INFORMATION AND COMMUNICATION TECHNOLOGY

TERMS OF REFERENCE (TOR)

NT001-2026

APPOINTMENT OF A SERVICE PROVIDER TO RENDER PROFESSIONAL SERVICES TO NATIONAL TREASURY (NT) INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) FOR A PERIOD OF THIRTY-SIX (36) MONTHS THROUGH SITA RFB 1183 PANEL

CLOSING DATE: 06 FEBRUARY 2026 AT 11:00 AM

VALIDITY PERIOD: 90 DAYS

TABLE OF CONTENTS

1. **INTRODUCTION**

The National Treasury (NT), in line with government guidelines and best practice has identified a need to appoint a service provider who specialise in Information and Communication Technology (ICT) services. The service provider will render professional services in the form of human resources skills on an as and when needed basis for thirty-six (36) months. During this period NT may request any of the services listed in section 3 below.

The main objectives for this appointment are to:

• To ensure consistent availability of NT ICT services to support the NT objectives.
• To create a central point of contact for the acquisition of NT ICT services and business solutions for the Department, to achieve economies of scale, synergies, and reduce duplication; and
• To ensure the department gets value for money from the service provider.

2. **BRIEFING SESSION**

A non-compulsory briefing session will be conducted using Microsoft Teams. To express your interest in joining the session, please send an email to NTAdministrativeTenders@treasury.gov.za. The meeting details are as follows:
Date: 26 January 2026
Time: 10:00 – 11:00 AM South African Standard Time (SAST)
Venue: MS Teams
Link: https://teams.microsoft.com/meet/31563477712052?p=aGD5T3ypAWVtKxUFF8

Kindly refer to link also on eTenders and NT website

3. **PURPOSE**

The purpose of this document is to outline the requirements for the appointment of a service provider to render professional services to the NT ICT. The services will be in the form of human resources skills on an as-needed basis for a period of thirty-six (36) months. In addition, the document provides a specification for submission of proposals and pricing by the service providers.

4. **SCOPE OF WORK**

The scope of this Request for Proposal is to invite ICT Professional Services service providers to submit their proposals and pricing based on the requirements to be listed below.

4.1   Project Deliverables

National Treasury ICT utilises professional services to augment internal capacity through the acquisition of skills/resources. These resources are only acquired as and when there is a need, therefore, some are long-term, while others are short-term.

The required service categories (critical skills) are:

1.   Project Manager
2.   Business/Systems Analyst
3.   Application Developer
4.   Database Administrator
5.   Tester
6.   Enterprise Architect
7.   Business Intelligence Developer
8.   Business Continuity Consultant
9.   Disaster Recovery Consultant

4.2   Solution Requirements

4.2.1   Business Requirements

The Service Provider must:

- Source skilled resources as requested by National Treasury through a Statement of Work (SOW)
- Appoint skilled resources for the duration stated in the SOW; and
- Manage the hours allocated to each resource.

4.3   Project Resource Requirements

- The service providers are required to submit proposals that demonstrate their technical capability to carry out the task at hand.
- The resources required for the scope of work are listed in the Project Deliverables section above.

4.4   Bidder Requirements and Specification

- The Bidder represents that,

- it has the necessary expertise, skill, qualifications, and ability to undertake the work required in terms of the scope of work or system requirements.
- it is committed to providing the Services; and
- perform all obligations detailed herein without any interruption to the Customer.

- The Bidder must deliver the service professionally, following best practices and high standards typical of well-managed businesses providing similar services.
- The Bidder must perform the Services in the most cost-effective manner consistent with the level of quality and performance as defined in the scope of work or System requirements.
- Sufficient capacity to provide support and maintenance of software solution (Support structure/organogram)
- A brief narrative profile of the potential bidder must be submitted in the prescribed format in (**Annexure A2**) as part of the bid documentation and attached supporting documentation.

5. SUBMISSION REQUIREMENTS

5.1 Bid Submission

- Service providers must respond to the TOR and follow the prescribed formats provided ICT requires specific professional services for the software development related projects as indicated in the TOR and these must be addressed by the service provider.

