



REQUEST FOR QUOTATIONS

RFQ NUMBER: RFQ/SASSETA/2526125

CLOSING DATE: 10 April 2026

TIME: 15H00

DESCRIPTION: Appointment of a service provider to provide the organisational design services

COMPULSORY BRIEFING: Yes No

FOR COMPLETION BY SERVICE PROVIDER:

NAME OF BIDDING COMPANY: _____

CONTACT PERSON: _____

CONTACT NUMBER: _____

CSD REGISTRATION NUMBER: **MAAA**_____

NB.: Bidders are required to return the SASSETA attached Standard Bidding (SBD) forms and not submit SBD forms from other entities.

The SASSETA logo and other intellectual property rights are owned by SASSETA and are protected by applicable intellectual property laws. Unless authorized in writing, you are prohibited from using the SASSETA logo or any of its intellectual property in any manner whatsoever. Any unauthorized use of the SASSETA logo may result in legal action.

NB: If you receive any suspicious calls asking for payment to secure an award or that the outcome can be influenced in your favour, please immediately inform the SASSETA Anti-Corruption Hotline at 0800 162 111 for further investigations.

DOCUMENTS IN THIS BID DOCUMENT PACK

Bidders are to ensure that they have received all pages of this document, which consist of the following documents:

1. Terms of references
2. Invitation to Quote (SBD 1) (requires the attachment of proof of authority)
3. Pricing Schedule (SBD 3.3)
4. Bidder's Disclosure (SBD 4)
5. Preference Points Claim form in terms of Preferential Procurement Regulations 2022 (SBD 6.1).
6. Documents required for claiming Specific Goals
7. Submission Checklist
8. Annexure A (GCC)
9. Annexure B (CV Template)
10. Annexure C (CV Template)

NB.: DOCUMENT SUBMISSION

Bidders are to complete and submit all Standard Bidding Documents (SBD) forms mentioned above from bullet 2 to 5.

Bidders must be registered on the National Treasury Central Supplier Database (CSD) by the closing date and time of this request for quotation. Bidders are to provide SASSETA with their CSD registration number.

1. TERMS OF REFERENCE

1.1. INTRODUCTION AND BACKGROUND

1.1.1 The Safety and Security Sector Education and Training Authority (SASSETA) is an education and training authority established as a juristic person in terms Section 9 of Skills Development Act, 1998 (Act No. 97 of 1998 as amended). SASSETA's licence has been renewed until the 31 March 2030. SASSETA is classified as a schedule 3A Public entity in terms of the Public Finance Management Act No.1 of 1999 as amended (PFMA) and reports to the Department of Higher Education and Training (DHET).

1.2. PURPOSE

1.2.1 SASSETA seeks to appoint a well-qualified / experienced organization design service provider to conduct a thorough analysis of the current business systems with the intention of re-engineering them to improve efficiencies and subsequent service delivery.

1.3. PROBLEM STATEMENT

1.3.1 SASSETA has consistently fallen short of achieving the desired impact within the sector, particularly in fulfilling its skills development mandate. This challenge is not new; it represents a legacy issue that has persisted for many years.

1.3.2 Like all organizations, SASSETA must regularly review and evaluate the structuring of its internal portfolios - referred to as "Programmes" - to ensure they remain aligned with the effective and efficient execution of its business objectives and statutory mandate. Such reviews are critical to identifying gaps, improving operational efficiency, and enhancing the overall delivery of skills development initiatives.

1.4. THE RATIONALE FOR THIS PROJECT

1.4.1 The rationale of this project is encapsulated as follows:

1.4.1.1 To address longstanding structural and operational inefficiencies within SASSETA.

1.4.1.2 To realign Programmes with the organization's mandate and sectoral needs.

1.4.1.3 To strengthen the impact of skills development initiatives by ensuring resources are deployed effectively, and

1.4.1.4 To establish a framework for continuous improvement and accountability in programme execution.

1.5. IMPACT

1.5.1 The current situation has a substantial negative impact on SASSETA's business operations, affecting both internal and external stakeholders as outlined below:

1.5.1.1 Internal stakeholders

1.5.1.1.1 Other Programmes (e.g., Programme 2) experience reporting challenges and inefficiencies.

1.5.1.2 External stakeholders

1.5.1.2.1 Stakeholders served by SASSETA are adversely affected, including:

1.5.1.2.2 Delayed implementation of projects, which disadvantages beneficiaries (learners).

1.5.1.2.3 Delays in issuing certificates to qualifying learners, undermining confidence, and credibility.

1.6. SCOPE OF WORK AND DELIVERABLES SERVICES

1.6.1 The service provider will be required to perform the following tasks:

1.6.1.1 conduct a thorough analysis of the current business systems within SASSETA with the main objective of finding underlying root causes of inefficiencies in the current processes that lead to delays in service delivery.

