

REQUEST FOR QUOTATION

SENTECH INVITES SUPPLIERS FOR:

Project title:	Appointment of a service provider for the BBBEE tracking tool system for a period of 12 months.		
Quotation or Proposal no:	RFX/BBBEE SYSTEM/2025		
RFQ Issue date:	28 August 2025		
Briefing Session	n/a		
Closing date:	04 September 2025		
Closing time:	12h00	Validity period:	90 days

You are invited to provide a quote to deliver the goods, services or works defined in the Scope of Work.

QUOTATIONS OR PROPOSALS TO BE RETURNED TO:

Quotations Administrator	Nonkululeko Mbanjwa
Telephone no:	011 471 4762
E-mail:	Quotations4@sentech.co.za

Form of Offer and Acceptance

Offer

The Employer, identified in the Acceptance signature block, has solicited offers to enter into a contract for the services as stated in the RFQ: Scope of Work

The Service Providers, identified in the Offer signature block, has examined the documents listed in the RFQ and addenda thereto as listed in the Returnable Schedules, and by submitting this Offer has accepted the Conditions of this RFQ.

By the representative of the Service Provider, deemed to be duly authorised, signing this part of this Form of Offer and Acceptance the Service Provider offers to perform all of the obligations and liabilities of the RFQ under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the RFQ.

THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VAT IS:

(in words)

.....Rand;

R.....(in figures)

THE OFFERED PRICES ARE AS STATED IN THE PRICING SCHEDULE



This Offer may be accepted by the Employer by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document including the Schedule of Deviations (if any) to the Service Provider before the end of the period of validity stated in the RFQ, or other period as agreed.

Signature(s)

Name(s)

Capacity

**For the
tenderer:**

(Insert name and address of organisation)

Name &
signature of
witness

Date

Acceptance

By signing this part of this Form of Offer and Acceptance, the Employer identified below accepts the Service Providers Offer. In consideration thereof, the Employer shall pay the Service Provider the amount due in accordance with the conditions of the RFQ. Acceptance of the Service Providers Offer shall form an agreement between the Employer and the Service Provider upon the terms and conditions contained in this RFQ.

Deviations from and amendments to the documents listed in the RFQ and any addenda thereto listed in the Returnable Schedules as well as any changes to the terms of the Offer agreed by the Service Provider and the Employer during this process of offer and acceptance, are contained in the Schedule of Deviations attached to and forming part of this Form of Offer and Acceptance. No amendments to or deviations from said documents are valid unless contained in this Schedule.

The Service Provider shall within two days of receiving a completed copy of this agreement, including the Schedule of Deviations (if any), contact the Employer's agent to arrange the delivery of any securities, bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the RFQ. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the Service Provider receives one fully completed original copy of this document, including the Schedule of Deviations (if any).

Signature(s)

Name(s)

Capacity

**for the
Employer**

(Insert name and address of organisation)

Name &
signature of
witness

Date

RFQ Data

1. ADMINISTRATIVE RESPONSIVENESS CRITERIA

1.1. Suppliers are required to ensure that they meet all the Administrative Responsiveness Criteria. Suppliers that do not meet all the Administrative Responsive Criteria may not be awarded this Quote. It is the service provider's responsibility to ensure that they are tax compliant and that all required information is submitted to Sentech. Supplier's providing quotations must be registered on the Sentech Supplier Database.

1.2. Quotations must be in a Company Letterhead.

1.3. Quotations or Proposals must be received on or before the closing date and time specified on the Call for Quotation or Proposal document.

1.4. Quotations or Proposals must be fully completed and signed in BLACK ink.

1.5. Quotations must be submitted via Email.

1.6. The Tenderer undertakes to the Purchaser that it will treat as confidential the terms of this RFQ together with all the Purchaser's confidential information and will not disclose such confidential information to any person, firm or company (other than to its auditors and other professional advisers) or to the media, and will not use such confidential information other than for the purposes of this RFQ, subject always to any prior specific authorisation in writing by the Purchaser to such disclosure or use."

2. AWARD OF RFQ's

Sentech may appoint one or more suppliers, in whole or in part, or not appoint any supplier/s at all, and/or cancel the bid in its entirety, at Sentech's sole and exclusive discretion, in order to satisfy various needs which may be identified, and to manage certain risks associated with the supply of goods or services specified in respect of the Bid.