  - The service provider must include project experience proof to support the job profiles for the skill sets required.
- A detailed price proposal should be provided indicating the cost of each of the deliverable including the co-ordination thereof.

5.2 Security Requirements

All resources will be required to sign an Oath of Secrecy and submit security vetting information as per the NT security policy.

6. SUMMARY OF EVALUATION CRITERIA

6.1 Bid Evaluation Stages

The bid evaluation process consists of three stages, a bidder must qualify for each stage to be eligible to proceed to the next stage of the evaluation. The stages are as follows:

Table 3: Bid Evaluation Stages

Stage	Description
Stage 1	Administrative Requirements Evaluation
Stage 2	Functionality/Technical Evaluation
Stage 3	Preference Points System (Price and Specific Goals) Evaluation

6.2   Stage 1: Mandatory Requirements Evaluation

An administrative evaluation will be carried out on all the bids received.

a) Bidders must submit a detailed price proposal (SBD 3.3) indicating the hourly rates of each resource.

b) The bidder must provide a valid proof of accreditation in terms of **SITA RFB 1183 panel requirements.**

6.2.1   *Additional Requirements (Not for elimination)*

a) The format of the CVs must be in accordance with the prescribed format (**ANNEXURE A1**),

b) A brief narrative profile of the potential bidder must be submitted in the prescribed format in (**Annexure A2**) as part of the bid documentation and attached supporting documentation.

c) CVs submitted for the resources **must indicate the position that they will be evaluated for**, e.g. Project Manager or Engineer/Technical resources. If the position is not indicated, the CV will not be considered.

d) Proof of valid letter of Good Standing with Compensation for Occupational Injuries and Disaster (COIDA).

e) Valid work permit and existing security clearance for foreign nationals are compulsory**.**

f) Proof of Central Supplier Database (CSD) full report.

g) Bidders are required to submit proof of educational qualification(s) for all resources required.

h) All foreign qualifications must be accompanied by a South African Qualifications Authority (SAQA) certificate of evaluation.

i) In case of Joint Venture, Consortium, Trust, or Partnership, a signed teaming agreement is required with the partner.

j) In the case of a Joint Venture, Consortium, Trust, or Partnership a Valid Tax Clearance Certificate and/or SARS issued pin code for both companies must be submitted (which will be verified)

k) In the case of a Joint Venture, Consortium, Trust, or Partnership, a signed teaming agreement must be submitted.

l) In the case of a Joint Venture, Consortium, Trust, or Partnership a Consolidated Central Supplier (CSD) Database Registration or both companies CSD are required.

m) The use of consultants should be accompanied by a valid and signed agreement or contract between the firm and that resource.

n) It should be noted that no consideration will be made to any bidder, that has provided profiles for their resources, which are also provided by another competitor in this same bid, this is considered collusive tendering.

o) The bidder is required to submit a valid work visa and permit that complies with the provisions of the Immigration Act, 2002 (Act No.13 of 2002) read together with the critical skills list published in terms of Regulation 18(1) and 18(5) dated 02 August 2022 must be submitted for the director of the company submitting a bid and for each foreigner proposed as a resource. ***Failure to comply with the requirement within 7 working days after being informed will lead to invalidation of your bid.***

<u>NOTE:</u>

- *The National Treasury may contact bidders in case additional information is required.*

6.3 Stage 2: Functionality Evaluation

Table 4: Functionality Evaluation Criteria

Evaluation Criteria	Weight	Scoring Criteria
1. Proven Track Record The bidder must have previously successfully supplied, installed, configured, maintained, and supported similar projects in the recent 10 years. The reference letters should contain the following: Description of the project, Client name, Client contact (i.e., email or office number), Project start date, project end date and should be on the client letterhead and signed. Furthermore, a completion certificate, purchase order and	5	**5- Excellent** 5 or more reference letters with 5 or more PO or Completion Certificate or SLA aligned with the reference letter submitted. **4- Very Good** 4 reference letters with 4 PO or Completion Certificate or SLA aligned with the reference letter submitted. **3 -Good**

