

**04 MAY 2026**

**REQUEST FOR QUOTATIONS FOR THE PROVISION,  
CONFIGURATION, IMPLEMENTATION AND SUPPORT  
OF AWARDS MANAGEMENT SOFTWARE FOR THE RAIL INDUSTRY AWARDS 2026**

## **1. Purpose**

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- 1.1. The Railway Safety Regulator (RSR) requires the services of a suitable service provider for the provision, Configuration, Implementation and Support of Awards Management Software (Award Force – Pro Annual License) for the Rail Industry Awards 2026

## **2. Considerations/background**

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- 2.1. The Railway Safety Regulator (RSR) will host the Rail Industry Awards in October 2026, aimed at recognising excellence, innovation, and commitment to railway safety across the sector.
- 2.2. The administration of nominations, judging, and communication requires an efficient, scalable, and automated system

## **3. Scope of work / Specification**

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Specifications are as follows:-

- 3.1 The appointed service provider will be required to provide an Annual Pro License subscription, configure, implement, and support an Awards Management Software solution
- 3.2 The system must be delivered and configured within 3-4 weeks after appointment, and must meet the following requirements:
- 3.3 A total of 60 hours for configuration and support of the solution.
- 3.4 The service provider should take note of the following information when configuring the platform:
  - 3.4.1 Expected number of categories is 12 to 15
  - 3.4.2 The estimated number of submissions is 200 to 600
  - 3.4.3 Stakeholder groups include operators, OEMs, suppliers, academic institutions and individual professionals in the railway industry.

3.5 The indicative timeline for this project is as follows, from appointment date:

- Setup & configuration (1-2 weeks)
- Testing and implementation of changes (1-2 weeks)
- Nomination submission period (8–12 weeks)
- Judging period (4–6 weeks)
- Close-out report (by second week of November 2026)

3.6 The platform should be hosted for a period of 12 months and available to the RSR during this period

**3.7. REQUIREMENTS: Awards Management Software (Award Force – Annual Pro License or equivalent):**

Requirement	Phase
<b>FUNCTIONAL REQUIREMENTS</b>	
<b>R1</b>	Configurable entry process including management of duplicate entries
<b>R2</b>	Configurable user registration with role-based access
<b>R3</b>	Score-based judging and multiple evaluation modes
<b>R4</b>	Unlimited managers and users
<b>R5</b>	Unlimited submissions
<b>R6</b>	Email broadcast communication functionality
<b>R7</b>	Public voting capability
<b>R8</b>	Gallery storage for entries
<b>R9</b>	Brandable custom domain
<b>R10</b>	Sponsor and partner branding visibility
<b>R11</b>	HD video hosting and streaming capability
<b>R12</b>	Support for various judging modes
<b>R13</b>	Workflow review and approval capability
<b>R14</b>	Unlimited file upload size and quantity
<b>R15</b>	API and webhook integration capability
<b>R16</b>	Role-based registration forms
<b>R17</b>	Entry/application category configuration
<b>R18</b>	Auto-save capability for submissions

<b>R19</b>	Ability for users to edit submissions until deadline
<b>R20</b>	Allow for resubmission of entries
<b>R21</b>	Generate packing slips for physical submissions
<b>R22</b>	PDF download of entry records
<b>R23</b>	Secure hosting environment
<b>R24</b>	Compliance with Information Privacy Laws (including POPIA)
<b>R25</b>	Provision of onboarding training
<b>R26</b>	Provision of technical support (email and telephonic)
<b>R27</b>	Integration capability with awards website via a click-through link
<b>R28</b>	The platform should be able to provide a full audit trail of: <ul style="list-style-type: none"> <li>• Nomination submissions</li> <li>• Deletions</li> <li>• Score changes</li> <li>• Judging activity</li> </ul>