1.6.1.2 present the interim report to management, receive management inputs and incorporate into the report.

1.6.1.3 present the final report with recommendations.

1.6.1.4 prepare and submit appropriate action plan.

1.7. SKILLS AND EXPERIENCE OF THE BIDDING COMPANY AND THE TEAM MEMBERS PROPOSED FOR THE ASSIGNMENT

1.7.1 The bidding company to:

1.7.1.1 submit a minimum of three (3) assignments demonstrating capability to successfully complete execute the organization design services in the SETA environment or any public entity (signed reference letters on official letterhead from different clients must be attached);

1.7.1.2 have a team leader who demonstrates a minimum of three (3) assignments in executing organization design in the SETA environment or any public entity (Annexure B must be completed).

1.7.1.3 have a minimum of two additional team members who demonstrate a minimum of two assignments each in organization design in the SETA environment or any public entity (Annexure C must be completed).

1.8. MANDATORY DOCUMENTS

1.8.1 Bidders to submit completed Annexure B and C. Non submission of either or both annexures will lead to automatic disqualification

1.9. DURATION

1.9.1 The service provider to submit the final report and action plans as per the scope of work within a period not more than 2 months from the date of appointment.

- 1.9.2 The service provider shall be engaged from the date of appointment until 31 July 2028 to undertake any additional services in line with the scope of work.

1.10. PRICING

- 1.10.1 Service Providers are requested to provide an all-inclusive price on SBD 3.3 of this tender.

1.11. ACCOUNTABILITY AND REPORTING

- 1.11.1. The service provider will report directly to the HR Manager for the duration of the contract.

1.12. CONDITIONS OF CONTRACT (GCC) (ANNEXURE A)

- 1.12.1. Bidders are requested to initial each page of the General Conditions of Contract (GCC) (Annexure A) and submit their response to this Request for Quotations. The GCC will form part of the contract with the successful Bidder.

1.13. INTELLECTUAL PROPERTY

- 1.13.1. The service provider will be contracting with SASSETA. All products and data of this project, in whatever format raw or analyzed, will be the confidential information for utilization by SASSETA. All information and documents, received from SASSETA or stakeholders, is to be kept confidential and may not be used or distributed in any format without the written approval of SASSETA. To this end, the service provider will be required to sign a confidentiality agreement within the Contract.

1.14. PROTECTION OF PERSONAL INFORMATION ACT

- 1.14.1. All Service Providers are to take note of the implications of POPIA act and any other data privacy Act applicable that SASSETA complies to. In compliance to the act, please be advised that the following are applicable to the treatment of vendor information:
 - 1.14.1.1. All requested bid information will be solemnly utilized for the purpose of the bid evaluation processes. The vendor hereby consents the information provided as part of this bid will be utilized for supply chain processes of SASSETA and may be subject to multiple processing to enable the evaluation of this bid.
 - 1.14.1.2. The vendor consents that the information collected will be retained for the duration of the evaluation and archived for records management purposes. The information will be disposed as per the SASSETA records management policies as prescribed by the national archives act. Furthermore, the information owner acknowledges that the information provided will be scanned into digital records which are retained on the SASSETA backup servers and are replicated to backup media. SASSETA does confirm that the organization adopts industry best practices with regard to the safeguarding of digital records whether locally stored or retained in backup media.

- 1.14.1.3. SASSETA confirms that all submitted records will be retained in their original form and will not be altered to preserve the quality and originality of the information provided.
- 1.14.1.4. SASSETA confirms that the Information Officer is duly responsible for vendor information provided and exercises stringent measures to ensure that information is secured and solemnly utilized for the purpose of use. No vendor records will be distributed or utilized for any processes outside the current bid for the information that has been requested.

1.15. PROPOSED SELECTION CRITERIA

1.15.1 Compliance with minimum requirements

- 15.1.1 All bids duly lodged will be examined to determine compliance with bidding requirements and conditions.