SLA must be aligned with the reference letter submitted. *NB: The reference letter/PO/completion certificate/SLA should indicate all the requirements mentioned above and will be considered. Failure to supply the required documents as per the criteria will result in allocation of the lowest score.*		3 reference letters with 3 PO or Completion Certificate or SLA aligned with the reference letter submitted. **2- Average** 2 reference letters with 2 PO or Completion Certificate or SLA aligned with the reference letter submitted **1-Poor** 1 reference letter with 1 PO or Completion Certificate or SLA aligned with the reference letter submitted
2. Resource Experience		
2. 1 Project Manager Qualification A minimum of a National Diploma/NQF6 in ICT and related fields (IT, Computer Science, and Electrical Engineering discipline). Plus, equivalent Certified Project Management Certifications	5	5 = Honours degree or Post Graduate Diploma (NQF 8) or higher plus Project Management certification 4= Bachelor's Degree/ Advanced Diploma (NQF 7) plus Project Management certification 3 = National Diploma/NQF6 plus Project Management certification. 2=Matric plus Project Management certification. 1= Matric without project management certification.

2.2 Project Manager Experience A minimum of 5 years of experience, with at least five years of managing complex projects in a technical environment.	5	5 = 7 years or more 4 = 6 Years 3 = 5 Years 2 = 3 to 4 Years 1 = 1 to 2 Years
2.3 Business/System Analyst Qualifications A minimum of a National Diploma/NQF6 in Information Technology/Computer Science or any related field, plus, Business/Systems Analysis certifications.	5	5 = Honours degree or Post Graduate Diploma (NQF 8) or higher plus Business / Systems Analysis specific certification 4= Bachelor's Degree/ Advance Diploma (NQF 7) plus Business / Systems Analysis specific certification 3 = National Diploma/NQF6 plus Business / Systems Analysis specific certification 2= Matric plus Business / Systems Analysis specific certification 1= Matric without Business / Systems Analysis specific certification
2.4 Business/Systems Analyst Experience Minimum of 5 years' experience in Business or System Analysis and business process management	5	5 = 7 years or more 4 = 6 Years 3 = 5 Years 2 = 3 to 4 Years

Experience in SDLC, Agile and other system development methodologies.		1 = 1 to 2 Years
2.5 Application Developer Qualification A minimum of a National Diploma/ NQF6 in Information Technology/Computer Science or any related field plus a .NET Certificate.	5	5 = Honours degree or Post Graduate Diploma (NQF 8) or higher plus a .NET Certificate. 4= Bachelor's Degree/ Advance Diploma (NQF 7) plus a .NET Certificate 3 = National Diploma/NQF6 plus a .NET Certificate 2= Matric plus a .NET Certificate 1= Matric without a .NET Certificate
2.6 Application Developer Experience Minimum of 5 years of experience in .NET development.	5	5 = 7 years or more 4 = 6 Years 3 = 5 Years 2 = 3 to 4 Years 1 = 1 to 2 Years
2.7 Database Administrator Qualification A minimum of a National Diploma/ NQF6 in Information Technology/Computer Science or any related field plus a DBA Certificate.	5	5 = Honours degree or Post Graduate Diploma (NQF 8) or higher plus a DBA Certificate. 4= Bachelor's Degree/ Advance Diploma (NQF 7) plus a DBA Certificate 3 = National Diploma/NQF6 plus a DBA Certificate

		2= Matric plus a DBA Certificate 1= Matric without a DBA Certificate
2.8 Database Administrator Experience Minimum of 5 years of experience in SQL Server environment.	5	5 = 7 years or more 4 = 6 Years 3 = 5 Years 2 = 3 to 4 Years 1 = 1 to 2 Years
2.9 Tester Qualification A minimum of a National Diploma/ NQF6 in Information Technology/Computer Science or any related field plus a Testing/QA Certificate.	5	5 = Honours degree or Post Graduate Diploma (NQF 8) or higher plus a Testing/QA Certificate. 4 = Bachelor's Degree/ Advance Diploma (NQF 7) plus a Testing/QA Certificate 3 = National Diploma/NQF6 plus a Testing/QA Certificate 2 = Matric plus a Testing/QA Certificate 1 = Matric without a Testing/QA Certificate
2.10 Tester Experience Minimum of 5 years of experience in systems testing.	5	5 = 7 years or more 4 = 6 Years 3 = 5 Years 2 = 3 to 4 Years