#### 4. Administrative / Compliance Requirements

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- 4.1. Registration on National Treasury CSD report
- 4.2. Comprehensive quotation (prices must be VAT Inclusive)
- 4.3. Tax Pin & Tax clearance certificate
- 4.4. Fully Completed and signed Standard Bidding Documents (SBD) forms documents
- 4.5. A valid BBBEE certificate or sworn affidavit (on sworn affidavit indicate the day, month and year of the financial year period ie, 31 March 2022)
- 4.6. Valid company registration documentation that are issued by Companies & Intellectual Property Commission (CIPC)
- 4.7. A Copy of the identity document of the company owner(s)
- 4.8. Valid Medical Certificate
- 4.9. Valid South African Social Security Agency (SASSA) registration (**Where applicable**)
- 4.10. Valid National Council for Persons with Physical Disability in South Africa registration (NCPDOSA)

*Failure to submit valid documents listed above (No - 4.5, 4.6, 4.7, 4.8, 4.9, 4.10) for proof of claim specific goals as stipulated in Section 6 below will lead to the service provider not being awarded points for specific goal.*

## 5. Functionality Criteria Evaluation

6.1 Only service providers that score a minimum of 70 points of the total points on the functionality evaluation will proceed to the price and preference point evaluation

6.2 Service providers must demonstrate their capacity and capability to successfully execute the required services by complying with the functionality criteria outlined in the table below

### EVALUATION CRITERIA

ITEM	FUNCTIONALITY CRITERIA	POINTS
<b>REFERENCE LETTERS</b>  The reference letters should state the following:  <ul style="list-style-type: none"> <li>• <b>Name of the client</b></li> <li>• <b>Contact Person's name, surname, position, contact number and e-mail</b></li> <li>• <b>Work performed</b></li> <li>• <b>Dates when work was performed</b></li> </ul>	The service provider must submit reference letters from previous or current clients that indicate experience in providing support or maintenance for web platforms within the past 10 years.  <ul style="list-style-type: none"> <li>• <b>Provided five (5) or more relevant reference letters = 30 Points</b></li> <li>• <b>Provided four (4) relevant reference letters = 20 Points</b></li> <li>• <b>Provided three (3) relevant reference letters = 15 Points</b></li> <li>• <b>Provided two (2) relevant reference letters = 10 Points.</b></li> <li>• <b>Provided one (1) relevant reference letter = 5 Points</b></li> <li>• <b>No valid or relevant letters= 0 points</b></li> </ul>	<b>30</b>
<b>COMPANY</b>	The prospective service provider must have experience in	<b>20</b>

<p><b>EXPERIENCE</b></p> <ul style="list-style-type: none"> <li>• <b>NB: The Company Profile document must clearly indicate the number of years a service provider has been providing web application support.</b></li> <li>• <b>NB: No points shall be awarded if BOTH the company registration and company profile documents are not submitted</b></li> </ul>	<p>providing/ maintaining web-based platforms or Awards Management Software or as a registered company. Prospective service providers must submit valid company registration documents and a Company Profile document, as the profile will be used to determine the number of years a service provider has been registered, providing support, or maintaining web applications or similar systems.</p> <ul style="list-style-type: none"> <li>• 10 or more years registered as a company and providing support or maintenance of web applications = <b>20 Points</b>.</li> <li>• Between 5 and less than 10 years registered as a company and providing support or maintenance of web applications = <b>10 Points</b>.</li> <li>• 2 years but less than 5 years registered as a company, and provide support or maintenance of web applications = <b>5 Points</b></li> <li>• Less than 2 years registered as a company, and provide support or maintenance of web applications = <b>0 Points</b></li> </ul>	
<p><b>WEB APPLICATION CAPABILITIES AND TEAM CAPACITY</b></p> <ul style="list-style-type: none"> <li>• <b>NB: No points shall be awarded if both CV and qualifications are not provided.</b></li> <li>• <b>NB: A SAQA qualification verification letter must be submitted for all</b></li> </ul>	<p>The bidder must have Support Specialists with a minimum National Qualifications Framework (NQF) level 6 ICT or related qualifications, and a minimum of 5 years' experience in configuring, supporting, or maintaining web applications or similar systems.</p> <ul style="list-style-type: none"> <li>• Submitted three (3) or more Support Specialists with each having a minimum NQF level six (6) ICT qualification, and a minimum of 5 years' experience in developing or supporting/maintaining web applications or similar systems = <b>50 Points</b></li> <li>• Submitted two (2) Support Specialists, each having a minimum NQF level six (6) in ICT or related qualification, and a minimum of 5 years' experience in developing or supporting /maintaining web applications or similar systems = <b>30 Points</b></li> </ul>	<b>50</b>

