



REQUEST FOR PRICE QUOTATION

For office use only:

Reference No:	DMU/10/02/2026
Date RFQ Issued:	10 February 2026

**Request for Quotation on behalf of the Department of Trade, Industry and Competition
(the dtic)**

The dtic hereby invites suitable service providers to provide the department with a quotation in accordance with requirements as per Annexure A, or in accordance with the Terms of Reference (Scope of work).

Service Provider Details

To be completed by the service provider:

Name of service provider	
CSD service provider Number	MAAA
Contact person	
Email address	
Telephone number	

Enquiry and Closing Details

For office use only:

Contact person	Theo Meintjes
E-mail address	TMeintjes@thedtic.gov.za
Telephone number	079 993 7317
Closing date for quotation	10 February 2026
Quotations to be e-mailed to the dtic provided email	TMeintjes@thedtic.gov.za

Terms and Conditions

1. Quotations should be dated and signed preferably on the company's letterhead.
2. Quotations received after the closing date will not be considered.
3. Quotations received will be evaluated firstly on pre-compliance evaluation, then on functionality evaluation (**IF APPLICABLE**), and thereafter 80/20 point scoring basis. The 80 points will be for price and **20 points for preferential procurement**.
4. No quotation will be considered from service providers employed by the state.
5. **Quotations should be valid for a minimum period of 60 days from the date the RFQ closed.**
6. All prices quoted must be VAT inclusive, service providers not registered for VAT must indicate this clearly on their quotation. For VAT vendors, if no indication is provided quotations will be evaluated as VAT inclusive.



7. **The attached SBD 1, SBD 4, RFQ with POPIA consent form must be completed in full and submitted together with the quotation.**
8. Bidders who wish to claim points for preferential procurement applicable to this RFQ must ensure that the **SBD 6.1** claim form is completed as well as the relevant **dtic** .
dtic 6.2 Race, Women and People with disabilities
 - Submit proof of disability(Letter from General Practitioner/specialist with regard to your disability is required to substantiate a claim)
 - Women – and copy of ID's confirm via csd report
 - Csd report and proof of address(municipal rates/ bank statements/ lease agreement / affidavit etc.)
 - Sars return indicating annual turnover/ Csd report / B-BBEE certificate/ CIPC certificate / sworn Affidavit
 - B-BBEE certificate/ CIPC certificate / sworn Affidavit
9. Service providers who wish to render services to **the dtic** must register on CSD and ensure banking details are verified.
10. All prices quoted MUST be firm for the duration of the contract. Where Rate Of Exchange is applicable, conditions must be stipulated on the quotation.
11. All quotations must be strictly in accordance with Annexure A.
12. **the dtic** reserves the right to appoint more than one service provider as deemed necessary, furthermore the department reserves the right not to appoint.
13. Price offered by the service provider scoring the highest points must be reasonable and market related

Please note:

- Quotations will be evaluated based on the 80/20 preference, where 80/20 principle will apply to all procurement with a rand value of up to R50 million (all applicable taxes included)¹. 80 Points will be allocated for price and 20 points will be used for preferential procurement in line with the specific goals.
- Refer to SBD 6.1 form for specific goals
- Contract will be awarded to the bidder who scores the highest total points²

¹ “all applicable taxes” includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;

² “highest total points” equals the point scored for price added to the points for preferential procurement and RDP goals.



POPIA CONSENT FORM

The Bidder and the proposed team/ individuals proposed by the Bidding entity to perform work in line with the requirements stipulated in this request for quotation(RFQ) document, hereby give their consent to **the dtic** and its Officials involved in the evaluation / recommendation / award / drafting of SLA / verification of submissions, processing of purchase orders and invoices, to process our personal information for all purposes related to this request for quotation (RFQ) process and possible subsequent contract, in accordance with the provisions of the Protection of Personal Information (POPI) Act, 2013 (Act no. 4 of 2013) & Protection of Information Act, 1982 (Act no. 84 of 1982),

..... Signature

Date

..... Position

Name of bidder



ANNEXURE A

Requirement list / Specifications

Name of Service Provider:

Date:

Signature

Quote validity period: Refer to Terms and Conditions; page1, paragraph no 5.

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (DEPARTMENT OF TRADE, INDUSTRY AND COMPETITION)					
BID NUMBER:	DMU/10/02/2026	CLOSING DATE:			20 February 2026
DESCRIPTION					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
Service provider are required to submit their proposal by email to.....RFQs@thedtic.gov.za and for Financial Proposals sent to FinancialProposals@thedtic.gov.za					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Xikombiso Mukhombo		CONTACT PERSON	Theo Meintjes	
TELEPHONE NUMBER	012 394 3703		TELEPHONE NUMBER	012 394 1667	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	XMukhombo@thedtic.gov.za		E-MAIL ADDRESS	TMeintjes@thedtic.gov.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 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 ENCLOSURE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
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

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 IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. 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 SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

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 VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 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.”