		1 = 1 to 2 Years
2.11 Enterprise Architect Qualification A minimum of a National Diploma/ NQF6 in Information Technology/Computer Science or any related field plus a TOGAF Certificate.	5	5 = Honours degree or Post Graduate Diploma (NQF 8) or higher plus a TOGAF Certificate. 4 = Bachelor's Degree/ Advance Diploma (NQF 7) plus a TOGAF Certificate 3 = National Diploma/NQF6 plus a TOGAF Certificate 2 = Matric plus a TOGAF Certificate 1 = Matric without a TOGAF Certificate
2.12 Enterprise Architect Experience Minimum of 5 years of experience in Enterprise Architecture.	5	5 = 7 years or more 4 = 6 Years 3 = 5 Years 2 = 3 to 4 Years 1 = 1 to 2 Years
2.13 Business Intelligence Developer Qualification A minimum of a National Diploma/ NQF6 in Information Technology/Computer Science or any related field plus a BI Certificate.	5	5 = Honours degree or Post Graduate Diploma (NQF 8) or higher plus a BI Certificate. 4 = Bachelor's Degree/ Advance Diploma (NQF 7) plus a BI Certificate 3 = National Diploma/NQF6 plus a BI Certificate

		2 = Matric plus a BI Certificate
		1 = Matric without a BI Certificate
2.14 Business Intelligence Developer Experience Minimum of 5 years of experience in BI development.	5	5 = 7 years or more 4 = 6 Years 3 = 5 Years 2 = 3 to 4 Years 1 = 1 to 2 Years
2.15 Business Continuity Consultant Qualification A minimum of a National Diploma/ NQF6 in Information Technology/Computer Science or any related field plus a BC related Certificate.	5	5 = Honours degree or Post Graduate Diploma (NQF 8) or higher plus a BC related Certificate. 4 = Bachelor's Degree/ Advance Diploma (NQF 7) plus a BC related Certificate 3 = National Diploma/NQF6 plus a BC related Certificate 2 = Matric plus a BC related Certificate 1 = Matric without a BC related Certificate
2.16 Business Continuity Consultant Experience Minimum of 5 years of experience in Business Continuity Management.	5	5 = 7 years or more 4 = 6 Years 3 = 5 Years 2 = 3 to 4 Years

		1 = 1 to 2 Years
2.17 Disaster Recovery Consultant Qualification A minimum of a National Diploma/ NQF6 in Information Technology/Computer Science or any related field plus a DR related Certificate.	5	5 = Honours degree or Post Graduate Diploma (NQF 8) or higher plus a DR related Certificate. 4 = Bachelor's Degree/ Advance Diploma (NQF 7) plus a DR related Certificate 3 = National Diploma/NQF6 plus a DR related Certificate 2 = Matric plus a DR related Certificate 1 = Matric without a DR related Certificate
2.18 Disaster Recovery Consultant Experience Minimum of 5 years of experience in Disaster Recovery methods.	5	5 = 7 years or more 4 = 6 Years 3 = 5 Years 2 = 3 to 4 Years 1 = 1 to 2 Years

3. Proven Technical Competencies (aligned to the services to be rendered)
 	
• Submission of a detailed Project Approach and Methodology document:
  o Detailed Project plan with:
    ▪ Milestones
    ▪ Implementation Plan
    ▪ Deliverables; and
	5	**5 = Excellent - four of the following has been submitted**:
		• Submission of a detailed Project Approach
		• The methodology proposed needs to be innovative,