<p><b>foreign qualifications. No points shall be awarded if foreign qualifications submitted are without an accompanying qualification verification letter from SAQA.</b></p>	<p>• Submitted one (1) Support Specialist with a minimum NQF level six (6) in ICT or related qualification, and a minimum of 5 years' experience in developing or supporting/ maintaining web applications or similar systems = <b>10 Points</b></p>	
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**Service Providers must obtain a minimum of 70 points out of 100 points to be considered for price and specific goal points evaluation.**

## **6. Evaluation 80/20 Preference Point System**

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- 6.1. The price quotations will be evaluated in accordance with the pre-scripts of the Preferential Procurement Policy Framework Act (PPPFA) and its regulations, in particular Preference Procurement Regulation 2022 which stipulate **80/20 preference point system for acquisition of goods or services with Rand value equal to or below R50 million (inclusive of all applicable tax).**
- 6.2. **A maximum of 80 points for price and 20 points for the specific goal specified on the request for quotation may be awarded to a Service Provider.**
- 6.3. **Points for the specific goal will be awarded as specified on the table below:**

NO	SPECIFIC GOALS	PREFERENCE POINT (OUT OF 20)	PROOF OF CLAIM
1	An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which is <b>at least 51% owned by black people</b>	10	<ul style="list-style-type: none"> <li>• Copy of the identity document of the owner(s)</li> <li>• A valid SANAS accredited BBEE certificate or a valid BBEE sworn affidavit (whichever is applicable)</li> <li>• Central Supplier Database (CSD) report</li> <li>• Valid company registration documentation that are issued by Companies &amp; Intellectual Property Commission (CIPC)</li> </ul>
2	An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which is <b>at least 51% owned by black women</b>	5	<ul style="list-style-type: none"> <li>• Copy of the identity document of the owner(s)</li> <li>• A valid SANAS accredited BBEE certificate or a valid BBEE sworn affidavit (whichever is applicable)</li> <li>• Central Supplier Database (CSD) report</li> <li>• Valid company registration documentation that are issued by Companies &amp; Intellectual Property Commission (CIPC)</li> </ul>

3	An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which is <b>at least 51% owned by youth</b>	3	<ul style="list-style-type: none"> <li>• Copy of the identity document of the owner(s)</li> <li>• A valid SANAS accredited BBEE certificate or a valid BBEE sworn affidavit (whichever is applicable)</li> <li>• Central Supplier Database (CSD) report</li> <li>• Valid company registration documentation that are issued by Companies &amp; Intellectual Property Commission (CIPC)</li> </ul>
4	An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which is <b>at least 51% owned by person(s) with disabilities</b>	2	<ul style="list-style-type: none"> <li>• Copy of the identity document of the owner(s)</li> <li>• A valid SANAS accredited BBEE certificate or a valid BBEE sworn affidavit (whichever is applicable)</li> <li>• Central Supplier Database (CSD) report</li> <li>• Valid company registration documentation that are issued by Companies &amp; Intellectual Property Commission (CIPC)</li> <li>• Valid Medical Certificate</li> </ul>

		<ul style="list-style-type: none"><li>• Valid South African Social Security Agency (SASSA) registration <b>(Where applicable)</b></li><li>• Valid National Council for Persons with Physical Disability in South Africa registration (NCPDPSA)</li></ul>
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6.4. For Points to be awarded for the specific goals the proof for the claim for such goal must be submitted.

## 7. Technical Enquiries

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7.1. SCM: Fumani Mabunda

[fumanim@rsr.org.za/010 495 5391](mailto:fumanim@rsr.org.za/010 495 5391)

7.2. Project Manager: Evans Namanyana

[evans.namanyana@rsr.org.za /010 495 5391](mailto:evans.namanyana@rsr.org.za /010 495 5391)

## 8. Closing Date and Time for responses to this request for quotation

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8.1. The request will be **closed on 12 May 2026 at 15h00**. Responses may be emailed to [fumanim@rsr.org.za](mailto:fumanim@rsr.org.za)