1.15.2 Conditions for selection/shortlisting

1.15.2.1 Phase 1 – Service Providers to:

- Email their proposal by the closing date and time. **Proposals received after the closing date and time will be disqualified from further evaluation.**
- Bidders to submit completed Annexure B and Annexure C. **Non-submission of either or both Annexures will lead to automatic disqualification**
- Complete and submit all Standard Bidding Documents (SBD) forms mentioned above on page 2 of this document, namely: SBD1, SBD 3.3, SBD 4, and SBD 6.1
- Be registered on the National Treasury Central Supplier Database (CSD) by the closing date and time of this request for quotation. Bidders are to provide SASSETA with a copy of their CSD registration report downloaded from the National Treasury CSD Website.
- Initial each page of the General Condition of Contract (Annexure A) and submit with the proposal

1.15.2.2 Phase 2 – Functionality evaluation

- Bidders who meet the mandatory items requirements above will be evaluated on functionality requirements on a scale of 0 to 2:

0: Document/item not submitted; Unacceptable, does not meet set criteria; Weak, less than acceptable. Insufficient for performance requirements
1: Satisfactory should be adequate for stated minimum element
2: Exceptional mastery of the requirement should ensure extremely effective performance.

ELEMENT	FUNCTIONALITY EVALUATION		FUNCTIONALITY WEIGHT	TOTAL SCORE
	Rating out of 2	Evaluation criteria		
Demonstrate technical knowledge of the bidder				
Bidders to submit a minimum of three (3) signed reference letters on clients' letterheads demonstrating the bidder's capability to successfully execute Organization Development (OD) projects in the SETA or any public entity environment.	0	Bidder submitted less than two (2) letters or submitted letters are not signed.	40%	
	1	Bidder submitted two (2) signed reference letters.		
	2	Bidder submitted more than three (3) signed reference letters.		
Suitability of the team leader				
Team leader to demonstrate a minimum of three (3) assignments in executing organization design in the SETA environment or any public entity (<i>Annexure B must be completed</i>).	0	Team leader has less than two (2) assignments.	30%	
	1	Team leader has two (2) assignments.		
	2	Team leader has three (3) or more assignments.		
Suitability of the two additional team members				
The bidder to have a minimum of two additional team members who demonstrate a minimum of two assignments each in organization design in the SETA environment or any public entity (<i>Annexure C must be completed</i>).	0	One or both team members do not have any assignments.	30%	
	1	Both additional team members have one assignment each.		
	2	Both additional team members have two or more assignments each.		
TOTAL SCORE	100		100%	

NB: Bidders to score a minimum of one (1) in all elements. Bidders who score a zero in any of the elements will be disqualified from further evaluation

Bidders are required to obtain a minimum of functionality threshold of 70% in order for them to be shortlisted for phase 3 of the evaluation process. Bidders who do not score 70% for functionality will be disqualified from further evaluation.

1.16. PREFERENCE POINT SYSTEM

Evaluation Criterion on Price and Specific Goals	
Relative competitiveness of proposed price	80
Specific Goals	20
TOTAL FOR PRICE AND PREFERENCE	100

1.17. CONDITIONS FOR SELECTION/SHORTLISTING

- a. Price quoted to be valid for ninety (90) days from the closing date of RFQ;
- b. The quotations are to be submitted in PDF Format;
- c. The quotation to include the National Treasury Central Supplier Database (CSD) Supplier Number (MAAA)
- d. Price quoted must be firm and must be inclusive of VAT;
- e. A firm delivery period/date must be indicated;
- f. Fully signed and completed SBD 1, 3.3, 4, 6.1, to be submitted with the proposal.
- g. Quotations will be evaluated on:
 - Submission of mandatory documents,
 - Functionality requirements above,
 - meeting the specifications issued by the SASSETA,
 - The 80/20 preference point system for the rand value up to R1 000 000.00. 80 points will be allocated to price and 20 points will be allocated to specific goals.

SASSETA issues this bid invitation in good faith; however, it reserves the right to:

- Cancel the Purchase Order or delay the selection process at any time, without explanation,
- Not to select any of the respondents to this bid invitation, without explanation,
- Exclude certain services, without explanation,
- Enter into negotiation with a prospective service provider regarding any terms and conditions, including price(s), of a proposed contract, and
- Not to accept the lowest of any quotation, offer, or bid.