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

SIGNATURE OF BIDDER:

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

DATE:

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.

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.

Full Name	Identity Number	Name of State institution

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, (name and surname) the undersigned, 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.
- 3.5 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

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.

SBD4

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.

.....
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**
(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 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:

80/20	or	90/10
$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$	or	$Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$

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 or 90 points is allocated for price on the following basis:

80/20

or

90/10

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \text{ or} \quad Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

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 organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

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 (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
HDI (Race / Women/ People with disability)		2		
Local Procurement		6		
SMME's		2		
B-BBEE		10		

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 proprietor
- 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:

.....

.....

.....



THE TERMS OF REFERENCE

To invite bids to appoint a Service Provider to review the South African Automotive Masterplan (SAAM) 2035

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REQUEST FOR PROPOSALS:

The Department of Trade Industry and Competition (**the dtic** / the Department) invites interested service providers to submit proposals to be considered for the appointment of a service provider (SP) to conduct a review of the South African Automotive Master Plan (SAAM 2035)

NOTE: Should a vendor have reason to believe that the specification / Terms of Reference are not open to promote competition or that it is written based on a particular brand / product / entity; the vendor shall notify the Bid Office of **the dtic** within five (5) calendar days after publication of the bid.

1. PURPOSE

- 1.1. The South African Automotive Master Plan (SAAM 2035) outlines the strategic framework for developing the automotive industry. It was initially developed through comprehensive research and engagement with key industry stakeholders. The Master Plan is aspirational and aims to position South Africa as a globally competitive and transformed automotive industry, actively contributing to the sustainable development of the country's economy.
- 1.2. The purpose of the review of the Master Plan, is to evaluate the progress made towards achieving the objectives set out in the SAAM 2035, assess the effectiveness of the programmes being implemented, and recommend the necessary policy adjustments required to ensure alignment with the National Industrial Policy, evolving global industry dynamics and trends in the automotive sector. The review will also address the institutional arrangements, stakeholder engagements, and policy framework supporting the Master Plan.
- 1.3. The review will focus on the short-term priorities for policy adjustments and long-term objectives to ensure consistency with the National Industrial Policy. All discussions and recommendations must adhere to principles of inclusivity to incorporate stakeholder



feedback, ensure buy-in, transparency, accountability and alignment with national employment creation goals.

2. BACKGROUND

- 2.1. The SAAM 2035 was approved by the Cabinet in November 2018 with the first Executive Oversight Committee (EOC) meeting chaired by the Minister, sitting in December 2019 to oversee the implementation of the Masterplan.
- 2.2. The Masterplan was developed to provide a strategic framework to support the growth and transformation of the automotive industry in South Africa. It was initiated by the Department of Trade, Industry, and Competition (**the dtic**) in response to the need for a coherent policy and action plan that would drive the industry's competitiveness, increase local content, create jobs, and support the country's broader economic development objectives. The Master Plan outlines a vision for the industry, including targets such as producing 1% of global vehicle output, achieving up to 60% local content in vehicles assembled in South Africa, and doubling employment in the automotive value chain by 2035.
- 2.3. Since the implementation of the SAAM 2035, the global automotive industry, like other industries has been affected by the lockdown of economies due to the Covid-19 pandemic resulting in the focus shifting towards finding ways to operate under this new environment. In addition, the African Continental Free Trade Area Agreement (AfCFTA) was launched on 1 January 2021 to enable the free movement of goods and services across the continent and boost the trading position of Africa in the global market.
- 2.4. The global automotive industry also experienced substantial shifts, particularly towards electric vehicles (EVs) and other sustainable technologies. These shifts are driven by a combination of technological advancements, regulatory pressures, and changing consumer preferences aimed at reducing greenhouse gas emissions and promoting environmental sustainability. The rapid development and adoption of EVs globally have



introduced new challenges and opportunities for automotive manufacturers and suppliers, necessitating significant investments in new technologies, infrastructure, and skills development.

2.5. In this context, it has become crucial to revisit the interventions and targets outlined in the SAAM 2035 and the ability of APDP 2 to support some of these targets. The original Master Plan was designed based on a landscape dominated by internal combustion engine (ICE) vehicles, with less emphasis on the burgeoning EV market. However, with the accelerating transition to EVs, there is a need to reassess the relevance of the current targets and objectives. This includes evaluating whether the existing infrastructure, industry capabilities, and policy frameworks are adequate to support the transition to an increasingly electric and technologically advanced automotive sector.

