

**14 NOVEMBER 2025**

**REQUEST FOR QUOTATIONS FOR WHISTLE  
BLOWING TRAINING**

## 1. Purpose

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- 1.1. The Railway Safety Regulator (RSR) requires services to provide whistle blowing training.

## 2. Considerations/background

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- 2.1. The protected Disclosures Act NO 26 of 2000 (commonly known as the Whistleblowers Act), promotes clean corporate governance and protection to whistleblowers who disclose fraud, corruption, and criminal conduct in the workplace. Further, the Act encourages a culture of transparency and protection to whistleblowers from retaliation attacks arising from disclosures made.
- 2.2. The Act was recently amended, introducing new provisions and obligations that directly impact governance structures and the roles of Board Members. It is therefore prudent for Board Members to attend whistle-blowing training to gain a better understanding of these recent developments and to ensure alignment with the updated legislative requirements. The training will ensure that members are well-informed of their legal duties and are empowered to exercise their role and responsibilities effectively in compliance with the legislation.

## 3. Scope of work / Specification

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Specifications are as follows:

**The training will cover, among other areas:**

- The Protected Disclosures Act no.26 of 2000 (as amended).
- Proposed reforms for the Whistleblower Protection regime in South Africa
- Legal and governance duties of the Board in implementing compliance measures.
- Procedures for handling disclosures
- Protection mechanisms for whistle-blowers; and
- Best practices for promoting an ethical organisational culture
- Practical examples, case studies, or scenario-based learning.

**Number of attendees:** 15

**Qualifications and experience of the service provider.**

- Proven experience in corporate governance, compliance, ethics training.
- Knowledge of whistleblowing laws and recent amendments.
- At least 5 - 10 years' experience in providing training or advisory services in corporate governance, ethics, or compliance.
- A law degree (LLB) or equivalent qualification in legal studies; Compliance; Risk; and or Corporate Governance.

#### **4. Administrative / Compliance Requirements**

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

- 4.10. Valid National Council for Persons with Physical Disability in South Africa registration (NCPDPSA)

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

## 5. Mandatory Requirement

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- a) Company Profile demonstrating years of experience in Ethics and Whistle blowing training programs.
- b) Project Leader CV to be submitted. (Refer to the functionality criteria below).
- c) Project Leader Certified Qualifications.
- d) Detailed training methodology and project plan.
- e) Reference letters (private and public), where similar training was provided.

**Failure to submit the above will result in disqualification.**

## 6. Functionality Evaluation Criteria

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- 6.1. The suitable service provider must demonstrate capacity and capability to execute this project by complying with the functionality criteria on the table below:

NO	CRITERIA	POINTS
1	<p><b>Company Profile</b> Provide the company profile including the establishment of the company including Director(s) profile, demonstrating years of experience in Ethics and Whistle blowing training programs.</p> <p>10 years or more = 15 points 8 years to below 10 years = 10 points 5 years to below eight = 5 points Below 5 years = 0 / or no points</p>	15

<p><b>2</b></p>	<p><b>Project Leader Experience</b> Submit the project leader's detailed CV, indicating breakdown of relevant experience in corporate governance, compliance, ethics training.</p> <p>10 years or more = 15 points 8 years to below 10 years = 10 points 5 years to below eight = 5 points Below 5 years = 0 / or no points</p>	<p>15</p>
<p><b>3</b></p>	<p><b>Project Leader Qualifications</b> Submit project leader's certified qualifications in Law/LLB or Compliance; or Risk; or Corporate Governance or relevant qualification. (foreign qualification to be verified by SAQA).</p> <p>NQF 9 and above = 15 points NQF 8 = 10 points NQF 7 = 5 points NQF 6 = 2 points Below NQF 6 or no qualification = 0/no point</p>	<p>15</p>
<p><b>4</b></p>	<p><b>Proposed Methodology</b> The bidder must provide a detailed training methodology and project implementation plan which details the approach for the training. (Will be regarded as very good when it clearly defines how the training will be executed and including the training content).</p> <p>Exceptionally defined methodology = 20 points. Moderately defined methodology = 15 points Poorly defined methodology = 5 points No methodology submitted =0 or no point</p>	<p>20</p>
<p><b>5</b></p>	<p><b>Project Plan</b> Provide a detailed project plan showing timelines, milestones, and all deliverables.</p>	<p>15</p>
<p><b>6</b></p>	<p><b>Reference Letters</b> Provide client testimonials /references on providing similar training services in the public or private sector.</p>	<p>20</p>

	Reference letters must be on a client company letterhead with services rendered in the last 5 years, have a contact person detail and must be signed.	
	<b>Purchase orders or appointment letters will not be accepted.</b>	

Service Providers must attain a minimum threshold of **70 points** or more to be considered for evaluation on the 80/20 Preference Point System.

*Failure to attain the set minimum threshold will result in a disqualification.*

**Kindly see attached Terms of Reference for details of functionality criteria.**

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

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

NO	SPECIFIC GOALS	PREFERENCE POINT (OUT OF 20)	PROOF OF CLAIM

1	An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which is <b>at least 51% owned by black people</b>	10	<ul style="list-style-type: none"> <li>• Copy of the identity document of the owner(s)</li> <li>• A valid SANAS accredited BBBEE certificate or a valid BBEEE sworn affidavit (whichever is applicable)</li> <li>• Central Supplier Database (CSD) report</li> <li>• Valid company registration documentation that are issued by Companies &amp; Intellectual Property Commission (CIPC)</li> </ul>
2	An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which is <b>at least 51% owned by black women</b>	5	<ul style="list-style-type: none"> <li>• Copy of the identity document of the owner(s)</li> <li>• A valid SANAS accredited BBBEE certificate or a valid BBEEE sworn affidavit (whichever is applicable)</li> <li>• Central Supplier Database (CSD) report</li> <li>• Valid company registration documentation that are issued by Companies &amp; Intellectual Property Commission (CIPC)</li> </ul>
3	An Exempt Micro Enterprises (EME) or Qualifying Small	3	<ul style="list-style-type: none"> <li>• Copy of the identity document of the owner(s)</li> </ul>

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

			<ul style="list-style-type: none"><li>• Valid National Council for Persons with Physical Disability in South Africa registration (NCPDSA)</li></ul>
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7.4. For Points to be awarded for the specific goals the proof for the claim for such goal must be submitted.

## 8. Technical Enquiries

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8.1. SCM: Doris Letsholo

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

8.2. Project Manager: Koliswa Sheburi

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

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

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9.1. The request will be **closed on the 20 November 2025 at 12h00**. Responses may be emailed to [doris.letsholo@rsr.org.za](mailto:doris.letsholo@rsr.org.za)