

BROADBAND INFRACO SOC LTD

REQUEST FOR QUOTATION: APPOINTMENT OF A SUITABLY QUALIFIED SERVICE PROVIDER TO CONDUCT SKILLS AUDIT AND DEVELOP A COMPREHENSIVE SKILLS PLAN	
RFQ NUMBER:	RFQ-11877
RFQ ISSUE DATE:	05 June 2025
RFQ CLOSING DATE:	11 June 2025 @ 12:00 NOON
RFQ VALIDITY PERIOD:	30 days (COMMENCING FROM THE RFQ CLOSING DATE).
A FULL DESCRIPTION OF GOODS/SERVICES REQUIRED:	APPOINTMENT OF A SUITABLY QUALIFIED SERVICE PROVIDER TO CONDUCT SKILLS AUDIT AND DEVELOP A COMPREHENSIVE SKILLS PLAN
RESPONSES TO THIS RFQ SHOULD BE FORWARDED TO:	Supply Chain Management – Commercial Department Email: Quotations@infraco.co.za
ENQUIRY:	Khumbuzile.Ntuli@infraco.co.za
NAME:	Khumbuzile Ntuli

Bidders must acknowledge receipt of this RFQ on the above contact details.

Annexure A

BIDDER:

REGISTRATION NUMBER:

ADDRESS:

CONTACT PERSON:

TEL:

FAX:

E-MAIL ADDRESS:

TERMS AND CONDITIONS OF REQUEST FOR QUOTATION (RFQ).

1. Broadband Infraco standard conditions of purchase shall apply.
2. No services must be rendered, or goods delivered before an official Broadband Infraco Purchase Order form has been received.
3. Late and incomplete submissions will not be accepted.
4. Any bidder who has reasons to believe that the RFQ specification is based on a specific brand must inform Broadband Infraco before the RFQ closing date.
5. Where applicable, Work will be carried out in terms of the OHSA and regulations and therefore it is important for the bidders to include OHSA compliance costs (i.e., safety file for the recommended bidder will be approved by Broadband Infraco).
6. Bidder is required to submit copy of Tax Clearance Certificate and verification information (PIN) to be used by Broadband Infraco to validate the copy on the SARS website for all price quotations exceeding the value of R30 000 (VAT included). Failure to submit the copy of valid Tax Clearance Certificate and verification information will result in the invalidation of this RFQ. It is the responsibility of the bidder to ensure that Broadband Infraco is in possession of the bidder's valid Tax Clearance certificate.
7. The onus is on the bidder to ensure that Broadband Infraco receives a valid Tax Certificate as soon as the validity of the said certificate expires.
8. Bidders must attach a valid B-BBEE certificate, correct affidavit or valid exemption letters with the bid. Copies must be certified.
9. Bidders must submit the full CSD report.
10. Bidders are required to complete **PART A** for all price quotations exceeding the value of R30 000 (VAT included).
11. This RFQ will be evaluated in terms of Price and Specific Goals system and points shall be awarded accordingly.
12. All prices must be quoted in South African Rand (ZAR) and the foreign currency amount applicable must be stated. The bidder must indicate clearly which portion of the quoted price is linked to the exchange rate. The cost of installation, delivery, and other charges must be included in the total price quoted.
13. It is within Broadband Infraco's prerogative to award this bid in part/s or whole to one or more than one service provider based on the pricing and other technical consideration within the ambits of the law.
14. Broadband Infraco will only commence payment processes after fulfilment of the conditions contained in the contract and/ or on receipt of an invoice from the service provider and after such has been approved by the client division as representing the services received.
15. Payment of invoices will be effected on the last day of the calendar month following the calendar month of receipt of a correct and original invoice
16. Bidders who submitted information that is fraudulent, factually untrue or inaccurate, for example memberships that do not exist, BEE credentials, experience, etc will be disqualified.
17. Bidders will be disqualified if there are listed on prohibited register of bidders in National Treasury and register of tender's defaulters.

NB*, Please provide us with a detailed quotation on your company letterhead, indicating all the product specifications and indicate compliance (and any deviations) to the given specification.

DECLARATION BY BIDDER

I, the undersigned (NAME).....certify that:

- i. I have read and understood the conditions of this RFQ.
- ii. I have supplied the required information and the information submitted as part of this RFQ is true and correct.