▪ Costing Schedule. ○ Clear understanding of the context of the requirement ○ Clear strategy to the execution of the requirement - The methodology proposed needs to be innovative, including but not limited to the following— ○ Extensive and highly interactive stakeholder interactions ○ Showcase the value of the approach, ○ Align the proposal with the goals of the stakeholders ○ Share examples of where similar methodologies have been implemented and succeeded - Proposed solution		- Proposed solution aligned to the services to be rendered - Additional information over and above what is requested. **4 = Very Good - three of the following has been submitted**: - Submission of a detailed Project Approach - The methodology proposed needs to be innovative, - Proposed solution aligned to the services to be rendered - Additional information over and above what is requested. **3 = Good - two of the following has been submitted**: - Submission of a detailed Project Approach - The methodology proposed needs to be innovative, - Proposed solution aligned to the services to be rendered - Additional information over and above what is requested

		2 = Average - one of the following has been submitted: - Submission of a detailed Project Approach The methodology proposed needs to be innovative, - Proposed solution aligned to the services to be rendered - Additional information over and above what is requested. 1 = Poor - **No proof of:** - Submission of a detailed Project Approach - The methodology proposed needs to be innovative, - Proposed solution aligned to the services to be rendered - Additional information over and above what is requested
Total	100	
Minimum Threshold	60	
Bidders who did not meet a minimum threshold of 60% on Technical Evaluation Criteria will be disqualified for further evaluation on price and specific goals.		

NOTE:

- *The bidders are expected to provide minimum of only one CV for the most experienced resource per role for evaluation.*

2.1   Stage 3: Preference Point System

In terms of Preferential Procurement Regulations, 2022, Regulation 4(1) the applicable Preference Point System for this tender is 80/20, Price (80), and Specific Goals (20). In terms of Regulation 4(2-4) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. The bidder must provide the relevant proof/ required documents for each preference point system indicated.

2.1.1   Pricing Evaluation

- The Service Provider must cost for the work to be done regarding license fees, system maintenance and support. For financial evaluation purposes, the service provider must provide a pricing schedule.
- The Financial Proposal must contain the financial proposal (SBD 3.3), which includes: cost for the work to be done regarding license fees, system maintenance and support, and the disbursement cost if applicable.
- The National Treasury reserves the right to negotiate rates submitted by bidders.

2.1.2   Specific Goals

For the purposes of this tender, the tenderer will be allocated points based on the goals stated and should be supported by proof/ documentation stated in Table 5 below.

Specific goals for the tender and points to be claimed are indicated in the table below:

The bidders who complied with the mandatory requirements and meet the minimum threshold of this bid were evaluated according to the Preference Point Scoring System as determined in the Preferential Procurement Regulations, 2022, pertaining to the Preferential Procurement Policy Framework Act, Act No 5 of 2000.

The following preference point system is applied to all the bids:

Table 5: Specific Goals

	Specific goals	Score	Required proof/ documents to be submitted for evaluation purposes
1.	The company owned by people who are Youth. • 100% company owned by Youth = 5 points	5 points	Proof of claim as declared on SBD 6.1 (one or more of the following will be used verifying the tenderer's status:

	• 75% - 99% company owned by Youth = 3 points • 60% - 74% company owned by Youth = 2 point • 51%- 59% company owned by Youth = 1 point • 0 - 50% company owned by Youth = 0 point		•Company Registration Certification/document (CIPC) • Company Shareholders certificate • Certified identification documentation of company director/s • B-BBEE Certificate of the tendering company. • Consolidated B-BBEE certificated if the tendering company is a Consortium, Joint Venture, or Trust (Issued by verification agency accredited by the South African Accreditation System). • Agreement for a Consortium, Joint Venture, or Trust.
2.	The company is owned by black people. • 100% company owned by black people = 5 points • 75% - 99% company owned by black people = 3 points • 60% - 74% company owned by black people = 2 point • 51%- 59% company owned by black people = 1 point • 0 - 50% company owned by black people = 0 point	5 points	
3.	The company owned by HDI (Women). • 100% company owned by women = 5 points • 75% - 99% company owned by women = 3 points • 60% - 74% company owned by women = 2 point • 51%- 59% company owned by women = 1 point • 0 - 50% company owned by women = 0 point	5 points	
4.	The company owned by people who are disabled. • 100% company owned by people who are disabled = 5 points • 75% - 99% company owned by people who are disabled = 3 points • 60% - 74% company owned by people who are disabled = 2 point	5 points	

• 51%- 59% company owned by people who are disabled = 1 point • 0 - 50% company owned by people who are disabled = 0 point	

*Note:

Points will be allocated based on % ownership of the Company (Please attach proof/ required documents).