3. PROBLEM STATEMENT

- 3.1. The South African Automotive Master Plan (SAAM) 2035 was established to guide the growth and transformation of the South African automotive industry with a vision of achieving global competitiveness, increased local content, and substantial employment growth. However, since its inception, the global automotive landscape has undergone significant changes in technology, regulatory environment, and market demands.
- 3.2. Given these developments, there is a need to fully align with the current and future state of the global automotive industry as well as the National Industrial Policies. The targets and strategies outlined in the Master Plan require a comprehensive policy review to ensure they remain realistic, relevant, and achievable. The review will amongst others address localisation, transformation, import penetration, and employment creation while incorporating new priorities such as EV adoption.
- 3.3. The proposed review of the SAAM 2035 aims to ensure that the plan remains a robust and relevant blueprint for the industry's future. It seeks to align the Master Plan with current global trends and best practices, assess the feasibility of its targets, and adjust



strategies as necessary to maintain South Africa's competitiveness in the global automotive market. The review will involve a comprehensive analysis of the progress made since the plan's inception, the impact of global market transitions on local industry, and the readiness of South Africa's automotive sector to embrace new technologies and market dynamics.

3.4. The review will assess whether the current policy and regulatory instruments are adequately supporting the sector's growth and development in line with employment creation, localization, transformation and production and sales volume growth.

4. OBJECTIVES

4.1. The objectives of the review are to:

- 4.1.1. Evaluate the effectiveness and relevance of the six strategic pillars of SAAM, including local market optimisation, regional market development, localisation, automotive infrastructure development, industry transformation, and technology and skills development.
- 4.1.2. Assess and ensure the alignment of the SAAM's objectives with current global automotive trends and national economic priorities.
- 4.1.3. Identify gaps and challenges in the implementation process as well as propose solutions to address them with clear timelines and responsibilities for addressing these issues.
- 4.1.4. Revisit the SAAM 2035 targets to ensure they are relevant, realistic and achievable.
- 4.1.5. Assess and align the SAAM 2035 with the National Industrial Policy.



5. METHODOLOGY

- 5.1. The service provider should submit a proposal that is fully responsive to the terms of reference and outlines a detailed, well-thought-out and articulated methodological approach that will be applied to undertake this assignment. The proposed approach must specify the appropriate research design, including where and how relevant information/data will be collected and how it will be analysed.

6. SCOPE OF WORK

- 6.1. The service provider should:
 - 6.1.1. Provide a comprehensive policy analysis of the progress made in achieving the SAAM 2035 key objectives and targets set for 2035, including vehicle production, local content, employment, competitiveness, and transformation, and propose policy adjustments to achieve the reviewed targets.
 - 6.1.2. Determine measures and policy recommendations to improve localisation to reduce reliance on international markets and boost domestic industry sustainability.
 - 6.1.3. Propose measures to promote automotive local value chains to create employment and boost global competitiveness.
 - 6.1.4. Determine opportunities for local processing of raw materials to support EV manufacturing. Mineral beneficiation could add significant value to South Africa's exports and create domestic employment opportunities.
 - 6.1.5. Review reciprocal control mechanisms in the APDP and propose measures to ensure alignment of conditionalities with the SAAM 2035 objectives.
 - 6.1.6. Assess the impact of the deletion of components/parts in the exports of SKD kits as a result of export market localisation developments and propose a formula to determine the appropriate value for the APDP support on SKD kits with deleted parts.
 - 6.1.7. Propose measures to regulate SKD operations in favour of CKD to promote genuine local manufacturing and localisation



7. SKILLS TRANSFER

- 7.1. As part of this tender, the service provider is required to provide skills transfer to build **the dtic** human resource capacity. As a minimum, this should involve providing research process involvement, including stakeholder engagements, analysis of data and findings, results presentation, and strategies/recommendations formulation for nominated staff member(s) of **the dtic**.
- 7.2. **the dtic** will closely monitor the implementation and progress of skills transfer to **the dtic** employees. This is to adhere to the circular “Findings of the Auditor-General’s report on the use of consultants at selected National Departments” issued by the Department of Public Service and Administration (DPSA). It is stated in the circular that “contracts for the use of consultants should be tied to training and transfer of skills from consultants to departmental staff and that this provision should be optimally applied and monitored.”
- 7.3. The service provider is required to outline the skills transfer plan as part of this proposal.

8. DELIVERABLES

The review of the South African Automotive Master Plan (SAAM) 2035 will be structured in a phased approach to ensure a systematic and comprehensive analysis. Each phase will include specific deliverables designed to progressively build towards a final comprehensive report and actionable recommendations. The phased approach will consist of the following stages:

8.1. Phase 1: Inception and Planning

8.1.1. Inception Report:

- A detailed report outlining the review's scope, objectives, methodology, and work plan. This will include a refined timeline, key milestones, and an initial identification of key stakeholders.
- A list of data sources and documents to be reviewed, along with a preliminary assessment of data availability and gaps.



- A presentation of the inception report to the steering committee and key stakeholders for feedback and validation.

8.2. **Phase 2: Data Collection and Preliminary Analysis**

8.2.1. **Baseline Data Report:**

- A comprehensive compilation of quantitative data, including production volumes, local content percentages, employment statistics, and export/import metrics. This report will establish a baseline for assessing progress against SAAM 2035 targets.
- Summary statistics and visualisations illustrating trends and changes in the South African automotive industry since the implementation of SAAM 2035.