.....

Signature

.....

Date

.....

Capacity

STANDARD BIDDING DOCUMENT 1 - PART A: INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF BROADBAND INFRACO (SOC) LTD					
BID NUMBER:	RFQ11877	CLOSING DATE:	11 June 2025	CLOSING TIME:	12:00 Noon
DESCRIPTION	APPOINTMENT OF A SUITABLY QUALIFIED SERVICE PROVIDER TO CONDUCT SKILLS AUDIT AND DEVELOP A COMPREHENSIVE SKILLS PLAN.				

RESPONSES MUST BE EMAILED

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					
TAX CLEARANCE NUMBER					
	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes	
	<input type="checkbox"/> No			<input type="checkbox"/> No	
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?					
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	<input type="checkbox"/>	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)			
	<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)			
	<input type="checkbox"/>	A REGISTERED AUDITOR			
		NAME:			

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT(FOR EMEs& QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ANSWER PART B:3 BELOW]
<i>SIGNATURE OF BIDDER</i>	<i>DATE</i>	
<i>CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)</i>			

PART B: TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED--(NOT TO BE RE-TYPED) OR ONLINE
- 1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
- 1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE
- 1.5.
- 1.6.
- 1.7. E STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
- 1.8. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER AND PROOF MUST BE PROVIDED.

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- 3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO
- 3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO
- 3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO
- 3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

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

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.

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**

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

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.

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF 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

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

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

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

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

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

1.2 To be completed by the organ of state

- a) The applicable preference point system for this tender is the 80/20 preference point system.
- b) the 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

$$\text{80/20}$$

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

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

$$\text{80/20}$$

$$Ps = 80 \left(1 + \frac{Pt - Pmax}{Pmax} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Black Owned Entity	6	
Women Owned Entity	4	
Youth Equity Ownership	4	
People With Disability	3	
Military veterans	3	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

☐ Partnership/Joint Venture / Consortium

- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and , 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

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

SURNAME AND NAME:

.....
DATE:

.....
ADDRESS:

.....

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.....

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1. BACKGROUND

1.1 Legal and structural context

- (a) BBI is a Schedule 2 public entity established under the Broadband Infraco Act, Act No 33 of 2007 and complies with the Public Finance Management Act, Act No 1 of 1999 as amended.
- (b) The skills audit and comprehensive skills development plan will comply with the Skills Development Act (1998), the Employment Equity Act (1998), the B-BBEE Codes of Good Practice, and other relevant South African legislation. In addition, the process will align with the objectives outlined in South Africa's National Development Plan (NDP), which emphasises the importance of building a skilled and capable workforce to drive the country's long-term socio-economic growth and development.
- (c) The skills audit will assess the current skills landscape, identify gaps, and ensure that the workforce is equipped with the necessary competencies to meet both the immediate and the future of the company in line of the 2030 strategy of the company. This approach will be in line with the NDP's focus on improving education, enhancing skills, and creating opportunities for youth employment and entrepreneurship, all while supporting the overall transformation agenda in South Africa.
- (d) The skills audit and development plan will adhere to best practices and national policy frameworks, including the NDP's vision for an inclusive, skilled, and educated workforce. The recommendations from the audit will support long-term development goals, contributing to the growth and competitiveness of the company while empowering employees to meet their full potential.
- (e) BBI currently has a staff complement of **123 employees** where **39** are employed on a permanent basis and the rest appointed on a fixed term and insourced basis. The skills audit will only be conducted on the permanent staff members. This number is subject to change and may be reviewed for the duration of the project.

2. Objectives

The five key objectives for conducting the skills audit are as follows:

- (a) To **assess** and **define** the **skills needed** to support the company's **future** business goals and objectives as articulated in the corporate plan.
- (b) To **evaluate** current human resources **capabilities** and identify talent gaps, ensuring the workforce is equipped with the **necessary skills** to support key **initiatives** such as **succession** planning, **talent retention** and business growth.
- (c) To **contribute** input into the **development** of the Human Capital Management Strategy.
- (d) To assess existing **talent pools** and **succession plans**, ensuring the company is equipped with the **right skills** for leadership and **critical roles** in the future.
- (e) To build on the **previous skills** audit while **remaining flexible** to adapt and update as needed to align with current company requirements.