Failure to submit the required proof will lead to a zero (0) status level for non-compliant service providers. The points scored by a bidder in respect of the points indicated above will be added to the points scored for price. Only a bidder who has completed and signed the declaration part of the preference claim form will be considered. National Treasury may, before a bid is adjudicated or at any time, require a bidder to substantiate claims made regarding the required proof. A trust, consortium, or joint venture will qualify for points as a legal entity, provided that the entity submits the required proof.

2.1.3   Timeframe (Project Duration)

The successful bidder will be appointed for a period of three (3) years from the date of appointment.

2.1.4   Implemented Landscape

Support must be provided at various locations where NT is located which include but not limited to the following:

• SITA Centurion – John Vorster Drive, Centurion

• 40 Church Square – Pretoria CBD (Head Office)

• 120 Plein Street – Cape Town CBD (Small Footprint)

• Riverwalk Office Park Office Park- Ashlea Gardens, Pretoria

• Remotely online

3.   TERMS AND CONDITIONS OF THE BID

• The successful service provider(s) and its employees or consultants will have to undergo a mandatory security clearance process. NT reserves the right to cancel, terminate or, not award

the contract to a company that either doesn't avail itself for security clearance or fails such. The successful supplier will also enter into a non-disclosure agreement with the National Treasury.

- The CVs presented as part of the bid must be available for providing the service at National Treasury sites. If the resource is not available, NT reserves the right to accept or reject the replacement CVs presented. The service provider will be responsible for providing the desired replacement resources should the replacement CVs be rejected by NT.

- NT has the right to terminate the contract as and when the services are no longer required or as soon as the allocated funds are depleted.

- The service provider must undertake to conclude an agreement(s) which must consist of, but is not limited to the following:

  o A clear description of the required services and deliverables

  o Defined payment terms for the service.

  o Agreement that the successful service provider shall be a single point of contact for the service. In a case where the service provider outsourced services, the service provider will manage the National Treasury outsourced company directly.

  o Agreement that the successful service provider must provide qualified personnel who have undergone necessary training and certification to provide the required service. Should the skills not be available in-house, this must be specified.

- Successful bidder(s) must be able to commence work as soon as the agreement(s) have been signed.

- The bidder is required to submit a valid work visa and permit that complies with the provisions of the Immigration Act, 2002 (Act No.13 of 2002) read together with the critical skills list published in terms of Regulation 18(1) and 18(5) dated 02 August 2022 must be submitted for the director of the company submitting a bid and for each foreigner proposed as a resource.

- The bidder will also be expected to prove that the firm has exhausted all avenues to acquire that skill within the country.

- Personnel may only work on projects if they are granted a positive South African security clearance. If the clearance result is negative, the service provider will not be permitted to use that

resource. The bidder will be required to replace the individual with another resource who has equivalent or above experience and qualifications , and the replacement resource will be subject to the same evaluation criteria.

- National Treasury reserves the right to screen and vet shortlisted service providers before the appointment.

- ICT reserves the right to contact references as per the prescribed reference template (Annexure 2) during the evaluation and adjudication process to obtain information

- The National Treasury reserves the right to terminate the contract if there is clear evidence of deviations from the agreed specifications.

4. CONTACT DETAILS

Email: NTAdministrativeTenders@treasury.gov.za

ANNEXURE A1: CURRICULUM VITAE TEMPLATES

Notes:

- The CV format provided must be strictly adhered to. The CV shall not be longer than 4 x A4 s. A Minimum font size of 10 shall be used.