8.2.2. **Stakeholder Engagement Summary:**

- A report summarising the outcomes of stakeholder consultations, including key insights from interviews, focus group discussions, and survey responses.
- Identification of common themes, challenges, and opportunities as expressed by stakeholders across the industry.

8.3. **Phase 3: In-Depth Analysis and Evaluation**

8.3.1. **Mid-Term Review Report:**

- A detailed analysis of the progress made towards achieving the objectives and targets set in the SAAM 2035, based on the baseline data and stakeholder feedback.
- A SWOT analysis highlighting the strengths, weaknesses, opportunities, and threats associated with the current Master Plan.
- Comparative analysis with international best practices and benchmarks, including a focus on global trends in electric vehicle (EV) adoption and other technological advancements.

8.3.2. **Scenario Planning and Forecasting Report:**

- A set of scenario analyses exploring potential future developments in the global and South African automotive industries, considering factors such as market shifts, technological innovations, and regulatory changes.



- Projections of the likely impacts of these scenarios on South Africa's automotive sector, including an assessment of the feasibility and achievability of the current SAAM 2035 targets.

8.4. Phase 4: Recommendations and Strategic Planning

8.4.1. Recommendations Report:

- A comprehensive set of recommendations for updating and revising the SAAM 2035, including specific policy adjustments, strategic initiatives, and institutional improvements.
- Proposals for new or adjusted KPIs, including a revised set of targets that align with current and anticipated industry conditions, particularly in the context of the transition to EVs.

8.4.2. Implementation Roadmap:

- A detailed action plan outlining the steps required to implement the recommended changes, including timelines, responsible entities, and required resources.
- Identification of key stakeholders and their roles in the implementation process, along with strategies for stakeholder engagement and communication.

8.5. Phase 5: Final Reporting and Dissemination

8.5.1. Final Comprehensive Report:

- An integrated report consolidating all findings, analyses, and recommendations from the previous phases. This report will serve as the definitive assessment of the SAAM 2035 and its future trajectory.
- Executive summary and key highlights tailored for different audiences, including policymakers, industry stakeholders, and the general public.

8.5.2. Presentation and Dissemination Materials:

- A set of presentation materials, including PowerPoint slides and infographics, to communicate the key findings and recommendations to various stakeholders.



- Organisation of dissemination events, such as workshops or seminars, to present the findings to **the dtic**, industry representatives, and other relevant parties.

8.5.3. **Final Review and Stakeholder Feedback:**

- Collection and incorporation of feedback from the final report presentation, ensuring that the recommendations are well-received and actionable.
- A final set of adjustments based on stakeholder feedback, if necessary, to refine the proposed roadmap and action plan.

8.5.4. **Skills transfer reports stating the following:**

- State the name of beneficiaries/participants
- Duration of the training
- Skills taught or transferred
- Method/technique used
- The impact of the training on the participants and how the skills acquired can be used in their workplace
- Report that recommends how to make the skills sustainable and beneficial

9. SUBMISSION OF THE FINAL REPORT

The final report submission will encompass a comprehensive set of materials and formats to ensure thorough communication of the review findings, methodologies, and recommendations. The components of the final submission are as follows:

9.1. **Final Report with Methodology Notes**

The final report will include a detailed account of the review, structured as follows:

9.1.1 **Comprehensive Analysis and Findings:** A thorough exploration of the progress made towards the objectives outlined in the SAAM 2035, including detailed analyses of data collected, stakeholder insights, and scenario planning results.

9.1.2 **Methodology Notes:** An in-depth explanation of the methodologies employed during the review process, detailing both the quantitative and qualitative approaches. This



section will provide transparency on the data sources, research techniques, analytical frameworks, and any limitations encountered during the review.

9.2. **Executive summary in Word**

9.2.1 A concise Executive Summary will be prepared, highlighting the key findings, conclusions, and recommendations from the review. This summary will be tailored to provide a quick overview for policymakers, industry leaders, and other stakeholders, ensuring accessibility and clarity.

9.3. **PowerPoint Presentation of the Report**

A PowerPoint presentation will be developed to visually convey the main points of the final report. This presentation will include:

- 9.3.1 Key findings and data visualisations to succinctly present the status of the automotive industry in South Africa.
- 9.3.2 Highlights of the SWOT analysis and scenario planning outcomes.
- 9.3.3 Summarised recommendations and the proposed implementation roadmap. This presentation will serve as a primary tool for communicating the results during dissemination events, workshops, and meetings with stakeholders.

9.4. **E-Copies**

The final submission will include electronic copies of the following:

- 9.4.1 **Electronic Version of the Executive Summary:** A Word document summarising the main insights and recommendations, ensuring easy distribution and reference.
- 9.4.2 **Electronic Version of the Final Report:** A complete digital copy of the full report, including all detailed sections, appendices, and supporting documents. This version will be formatted for both PDF and Word to accommodate different preferences for viewing and further use.
- 9.5 The service provider will be expected to provide over and above: A separate Annexure for the list of attendees to the workshop, respondents, consulted and interviewed that be used as proof of industry consultations and engagements.