3. RATE OF EXCHANGE, CURRENCY FLUCTUATIONS AND CURRENCY

All bid prices quoted shall be in South African Rands (ZAR). If prices are in a foreign currency, the rate of exchange quoted shall remain fixed throughout the term of the agreement. Bidders will bear the risk of and all cost/s associated with currency fluctuations, therefore Bidders shall be required to manage such risk in their bid price.

4. GENERAL - PRICES

All prices shall be quoted in ZAR.

Unless written approval has been obtained from Sentech, no adjustment in contract prices will be made. Applications for price adjustment must be accompanied by documentary evidence in support of any adjustment.

5. PRICE NEGOTIATIONS

Sentech reserves the right to negotiate market related prices and discounts. If market-related prices are not agreed to, Sentech reserves the right to cancel the Bid.

6. EVALUATION CRITERIA

The evaluation criteria are stipulated in 7 below. It is the Bidder's responsibility to ensure that they have responded to the evaluation criteria. Failure to meet the evaluation criteria will result in the Bidder not being evaluated further. Bidders must ensure that they have included all supporting documentation required to support their response to the Bid

7. RFQ EVALUATION METHOD

This RFQ will be evaluated as described in the table below.

Evaluation Method	<ol style="list-style-type: none"> 1. Stage 1 – Administrative Responsiveness Evaluation All the Quotations will be evaluated against the administrative responsiveness requirements as set out in section 2 of the RFQ Data. 2. Stage 2 – Functional Evaluation Criteria The proposals that COMPLY with the Mandatory evaluation criteria be evaluated against the Functional Criteria. Suppliers meeting the minimum requirement will be evaluated further. 3. Stage 3 – Price and Preference Suppliers with the lowest Price offered will score the highest points. Only Suppliers that submit a valid B-BBEE Certificate can claim preference points in line with the 80/20 <p>Suppliers with the highest number of points will be recommended for the award of this quotation, unless there are compelling and justifiable reasons not to do so.</p>
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7.1. Functional Evaluation Criteria

Functionality Criteria	Proof Required
Bidder Experience Company Experience in implementing the BBBEE tracking tool: <ul style="list-style-type: none"> • Less than 1 year → 0 points • 1 to 2 years → 5 points • 3 to 5 years → 10 points • 6 years or more → 15 points 	Company profile specifying the services and number of years in business
Client References / Track Record: <ul style="list-style-type: none"> • No projects implemented → 0 points • Between 1 to 2 projects completed → 5 points • Between 3 to 5 projects completed → 10 points • 6 or more projects completed → 15 points 	Provide List of Completed Projects
Project Plan No project plan → 0 points Project plan including key activities, milestones, implementation timelines of 3 weeks → 5 points Project plan including key activities, milestones, implementation timelines of 2 weeks or less → 10 points Project plan including key activities, milestones, implementation timelines of 1 week or less → 15 points	Provide a project plan with key activities, milestones, implementation timelines of 3 weeks
Total functionality score	45
Minimum functionality score to qualify to the next stage	35

Total minimum qualifying Score is 35 points out of 45 points. Bidders who qualify at this stage will be evaluated under the solution demonstration criteria.

7.2 SOLUTION DEMONSTRATION CRITERIA

Bidders who meet the minimum functionality score will be invited to demonstrate their BEE Tracking tool and given 45min each. The solution demo will be evaluated using Demo Evaluation Criteria and Scoring Key below.

Scoring Key for Demo Evaluation:

SCORE	DEFINITION
5	Very Good: Exceeds Expectations
4	Good: Meets Expectation
3	Standard: Meets most expectations
2	Adequate: Meets some expectations
1	Unsatisfactory/ Substandard: Misses most expectations

Demo Evaluation Criteria	Score
1. Access to Supplier Directory	10
2. Access to Enterprise development Hub	10
3. Reporting Capability (Monthly, Quarterly, Yearly)	10
4. Customisation Capability	10
5. Early Certificate Validity Detection & follow-up on expired certificate Capability	15
6. B-BBEE procurement Gap Analysis and Expenditure Breakdown Capability	15
7. Integration Capability	15
8. Reports per module	15

Total minimum qualifying Score is 80 points out of 100 points. Bidders who qualify at this stage will be evaluated for price and preference.

