

SASSA 01 (QO)

INVITATION FOR QUOTATIONS

**THE SOUTH AFRICAN SOCIAL SECURITY AGENCY INVITES QUOTATIONS FOR THE
PROVISION OF *description of works* .**

Project title:	PROCUREMENT OF ITIL 4 FOUNDATION TRAINING FOR THREE (3) OFFICIALS FOR A DURATION OF (5) FIVE DAYS.
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RFQ No:	RFQ:RO/04/07/2026	Closing Date:	07/08/2026
Closing time:	11:00	Validity period:	60 days

1. COMPLETION OF QUOTATION/BID DOCUMENTS:

- 1.1 All quotation documents must be fully completed and duly signed by an authorized person (Directors / Representative).
- 1.2 All quotations and fully completed Standard Bidding Documents (SBD) forms must be addressed to the South African Social Security Agency and must be emailed to QuotationsEC@sassa.gov.za or hand delivered in a sealed envelope marked with the RFQ number stated above.
- 1.3 Service Providers that hand delivers their quotations must deposit it in the **QUOTATION BOX** situated at the reception at **SASSA, BKB BUILDING ENTRANCE, CNR MERINO AND FITZPATRICK RD, QUIGNEY, EAST LONDON**
- 1.4 **NB: THE QUOTATION REGISTER AT THE RECEPTION MUST BE SIGNED AFTER QUOTATIONS ARE SUBMITTED.**
- 1.5 Quotations that are emailed to any other email address other than the one mentioned above **WILL not be considered.**
- 1.6 **Late quotations will not be accepted.**
- 1.7 This quotation is subject to the GCC (General Conditions of Contract) and any other special conditions of contract where applicable.
- 1.8 Quotations equal to or above R 2,000 Vat inclusive shall be evaluated on 80\20 preference point system.
- 1.9 The taxes of the successful supplier must be in order, or satisfactory arrangements must be made with the South African Receiver of Revenue (SARS) to meet the supplier's tax obligations prior to award.
- 1.10 Quotations must be accompanied by A COPY of the following documents:
 - 1.10.1 ID Copies of All Directors
 - 1.10.2 CK document (Company registration document)
 - 1.10.3 Valid SARS Tax Pin Document
 - 1.10.4 A valid BBBEE Verification Certificate from a verification agency accredited by the South African National Accreditation System (SANAS) or a valid BBBEE certificate issued by the Companies and Intellectual Property Commission (CIPC), or
 - 1.10.5 Exempted Macro Enterprise (EME's) and Qualifying Small Enterprise (QSE) must submit a Sworn Affidavit signed by EME's representative and attested by commissioner of oath



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at the right time and place. NJALO!*

South African Social Security Agency
Head Office

SASSA House • 501 Prondisa Building Cnr Beatrix & Pretorius Street
Pretoria • Private Bag X55662 Arcadia • Pretoria 0083
Tel: +27 12 400 2000 • Fax: +27 12 400 2257
www.sassa.gov.za

1.11 Mandatory Requirements

1.11.1 Quotations submitted to SASSA by Suppliers should include the following information:

- a) Addressed to SASSA
- b) Letterhead of the Company / Company Stamp
- c) Company physical address
- d) Contact details
- e) Detailed Description of goods and services aligned with the specification issued and, where the specification is itemized, the quotation submitted must indicate price for each line item
- f) Total cost / price inclusive of VAT
- g) VAT registration number (where applicable)
- h) Company registration number
- i) Signature of Director / Representative

Quotations that do not comply with the above requirements will be disqualified

1.12 Administrative Requirements

- 1.12.1 Quotations submitted to SASSA need to include the validity period
- 1.12.2 Quotations submitted to SASSA need to include the delivery period
- 1.12.3 Submission of fully completed SBD 4 and SBD 6.1

SASSA reserves the right to negotiate with the service provider about the quotation price

2. **DESCRIPTION OF SERVICE REQUIRED:**

Description of Goods / Services	Quantity
PLEASE REFER TO THE ATTACHED SPECIFICATION/ TERMS OF REFERENCE	

NB: Please find attached Detailed Specification or Terms of Reference (TOR) and Standard Binding Document (SBD) Forms.

3. **ENQUIRIES RELATED TO DOCUMENTS MUST BE ADDRESSED TO:**

BUYER:	Nokubonga Gqirana	Telephone no:	043 707 6156
Cell no:	N/A	Fax no:	N/A

Name: N. Gqirana

Signature: 

Date: 31 July 2026



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