- The CVs must specifically and clearly address the service requirements for evaluation purposes.

- Only CV's may be submitted if the employee is employed or affiliated with the company submitting the CV.

- CV's must be signed by the proposed resource.

- Resource may only be submitted by one company.

- CV template is a prerequisite and the actual CV information may be supplement to the completed and provided CV template.

NOMINATED INDIVIDUAL'S CV

Nominated Individual's First Names	
Nominated Individual's Surname	
Nominated Individual's Date of Birth (yyyy-mm-dd, e.g. 2010-03-04)	
Nominated Individual's Nationality	
Nominated Individual's ID Number or Passport Number	
Service Provider's Name	
Role of Nominated Individual	

Education/Qualifications			
Institution	From Date	To Date	Qualification Obtained (Include the discipline e.g. BSc Computer Engineering)

Language Skills			
(Enter the languages below and indicate your competency: level, excellent, average, or basic.			
Language	Reading	Speaking	Writing
English			

Membership of Professional Bodies
(Describe in full, do not use acronyms or abbreviations)

Professional Experience (work history in descending order of years')			
From Date	To Date	Company/Organisation	Position

Full Current Contact Details of Three References to be Provided				
Full Names	Position	Company/ Organizati on	Telephone No. (with country and	Cell Phone No. (With country code)

Declaration by the Nominated Individual Described in this CV.

I declare that the above information is accurate and can be supported by documents and references on request. I declare that my CV is not included in the proposal of any other service provider.

Name	Signature	Date

Approved by the Service Providers Submitting the Bid		
Service Provider's Name		
Service Provider's Representative's		
Name	Signature	Date

Notes:

Note each page must be signed by the nominated individual whose details are given, and a representative of the service provider submitting the bid. Submit the signed copy as part of the bid.

5.   ANNEXURE A2: DETAILS OF SERVICE PROVIDER

5.1   SERVICE PROVIDER

Item	Detail	Description
Service Provider's Name		Name of the organisation or individual submitting
Central Supplier Database (CSD) Number		Reference number for the CSD system
Service Provider's Postal Address		Box number
		Suburb
		Postal code
Service Provider's Street Address		Number and street name
		Suburb
		Town/city
		Postal code
Service Provider's Telephone Number		Code and number, e.g., 012 488
Service Provider's Facsimile Number		Code and number, e.g., 012 488
Service Provider's		Company registration number if Applicable
Service Provider's VAT Registration		If applicable
Service Provider's SARS Tax Number		

Service Provider's Tax Clearance Certificate Expiry Date		yyyy-mm-dd, e.g., 2010-03-04
Contact Person		Contact person for this bid
Contact Person's Cell Phone Number		Number, e.g., 088 345 6789
Contact Person's Email Address		
Name of Person Signing this Bid		Full name
Date of Signature of the Bid		yyyy-mm-dd, e.g., 2010-03-04
Capacity Under which this Bid is Signed		Director, member, individual, etc.
Signature		Sign here

Notes:

- If the postal address is the same as the street address, leave the postal address fields blank.

- When completed, print a copy and sign. Submit the signed copy as part of the bid.

- This form must be completed irrespective of whether the service provider is an individual or an organisation.

6. ANNEXURE A3: SERVICE PROVIDER PROFILE

6.1 SERVICE PROVIDER

Summary of Service Provider's Relevant Experience (maximum 10 one sentence bullet points)
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Summary of Service Provider's Areas of Expertise (maximum 10 one sentence bullet points)
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Locations of Service Provider's Offices in SA (names of towns only)

Service Provider's Date of Foundation (yyyy-mm-dd, e.g., 2010-03-04)

Service Provider Name	
Representative's Name	

Representative's Signature	
Date of Signature	

Notes:

When completed, print a copy and sign. Submit the signed copy as part of the bid.

7. ANNEXURE A4: LIST OF SIMILAR PROJECTS AND CLIENTS CONTACT TEMPLATE

Project Description	Scope of Work	Breakdown of the resources and roles	Duration (Start date -end date)	Client Contact Details