8. Preference Point allocation – 80/20

Sentech's Specific goals emanate from the section 2(1)d of the Preferential Procurement Policy Act which may include contracting with persons or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability. The Reconstruction and Development Programme as published in Government Gazette No 16085 dated 23 November 1994

Sentech will award preference points as follows:

Goal	Points	Evidence required
Historically disadvantaged by unfair discrimination on the basis of Race	10	A valid BBEE Certificate showing at least 51% black ownership
	5	A valid BBEE Certificate showing at least 25.1 – 50% black ownership
	3	Black owned company showing at least 5 – 25% black ownership
	0	Below 5%

Goal	Points	Evidence required
Historically disadvantaged by unfair discrimination on the basis of Gender (women)	8	A valid BBBEE Certificate showing at least 51% women ownership
	4	A valid BBBEE Certificate showing at least 25.1 – 50% women ownership
	2	A valid BBBEE Certificate showing at least 5-25% women ownership
	0	A valid BBBEE Certificate showing at less than 5% women ownership
Historically disadvantaged by unfair discrimination on the basis of disability	2	A doctor's note confirming disability, confirmation of disability from the Department of Labour, BEE certificate or equivalent confirmation.
Total Points	20	

9. Price Calculation 80/20

The following formula will be used to calculate the points for price.

$$P_s = 80 \left[1 - \frac{(P_t - P_{min})}{P_{min}} \right]$$

Where:

P_s = Points scored for price of bid under consideration
 P_t = Rand value of bid under consideration
 P_{min} = Rand value of lowest acceptable bid

1. SCOPE OF WORK

The system must meet the following Requirements:

- Management of preferential procurement on a monthly, quarterly basis and annual basis.
- A resource that will act as the main point of contact for all BEE procurement-related needs, ensuring efficient handling and support.
- Provide a comprehensive gap analysis on your current procurement B-BBEE score, highlight areas of compliance and show impact on the score, advise on actions to close the B-BBEE procurement gap.
- Easy access to all suppliers listed on the Directory to support Procurement B-BBEE compliance and facilitate supplier selection aligned with your procurement strategy.
- Provide full access to all suppliers listed on the Directory to support procurement B-BBEE compliance and facilitate supplier selection aligned with the procurement strategy.
- Follow-Up on Expiry of B-BBEE Certificates
- Show performance against targets and provide advisory support.
- Analyse spend using customisable commodity classification reports.
- Measure B-BBEE performance across expense types and cost centres.

Must be able to keep the following records and generate the following reports for skills development:

Beneficiary details

- **Full name**
- **South African ID number**
- **Race** (African, Coloured, Indian)
- **Gender**
- **Disability status** (must have valid medical proof)
- **Employment status** at the time of training (employed, unemployed, learner, intern)
- **Type of programme** (aligned to Learning Programme Matrix: Category A–G)
- **Programme name and description**
- **Programme start and end dates**
- **NQF level and credit value** (if applicable)
- **Mode** of delivery (classroom, online, workplace-based)
- Name of service provider
- **Total training cost** per learner

Cost allocation between:

- **Skills Development Spend on Black, Coloured and Indian People** (overall)
- **Skills Development Spend on Black People with Disabilities**

- **Skills Development Spend on Black Women**
- **Skills Development Spend on Unemployed Black, Coloured and Indian People**
- **Bursary or stipend amounts**
- **Source of funding** (company-funded, mandatory grant, discretionary grant, external funding)

Compliance Evidence

- **Total hours of training**
- **Proof of attendance** (registers, signed attendance sheets, online participation logs)
- **Completion status** (completed, withdrawn, in-progress)
- **Certificates** or proof of competence (for accredited programmes)
- Signed learner agreements
- Invoices from training providers
- Proof of payment
- Accreditation certificates of providers
- Employment contracts (if learner was absorbed after training)
- Disability medical certificates (if claimed)
- Number of learners absorbed into permanent or long-term employment within the business or industry after training
- Absorption evidence (employment contract, payslips)
- System must be able to track current versus target and give estimated score(spent on different categories and races).

Employment Equity Module

- Uploading of Employment Equity Plan directly in the BEE toolkit
- View insights and track against EAP, B-BBEE, Sectoral Targets and EE Plan
- Interactive dashboard with a gap analysis on the BBBEE status.
- Track individual entities and consolidate to a group EE report