3. Duration

The project will be for a period of -3 months (90 Days) from signing of the contract with the successful service provider.

4. Scope of Work

The Skills Audit will focus on assessing the skills required for the company's future growth and aligning them with the goals outlined in the business plan. The project will be completed within 90 days and will consist of the following phases:

4.1.1 Phase 1: Planning and Framework Development

- (a) Define the project scope, objectives, and deliverables in alignment with the company's strategic goals.
- (b) Develop the framework for the skills audit, ensuring integration with the Human Capital Management Strategy.
- (c) Identify key stakeholders and gather necessary inputs for the audit process.

4.1.2 Phase 2: Data Collection and Analysis

- (a) Conduct interviews, surveys, and workshops with key employees and leaders to gather data on current skills, competencies, and future needs.
- (b) Analyse current human resources capabilities, focusing on skill gaps and alignment with business objectives.
- (c) Evaluate existing talent management practices, including succession planning and talent retention strategies.

4.1.3 Phase 3: Reporting and Recommendations

- (a) Compile findings into a comprehensive report that includes a clear analysis of skill gaps, current capabilities, and future skill requirements.
- (b) Provide actionable recommendations for addressing skills gaps, improving talent retention, and aligning human capital with business needs.
- (c) Include an assessment of the impact on human capital management strategies, particularly in talent development and workforce planning.

4.1.4 Phase 4: Final Presentation and Input to Human Capital Management Strategy

- (a) Present findings and recommendations to senior management and key stakeholders.
- (b) Provide strategic input to enhance the company's Human Capital Management Strategy, ensuring alignment with the skills required for the future.
- (c) Finalise the report and submit all deliverables, including a roadmap for implementing the recommendations.

5. Deliverables

5.1 Project Plan and Timeline

- (a) A detailed project plan outlining the scope, phases, key activities, timelines, and resource allocation.
- (b) Identification of stakeholders and key contacts for each phase of the audit.

5.2 Stakeholder Engagement Report

Documentation of all stakeholder engagement activities, including interviews, surveys, and focus groups, highlighting key insights and feedback received from employees and management.

5.3 Skills Gap Analysis Report

- (a) A comprehensive report analysing the current skills within the organisation, identifying gaps, and assessing how existing skills align with business needs and objectives.
- (b) A clear identification of future skill requirements in alignment with the company's goals as outlined in the finalised Human Capital Management Strategy.

5.4 Detailed Recommendations and Action Plan

- (a) Actionable recommendations to address skills gaps, improve talent retention, and strengthen workforce planning.
- (b) A proposed action plan with specific initiatives, timelines, and responsible parties for implementation.

5.5 Final Report and Integration with Human Capital Management Strategy

- (a) A comprehensive final report that integrates the findings from the skills audit into the company's Human Capital Management Strategy, providing input to enhance its effectiveness in meeting future business goals.
- (b) A summary of how the skills audit will support the ongoing human capital initiatives, including succession planning, talent development, and workforce optimisation.

5.6 Presentation of Findings and Strategic Insights

- (a) A formal presentation to senior management and key stakeholders, summarising the key findings from the skills audit and outlining how these insights can be used to strengthen the company's human capital approach.
- (b) A focus on linking the audit results to the overall business strategy and ensuring alignment with the company's long-term vision.

5.7 Roadmap for Implementation

- (a) A roadmap outlining the steps and priorities for implementing the recommendations from the skills audit.
- (b) This includes proposed actions for addressing identified skill gaps, improving HR capabilities, and aligning talent strategies with organisational goals.
- (c) These deliverables will provide the organisation with a clear understanding of the current and future skills needed to support the business strategy, and will enable actionable steps to ensure the workforce is fully aligned with the company's goals.

6. Service provider knowledge and experience

The service provider must demonstrate extensive knowledge and proven experience in conducting skills audits and developing Human Resource Development (HRD) and Human Resource Management (HRM) strategies. The service provider should provide evidence of successful completion of similar projects, showcasing their ability to manage and execute complex assignments within the agreed timelines. The provider's team should possess the required qualifications, technical expertise, and a strong track record of delivering high-quality outcomes aligned with organisational objectives.