1.18. ADDRESS WHERE QUOTATIONS ARE TO BE SENT

- 1.18.1. The quotation and all supporting documents are to be submitted no later than **(10 April 2026)** at **(15H00)** on the letterhead of your business and to be emailed to **(kstandisi@sassetta.org.za)**

PART A - INVITATION TO QUOTE

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	RFQ/SASSETA/2526125	CLOSING DATE:	10 April 2026	CLOSING TIME:	15H00
DESCRIPTION	Appointment of a service provider to provide the organisational design services				
BID RESPONSE DOCUMENTS MAY BE SENT TO:					
kstandisi@sasseta.org.za					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Kabelo Standisi		CONTACT PERSON	Kabelo Standisi	
E-MAIL ADDRESS	kstandisi@sasseta.org.za		E-MAIL ADDRESS	kstandisi@sasseta.org.za	
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					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN (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]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

PART B

TERMS AND CONDITIONS FOR BIDDING

<p>1. BID SUBMISSION:</p> <p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</p> <p>1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.</p> <p>1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</p>
<p>2. TAX COMPLIANCE REQUIREMENTS</p> <p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.</p> <p>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p> <p>2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."</p>

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

NAME OF SIGNATORY

SIGNATURE OF BIDDER:

N/B.: If a Company has one director as listed on CSD, the one Director MUST sign these documents on behalf of the Company. Any other member of the Company will require a Company Resolution to be attached to this submission signed by the duly Authorised Director.

N/B.: If the Company has more than one Director as listed on CSD, a signed Company Resolution must be attached to confirm that the one Director can sign on behalf of the Company. Any other member of the Company will require a Company Resolution to be attached to this submission signed by the duly Authorised Directors.

CAPACITY UNDER WHICH THIS BID IS SIGNED:
 (Proof of authority must be submitted e.g. company resolution)

DATE:

PRICING SCHEDULE**(Professional Services)**

NAME OF BIDDER:

BID NO.: **RFQ/SASSETA/2526125**CLOSING TIME: **15:00**CLOSING DATE: **10 April 2026**OFFER TO BE VALID FOR **90** DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
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1. The accompanying information must be used for the formulation of proposals.
2. All applicable taxes" include value-added tax (VAT), etc, where applicable.

No.	Details/ Description	Total Costs (Incl. Vat were applicable)
1.	Cost for the delivery of the assignments with the period of two months from the date of appointment	R
2.	Hourly rate (for a team leader)	R
3.	Hourly rate (for one additional team member)	R

Costs related to this contract will be adjusted by Consumer Price Index (CPIX) on the anniversary date of the contract.

Bidders are to complete the name and surname of the proposed team on this assignment and ensure that comprehensive CVs of this member's is attached to the proposal as follows:

NO.	ROLE IN THE TEAM	NAME AND SURNAME (Bidders to record one name per team member. If more than one name is recorded, the name at the top/the first name recorded will be evaluated)	IS CV ATTACHED <i>(circle the response below)</i>
1.	Name of Team Leader/Project Manager		Yes/No
2.	Name of 1 st additional Member		Yes/No
3.	Name of 2nd additional Member		Yes/No

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

(MUST be signed by a duly Authorised Delegate. A signed Company Resolution must be submitted).

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

- 1.1 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.
- 1.2 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 interest 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 the table below

Full Name	Identity Number	Name of State institution

N/B. If more space required, Service providers are to copy this table onto their letterhead and provide information as per the table above

- 2.2 Do you, or any person connected with the bidder, have a relationship 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 consortium¹ 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.
- 3.5 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.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring 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.
- 3.7 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.

1 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.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

(To be signed by a duly Authorised Delegate. A signed Company Resolution must be submitted).

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

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

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

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to invitations to quote:
- the 80/20 system for requirements with a Rand value of up to R1 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

The applicable preference point system for this quotation is the **80/20** preference point system.

- a) The lowest acceptable quotation will be used to determine the accurate system once quotations are received.

