIDDER	
SIGNATURE	DATE