7. Confidentiality of information

All information, data, and materials shared and gathered during the course of the Skills Audit Project are confidential and shall be treated as such. This includes any employee-related data, internal processes, and business strategies. The project team, stakeholders, and any third-party service providers involved in the audit will ensure that no confidential information is disclosed to unauthorised individuals or entities. All information obtained will be used solely for the purposes of the skills audit and the development of relevant recommendations. Any reports, findings, and documents produced as part of this project will be handled with the utmost discretion and will not be shared outside the scope of the project without prior written consent from the company. This confidentiality obligation will remain in effect even after the completion of the project.

8. Evaluation methodology

Submissions will only be considered if they fully meet the technical specifications outlined in the Terms of Reference (TOR).

The evaluation process is divided into **three distinct** stages: Stage 1 compliance requirements, Stage 2 functional compliance requirements and Stage 3- Price and Specific goals requirements.

Stage 1: Compliance requirement

10.1 Bids requirements

10.1.1 All bids duly lodged will be examined to determine compliance with bidding requirements and conditions

10.2 Conditions for selection/short listing

10.2.1 All submissions will be evaluated as follows:

10.2.1.1 **Stage 1** – Requirements items,

Service Providers to:

- a. Submit their proposal by the closing date and time. Submission after the closing date will lead to automatic disqualification.
- b. The bidding company should have a team leader who possesses a minimum of NQF Level 9 qualification in Social Science. **NB:** International qualifications must be verified by SAQA (prior to submission) and proof of the SAQA verification to be attached.
- c. Non-submission of the NQF Level 9 qualification in Social Science and proof of SAQA verification for international qualifications will lead to disqualification of the bidder's proposal.
- d. The bidding company should have two (2) additional team members who each possess the following:
 - i. a minimum of NQF Level 8 qualification in Industrial Psychology. **NB:** International qualifications must be verified by SAQA and proof of the SAQA verification attached.
 - ii. Non-submission of the NQF Level 8 qualification in Industrial Psychology and proof of SAQA verification for international qualifications will lead to disqualification of the bidder's proposal.
 - iii. Certified proof of registration with an Industrial Psychology professional body. Non submission of the proof of registration with an Industrial Psychology Body will lead to automatic disqualification.
 - iv. **Complete and submit all Standard Bidding Documents (SBD) forms mentioned above on page 2 of this document, namely: SBD1, SBD 3.3, SBD 4, SBD 6.1.**
 - v. Bidders to be registered on the National Treasury Central Supplier Database (CSD) by the closing date and time of this request for quotation.
 - vi. Bidders are to provide Broadband Infraco SOC with a copy of their CSD registration report downloaded from the National Treasury CSD Website.
 - vii.** Initial each page of the General Condition of Contract (**Annexure A**) and submit with your proposal.

Stage 2: Functionality – Written Proposal

Service providers must score a minimum of 70 out of 100 points in this stage to be shortlisted for further evaluation.

Only shortlisted service providers will then be assessed for Price and Specific Goals.

Functionality Criteria **Stage 2: Functionality**

ELEMENT	FUNCTIONALITY EVALUATION	WEIGHT	SCORING GUIDELINES
1. Company profile	Bidders must submit a comprehensive company profile demonstrating experience in conducting skills audits, workforce capability assessments, and human capital diagnostics in similar environments. The profile must include years of operation, relevant projects, sectors served, and institutional	15 Points	<ul style="list-style-type: none"> 0–5 Points = Limited relevance 6–10 Points = Moderate relevance 11–15 Points = Strong, relevant profile with direct experience in skills audits
2. Technical Proposal	The proposal must include a detailed approach to the skills audit, covering methodology, tools to be used (e.g. competency frameworks, digital platforms), data collection methods (interviews, surveys), validation processes, and a timeline with defined milestones and deliverables.	30 Points	<ul style="list-style-type: none"> 0–10 Points = Unclear methodology 11–20 Points = Adequate methodology with minor gaps; 21–30 Points = Robust, well-structured, TOR-aligned methodology with innovation
3. Project team leader	The proposed Project Lead must have successfully led a minimum of three (3) large-scale skills audit or workforce capability projects. The CV must reflect strategic advisory roles, experience in public or regulated sectors, and relevant qualifications.	15 Points	<ul style="list-style-type: none"> 0–5 Points = Less than 3 relevant projects 6–10 = 3 relevant projects 11–15 = >3 strategic projects with public sector or SOE relevance
4. Two (2) additional team members	CVs of two supporting resources with at least three (3) years' experience in conducting or supporting enterprise-wide skills audits or workforce diagnostics. Experience with data analysis, facilitation, or HR systems should be clearly stated.	20 Points	<ul style="list-style-type: none"> 0–5 Points= Limited experience; 6–15 Points= Adequate and relevant experience; 16–20 Points = Strong, complementary skills and sector knowledge for both resources
5. Reference Letters	At least five (5) reference letters from previous clients demonstrating successful completion of comparable skills audits. Letters must be recent (last 5 years), signed, and include contactable references and project descriptions.	20 Points	<ul style="list-style-type: none"> 0–7 Points = 1–2 letters 8–13 Points = 3–4 letters 14–20 Points = 5+ letters with verifiable details and alignment to scope