10 QUALIFICATIONS, EXPERIENCE AND EXPERTISE

10.1 The proposed team members for this project should comply with the following requirements:

10.1.1 The proposed team members should be in possession of the following qualifications: Minimum of a Degree in Economics / Mechanical Engineering / Business Development, while a team leader should hold at least a post-graduate degree in Economics / Mechanical Engineering / Business Development.

10.1.2 The proposed team members should have at least 5 years' experience, and the team leader should have at least 10 years of experience in the following combination of research fields: automotive, strategy, industrial development, and policy development in the manufacturing sector.

10.1.3 The proposed key members should have extensive knowledge of the automotive manufacturing value chain, the policy development and review, and competitiveness profile, both locally and internationally as well as in-depth knowledge of the National Industrial Policy, evidenced/demonstrated by at least 3 case studies/projects and Team leader should have extensive knowledge of the automotive manufacturing value chain, the policy development and review, and competitiveness profile, both locally and internationally as well as in-depth of the National Industrial Policy, evidenced/demonstrated by at least 5 case studies/projects.

10.1.4 Bidder must submit comprehensive CV's of all proposed team leader and team members in the following format: **1st column:** Name and ID number of key staff member; **2nd column:** Relevant qualification(s) and courses successfully completed; **3rd column:** number of years' relevant experience indicated in numerical format; **4th column:** case studies to prove relevant experience and knowledge in field of expertise (as indicated in below table).



Name and ID number of key staff member	Relevant qualification(s) and courses successfully completed	Number of years' relevant experience in <u>numerical</u> format (Only indicate the number of years performing this specific work / services).	Only relevant case studies or relevant other proof and relevant references to prove relevant experience and knowledge in field of expertise.
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10.2 To note: **the dtic** reserves the right to vet all documentation and information provided by bidders to prove their relevant experience and ability to perform the service.

11 DUE DILIGENCE

11.1 The bidder must have current technical and logistical capacity to perform the work required. **the dtic** reserves the right to perform due diligence on facilities, resources and capacity of a bidder prior to the appointment of a service provider.

12 SPECIAL CONDITIONS

12.1 A Service Level Agreement must be signed with the successful bidder before work commences. A contractual relationship will only commence once a Service Level Agreement is signed between the parties;

12.2 Proposed key staff members must participate actively and be available to perform services in accordance with the contract. In instances where a proposed key staff member is not available to perform services at a specific period in time, the bidder will be responsible to provide a replacement with similar qualifications and experience in order to guarantee the same standard of work to **the dtic**. Each key team member's role must be clearly outlined in the project plan;

12.3 A project plan detailing the tasks, activities and target dates for the work to be



undertaken should be submitted to **the dtic** within 10 working days after appointment of the successful Service Provider. Each key team member's role must be clearly outlined in the project plan;

- 12.4 As previously indicated **the dtic** reserves the right to vet all qualifications and other documentation provided by bidders to prove relevant qualifications, experience and expertise prior to the appointment of a Service Provider;
- 12.5 Copyright and intellectual property rights to all documentation, reports etc. that emanate from this assignment will vest with **the dtic**;
- 12.6 This bid and all contracts emanating there from will be subject to the General Conditions of Contract issued in accordance with Treasury Regulation 16A published in terms of the Public Finance Management Act, 1999 (Act 1 of 1999). Special Conditions of Contract are supplementary to that of the General Conditions of Contract. Not all bids will contain special conditions of contract. Where, however, the Special Conditions of Contract are in conflict with the General Conditions of Contract, the Special Conditions of Contract prevail;
- 12.7 Bids received after the closing date and time, at the address indicated in the bid documents, will not be accepted for consideration and where possible, be returned unopened to the bidder;
- 12.8 Bidders' attention is drawn to the fact that amendments to any of the Bid Conditions or setting of counter conditions by bidders may result in the invalidation of such bids;
- 12.9 The State reserves the right to conduct supplier due diligence prior to final award or at any time during the contract period. This may include site visits;
- 12.10 The contact Officials of **the dtic** may communicate with bidders where clarity is sought after the closing date of the bid and prior to the award of the contract, or to extend the validity period of the bid, if necessary;
- 12.11 All communication between the bidder and the contact Officials of **the dtic** must be



done in writing;