- 1.3 Points for this quotation (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:

- 1.5 The maximum points for this quotation are allocated as follows:

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

- 1.6 **Failure on the part of a bidder to submit proof or documentation required in terms of this bid to claim points for specific goals with the quotation, will be interpreted to mean that preference points for specific goals are not claimed.**

- 1.7 The organ of state reserves the right to request a bidder, either before a quotation 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. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

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

Where

Ps = Points scored for the price of the quotation under consideration

Pt = Price of the quotation under consideration

Pmin = Price of lowest acceptable quotation

3.2 POINTS AWARDED FOR SPECIFIC GOALS

3.2.1 In terms of Regulations 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 quotation.

3.2.2 For the purposes of this quotation, the bidder 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 bid:

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

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

The specific goals allocated points in terms of this bid	Number of points allocated (80/20 system)	<u>Bidders to record the number of points claimed in the rows below (80/20 system) (To be completed by the bidder)</u>
At least 100% Black people Ownership	10.00	
At least 30% Black Women Ownership	5.00	
At least 30% Black youth ownership	5.00	
Total	20.00	

DECLARATION WITH REGARD TO COMPANY/FIRM

3.3 Name of company/firm.....

3.4 Company registration number:

3.5 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]

3.6 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 quotation, 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 bidding 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 bidder 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.

<p>.....</p> <p>SIGNATURE(S) OF BIDDER(S)</p> <p>SURNAME AND NAME:</p> <p>DATE:</p> <p>ADDRESS:</p> <p>.....</p> <p>.....</p> <p>.....</p>
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DOCUMENTS REQUIRED FOR CLAIMING SPECIFIC GOALS

1. As per bullet 1.6 and 1.7 of the Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022, bidders are required to submit the SASSETA verification document(s) in order to be allocated the specific goals claimed:
 - a) An Original/Certified copy of a valid B-BBEE Certificate or Sworn Affidavit.
 - b) Valid Companies and Intellectual Property Commission (CIPC) Company registration documents
 - c) Certified copy/ies of Identity documents of the Company Directors
 - d) CSD report
 - e) medical report (if any)
 - f) declaration letter signed by the bidder.

NB.: Non-submission of the documents required above will lead to specific goal points NOT being awarded.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

(To be signed by a duly Authorised Delegate. A signed Company Resolution must be submitted).

SUBMISSION CHECKLIST:

NO.	DETAILS	TICK BY BIDDER
1.	Part 1: <ul style="list-style-type: none"> • Completed and signed Invitation to Quote (SBD 1) • (To be signed by a duly Authorised Delegate. A Company Resolution signed by all Directors of the Company must be submitted). 	
2.	Part 2 <ul style="list-style-type: none"> • Completed and signed Pricing Schedule (SBD 3.3). 	
3.	<ul style="list-style-type: none"> • Part 3 • Bidder's quotation on the company's letterheads with all applicable costs and delivery dates • Quotation MUST be in accordance with the specification. Quotation that is inconsistent with the specification will be disqualified. 	
4.	Part 4: <ul style="list-style-type: none"> • Completed and signed the Bidder's disclosure (SBD 4). • (In case of a consortium/ joint venture, or where sub-Service providers are utilised, each party to the bid <u>must</u> complete and sign the declaration of interest document). 	
5.	Part 5: <ul style="list-style-type: none"> • Completed and signed Preference Points Claim form in terms of Preferential Procurement Regulations 2022 (SBD 6.1). • Not claiming points for each preference point system on SBD 6.1 will lead to specific goal points not being awarded 	
6.	Part 6: Bidders to submit their National Treasury Central Supplier Database (CSD) registration document.	
7.	Part 7: Bidders are to submit a General Conditions of Contract (GCC) document.	
8.	Part 8: Submit a fully completed Annexure B (CV Template for the Team Leader). Non-submission of fully completed Annexure B will lead to automatic disqualification.	
9.	Part 9: Submit a fully completed Annexure C (CV Template for two (2) additional members). Non-submission of fully completed Annexure C will lead to automatic disqualification.	
10.	Part 10: A minimum of three (3) signed reference letters on clients' letterheads from different clients must be submitted.	
11.	Part 11: Team leader to have a minimum of three (3) assignments in executing organization design in the SETA environment or any public entity.	
12.	Part 12: Two (2) additional team members who have a minimum of two (2) assignments each in organizational design services in the SETA environment or any public entity.	
13.	Part 10 Bidders to submit: <ul style="list-style-type: none"> • NB.: Non-submission of the below-mentioned documents (under 6) will lead to specific goal points <u>NOT</u> being awarded. • An original/Certified copy of a valid B-BBEE Certificate or Sworn Affidavit. • Valid company and Intellectual Property Commission (CIPC) Company registration. • Certified copy (ies) of identity documents of the Company directors. 	

NB.: Bidders are required to return the SASSETA attached Standard Bidding (SBD) forms and not submit SBD forms from other entities.

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