1. COMPLIANCE AND ADMINISTRATIVE DOCUMENTS (Stage 1)

(Standard Bidding Documents) The verification during this phase is to assess the bid responses for purposes of verifying compliance with RFQ requirements, whereby a bidder may be disqualified if they do not fully comply with requirements as stipulated below:

- Submission of fully completed SBD1 (Invitation to Bid),
- Submission of a quotation on the company letterhead,
- Submission of fully completed SBD 4 (Bidder's disclosure),
- Submission of fully completed SBD 6.1
- CSD Report
- Valid Tax Pin or Certificate
- Certified copy of BBEE/Sworn Affidavit

2. FUNCTIONALITY EVALUATION CRITERIA (Stage 2)

Once Stage 1 (Administrative) is completed. Service providers will be required to score at least 70 points on Stage 2 in order to be considered for Stage 3 Price and Specific goals. Please note that pricing will be assessed in conjunction with the specific goals, with the goal of ensuring a balance between competitive pricing and promoting transformation.

General Submission Requirements

- Ensure all required documents, including the project plan, CVs of the project team, and reference letters, are submitted in a clear and organised manner. Bidders must also provide relevant records or reports demonstrating their capacity and experience.
- All proposals should be concise, with each submission clearly addressing the criteria outlined in this methodology. Bidders are encouraged to follow the structure of the TOR and the evaluation criteria to avoid confusion during the evaluation process.

Only bidders who obtained 70 out of 100 points on Functionality will be evaluated further on Price & specific goals preference point system of 80/20 as per the below table:

3. PRICE AND SPECIFIC GOALS

The average rate price for each service costed will be utilized to determine the bid price. The evaluation for Price and Specific Goals shall be based on the 80/20 PPPFA Principle and the points for evaluation criteria are as follows:

CRITERIA	WEIGHTING/ POINTS
Price	80
Specific Goals	20
Total	100

NB: Price and specific goals points will be calculated as described in the Preferential Procurement Regulations of 2022. SBD 6.1 form must be used to claim points for specific goals for the company.

4. PRICING SCHEDULE

Item	Item Description	QTY	Total Price (VAT Exclusive)
1	Pre-Audit As is Analysis	1	
2	Develop Skills Audit Tools	1	
3	Competency Framework/ Matrixes	1	
4	Skills Audit and Data Analysis and reporting	1	
5	Development of the Training Plan/ Individual Skills Profiles/Development Plans and Scares and Critical Skills	1	
6	Final Report Presentation and Close up report	1	
Price Excl. VAT			
VAT 15%			
Price Incl. VAT			

- Pricing schedule must reflect a detailed cost breakdown and any indirect costs associated with rendering required service.
- Please indicate delivery lead time.
- Kindly note that the service is urgently required.

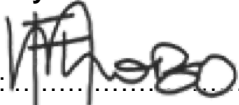
NB: NO HARD COPIES OR PHYSICAL SUBMISSIONS WILL BE ACCEPTED.

Reviewed by: Terence Manzini

Signature: 

Date: 03/06/2025

Approved by: Mbulelo Hlobo

Signature: 

Date: 03/06/2025