- 12.12 Bidders must ensure that they are registered on the Central Supplier Database of the National Treasury as this is compulsory in order for bidders to be considered for bids;
- 12.13 Bidders must ensure that their tax matters are in order in line with the Preferential Procurement Policy Framework Act and the Treasury Regulations;
- 12.14 Bidders' whose tax matters are not declared to be in order will be disqualified;
- 12.15 Bidders' attention is drawn to the tax requirements stated on the SBD 1 form;
- 12.16 Where applicable acceptance of a bid will be subject to the condition that both the contracting firm and its personnel providing the service must be cleared by the appropriate authorities to the level of CONFIDENTIAL/SECRET/TOP SECRET (whichever one is stipulated in the relevant specification / ToR). Obtaining a positive recommendation is the responsibility of the contracting firm concerned. If the principal contractor appoints a subcontractor, the same provisions and measures will apply to the subcontractor. Acceptance of the tender is also subject to the condition that the contractor will implement all such security measures as the safe performance of the contract may require." (Minimum Information Security Standards. Chapter 5);
- 12.17 The points scored for functionality, price and preferential procurement points will be rounded off to the nearest 2 decimals;
- 12.18 In cases where the tenderer uses sub-contracting, then it is the responsibility of the tenderer to select competent sub-contractors that meet all the requirements of the r in order to ensure that the bidders tender is not jeopardized by the subcontractor during evaluation. Bidders are responsible for all due diligence on their subcontractors;
- 12.19 In cases where above market related prices are quoted the right is reserved to negotiate with the three preferred bidders (three highest on final points for price and preferential procurement points);
- 12.20 Bidders to take note that the award of the tender may be subject to price negotiation



with the preferred bidder;

- 12.21 This is subject to the PPPFA and its Regulations and **the dtic**'s SCM Policy;
- 12.22 Bidders must submit concrete proof of the existence of joint ventures and/or consortium arrangements. **the dtic** will accept signed agreements as acceptable proof of the existence of a joint venture and/or consortium arrangement;
- 12.23 The joint venture and/or consortium agreements must clearly set out the roles and responsibilities of the Lead Partner and the joint venture and/or consortium party. The agreement must also clearly identify the Lead Partner, who shall be given the power of attorney to bind the other party/parties in respect of matters pertaining to the joint venture and/or consortium arrangement;
- 12.24 Regulation 13 (c) of the Public Service Regulations 2016 determines that an employee shall not conduct business with an organ of state or be a director of a public or private company conducting business with an organ of state unless such employee is in an official capacity a director of a company listed in schedule 2 and 3 of the Public Finance Management Act. As this regulation prohibits public service employees from conducting business with an organ of state; either in a personal capacity or as a director of a private or public company, non-compliance with this regulation will lead to automatic disqualification of a bid;
- 12.25 **the dtic** reserves the right:
 - 12.26 To award this tender to a bidder that did not score the highest total number of points, only in accordance with section 2(1)(f) of the PPPFA (Act 5 of 2000);
 - 12.27 To negotiate with one or more preferred bidder(s) identified in the evaluation process, regarding any terms and conditions, including price without offering the same opportunity to any other bidder(s) who has not been awarded the status of the preferred bidder(s);
 - 12.28 To accept part of a tender rather than the whole;
 - 12.29 To carry out site inspections, product evaluations or explanatory meetings in order to



verify the nature and quality of the services offered by the bidder(s), whether before or after adjudication of the Bid;

12.30 To correct any mistakes at any stage of the tender that may have been in the documents or occurred at any stage of the tender process;

12.31 To cancel and/or terminate the process at any stage, including after the Closing Date and/or after presentations have been made, and/or after tenders have been evaluated and/or after the preferred bidder(s) have been notified of their status as such;

12.32 Award to multiple bidders based either on size or geographic considerations;

12.33 Bidders will be afforded an opportunity to pose questions relating to this RFQ/ToR up to 5 calendar days before closing date of the RFQ. Thereafter no queries/clarification requests will be responded to. Questions raised will be responded to one by one as received from potential bidders to assist in compilation of proposals. During the final week of advertisement, the Bid Office of **the dtic** will post all questions asked and responses provided on the e-tender portal of National Treasury as well as **the dtic**'s website where the original tender invitation is posted for transparency purposes;

12.34 If the bidder failed to comply with any of the administrative pre-qualification requirements, or if **the dtic** is unable to verify whether the pre-qualification requirements are met, then **the dtic** reserves the right to –

12.35 Reject the bid and not evaluate it, or

12.36 Accept the bid for evaluation, on condition that the bidder must submit within seven (7) calendar days any supplementary information to achieve full compliance, provided that the supplementary information is administrative and not substantive in nature.

12.37 Incomplete pricing will lead to automatic disqualification as it will not be possible to compare the price with other bid prices;

12.38 Pricing in figures and pricing in words must be the same. Any discrepancy in these two will result in the pricing in figures will be deemed the bid price and will be used



for comparison and contract purposes; and

12.39 Additional pricing may also lead to automatic disqualification in case where it hinders the comparison of prices (comparing apples with apples).

13 PRICE

13.1 The bid price must be an all-inclusive price that represent the total cost for the full completion of the project in line with the entire terms of reference which will be payable by **the dtic** to the appointed Service Provider upon satisfactory work delivery, in accordance with an agreed payment schedule which must be linked to set deliverables. Bid prices are required in the form of hourly rates. The payment schedule will be stipulated in the SLA. The Bid Price MUST be a fixed price. No price escalations will be considered. Any price condition that contradicts the fixed price requirement will lead to automatic disqualification of a proposal.

13.2 The bid price must be inclusive of VAT and quoted in RSA currency.

13.3 Consultants will only be remunerated in accordance with the cost containment measures determined by National Treasury and or the SCM Policy of **the dtic**.

TRAVEL AND ACCOMMODATION REQUIRED FOR THE PROJECT

13.4 Hotel and accommodation costs will be limited to a maximum of R1813 for dinner, bed and breakfast at a graded Bed & Breakfast (in line with latest National Treasury prescripts).

13.5 For travelling the rates per kilometre may not exceed the rates as approved by the Automobile Association of South Africa (proof of latest approved rates to be attached to SBD 3.3).

13.6 Air travel will be restricted to economy class travel for the purposes of travelling



required for the project.

NB: The pricing MUST be based on fixed prices. No price escalations will be considered.
Any price condition that contradicts the fixed price requirement will lead to automatic disqualification of a proposal

14 the dtic OBLIGATIONS

- 14.1 **the dtic** Project Manager will serve as the contact person on all matters relating to the project;
- 14.2 **the dtic** Project Manager will review, evaluate and approve the services provided by the Service Provider against the Service Level Agreement on an ongoing basis and prior to payment is made;
- 14.3 **the dtic** will supply all reasonable, relevant, available data and information required and requested by the Service Provider for the proper execution of the services and such assistance as shall reasonably be required by Service Provider in carrying out their duties under this contract.

15 SERVICE PROVIDER'S OBLIGATION

- 15.1 The Service Provider undertakes to act as an independent contractor in respect of the work;
- 15.2 To work closely with the Project Manager responsible for the project in **the dtic**;
- 15.3 Attend meetings when required by the Project Manager for the purposes of obtaining information or advice with regard to the work and assignments or any matters arising from or in connection therewith;
- 15.4 The Service Provider will be responsible for its own computers and technical literature to adequately perform all the functions;
- 15.5 The Service Provider must exercise all reasonable skill, care and diligence in the execution of the work and shall carry out their obligation in accordance with professional standards;



- 15.6 The Service Provider must in all professional matters act as a faithful advisor to **the dtic**, as well as respecting the laws and customs of any country and provinces in which any business in relation to the project is conducted;
- 15.7 All information availed to the Service Provider in the course of the project must be deemed confidential and will remain the property of **the dtic**;
- 15.8 The Service Provider will be required to sign a confidentiality declaration form, undertaking to keep all the information at his/her disposal as a result of being awarded the contract by **the dtic** strictly confidential;
- 15.9 The Service Provider must not disseminate any information gathered during the conduct of the project, publicize or release media statements in relation to the assignment;
- 15.10 Any information gathered during the conduct of the assignment is the property of **the dtic** and may not be distributed without prior written approval of **the dtic**;
- 15.11 The Service Provider will be deemed to have been satisfied as to the correctness and sufficiency of the rates and prices set out in their bid for the services to be rendered;
- 15.12 The Service Provider shall obtain prior written approval from the Project Manager for any travel undertaken in relation to the execution of this project, in line with the travel control measures outlined in the applicable financial and procurement prescripts of **the dtic**, including Financial Circular 08 of 2025;
- 15.13 No travel arrangements shall be made, nor any travel undertaken, without the explicit written authorisation of the Project Manager. All travel requests must include the purpose, itinerary, estimated costs, and justification of the proposed travel. Failure to obtain such approval will render any associated travel costs non-reimbursable and may constitute a material breach of this agreement;
- 15.14 The Service Provider is also required to retain supporting documentation for all authorised travel, which may be subject to audit or verification by **the dtic** or its appointed agents;
- 15.15 The Service Provider must plan and provide for all possible risks that may affect the delivery of the project on time and indicate what mechanisms are in place to manage such risks.



16 RFQ EVALUATION CRITERIA

16.1 The **80/20 principle** and two envelope / email system will apply in evaluating the proposals in accordance with the Preferential Procurement Policy Framework Act; Act no 5 of 2000 its subsequent Regulations and the SCM and Preferential Procurement Policy of **the dtic**. The reason for applying the two envelope / email system is to ensure that price does not influence the evaluation of the functional proposals.

16.2 Two envelope system

16.2.1 The two-envelope system is based on the submission of the functional and financial proposals in two separate envelopes / email. NO financial information may be contained in the functional envelope as this will lead to automatic disqualification. Submission must be made as follows:

16.3 Functional proposal:

16.3.1 Bidders must submit their functional proposal via email to RFQs@thedic.gov.za with the name of the bidder, closing date and time and the RFQ number. This envelope / file should only contain the functional proposal and compulsory forms; SBD 1, 4, 6.1 and General Conditions of Contract; as well as the relevant proof to substantiate claims for preference points. Financial information in a functional proposal will lead to automatic disqualification of that specific proposal.

16.4 Financial proposal:

16.4.1 The financial proposal (SBD 3.3) must be submitted in a **SEPARATE** email with the name of the bidder, closing date and time and the RFQ number clearly indicated on the email to FinancialProposals@thedic.gov.za.

16.5 FAILURE TO COMPLY WITH THE TWO ENVELOPE / TWO FILE REQUIREMENT WILL AUTOMATICALLY INVALIDATE A BID.

16.5.1 All proposals will be evaluated in terms of the two-phase process once the pre-qualifying of received is done. All bid proposals received are subject to a pre-qualification process to determine compliance with compulsory requirements /



conditions. All that pass the pre-qualification process will then be evaluated as follows:

- 16.6 **First phase: Functional evaluation.** This evaluation is based on the functional proposal submitted in envelope one (functional envelope). For this phase there is a cut-off score of 60% and only the proposals that score 60% and above during the functional evaluation will be considered during the second phase of evaluation.
- 16.7 **Second phase: Price and preferential procurement.** During the second phase all that scored 60% and above during the functional evaluation will be considered for the second phase where points will be calculated for price and preferential procurement goals in accordance with the latest PP Regulations pertaining to the Preferential Procurement Policy Framework Act, Act no 5 of 2000 and **the dtic SCM Policy / Preferential Procurement Policy.**

Key scores

Score	Description
0 – Non-compliant	No evidence provided to substantiate compliance
1 – Poor	Unacceptable, does not meet set requirements
2 – Average	Reasonable but not sufficient to fully satisfy the set requirements
3 – Good	Fully complies to the set minimum requirements
4 – Very Good	Above average compliance to the set requirements
5 – Excellent	Meets and exceeds the set requirements

17 PHASE 1: FUNCTIONAL EVALUATION

No.	Criteria	Weighting	Rate (0-5)	Total Score
1.	Qualifications and experience of the proposed Team Leader and Team Members			
1.1	The proposed team members should be in possession of the following	10		



No.	Criteria	Weighting	Rate (0-5)	Total Score
	qualifications: Minimum of a Degree in Economics / Mechanical Engineering / Business Development, while a team leader should hold a post-graduate degree in Economics / Mechanical Engineering / Business Development.			
1.2	The proposed team members should have a minimum of 5 years' experience, and the team leader should have a minimum of 10 years of experience in the following fields: automotive, strategy, industrial development, and policy development in the manufacturing sector.	15		
2.	Extensive knowledge of the automotive manufacturing value chain, the policy development and review, and competitiveness profile, both locally and internationally as well as in-depth knowledge of the National Industrial Policy			
2.1	The proposed team leader should have extensive knowledge of the automotive manufacturing value chain, the policy development and review, and competitiveness profile, both locally and internationally, as well as in-depth knowledge of the National Industrial Policy, evidenced/demonstrated a minimum of 5 case studies/projects . Additionally, all those projects/case	15		



No.	Criteria	Weighting	Rate (0-5)	Total Score
	studies must demonstrate extensive knowledge of the automotive manufacturing value chain, the policy development and review, and competitiveness profile, both locally and internationally, as well as in-depth knowledge of the National Industrial Policy.			
2.2	The proposed Team Members should have extensive knowledge of the automotive manufacturing value chain, the policy development and review, and competitiveness profile, both locally and internationally, as well as in-depth knowledge of the National Industrial Policy, evidenced/demonstrated by a minimum of 3 case studies/projects .	15		
3.	Methodology and research models			
3.1	Methodology proposed in line with requirements stipulated in the Terms of Reference and scope of work	40		
4.	Skills Transfer			
4.1	Demonstration of how the service provider will transfer skills to the dtic officials.	5		
5.	MAXIMUM POINTS	100		



18 PHASE 2: FINANCIAL EVALUATION

PHASE 2 / 3: PRICE AND PREFERENCE POINTS

	<u>80/20 PRINCIPLE</u>	POINTS
1	Price	80
2	<u>the dtic specific goals</u> 1. Historically disadvantaged individuals = 2 2. Local procurement = 6 3. SME = 2 4. B-BBEE = 10 NB: Please complete the dtic SBD 6.1 to claim these points.	20
	MAXIMUM POINTS	100

19 CONTRACTUAL PERIOD

19.1 The project should be completed within three (3) months from the date of last signature on the Service Level Agreement that will be signed by both parties.

19.2 The bidder must indicate the total number of hours that will be spent on this project.

20 CONTACT DETAILS

20.1 Submission of proposals: Completed proposals should be submitted electronically using the following email address: RFQs@thedtic.gov.za and for Financial Proposals sent to FinancialProposals@thedtic.gov.za by 20 February 2026.

20.2 Please direct all technical questions in writing to Mr Theo Meintjes – Automotive Sector Desk, Email: TMeintjes@thedtic.gov.za