



## REQUEST FOR QUOTATION

<b>RFQ No.:</b>	<b>Contact Person:</b>
BS/2025/RFQ1777	Eva Ratema
<b>RFQ Issue Date:</b>	<b>Contact Details:</b>
Request for quotation – 06 March 2026	011-805-9661
Non-compulsory briefing session: 11 March 2026 at 12h00	
<a href="https://teams.microsoft.com/meet/3936405023716?p=9OnHtAVoKVp5nTZUzg">https://teams.microsoft.com/meet/3936405023716?p=9OnHtAVoKVp5nTZUzg</a>	
Closing Date: 13 March 2026 at 16:30:59	evat@bankseta.org.za
<b>Description of services/products required:</b>	
<b>ENSURE COMPLIANCE WITH DATA PROTECTION LAWS AND STANDARDS</b>	

### Part A: Request for Quotation Documentation

- ✓ Cover Letter;
- ✓ Terms of Reference / Specifications;

### Part B: Returnable Documents and Schedules:

- ✓ **Returnable Documents which must accompany the quotation**
  - BANKSETA will check the tax status of the service provider on the CSD report
  - CSD Master Registration report.
- ✓ **Returnable Forms which must accompany the quotation**  
**The forms must be fully completed, signed and dated appropriately (see annexure)**
  - SBD 4: Declaration of Interest.
  - SBD 6.1 Preferential Point

### PLEASE NOTE:

- ✓ Supplier must be registered on the National Treasury Central Supplier database;
- ✓ The quotation must be on the supplier's letterhead;
- ✓ Quotations must be in accordance with the specifications, unless otherwise stipulated;
- ✓ Where applicable, the official pricing structure must be used. Should the allocated pricing page / information be insufficient, you may include an additional copy of the price page;
- ✓ Suppliers must complete all the Returnable Schedules and also submit all the Returnable Documents.
- ✓ **The quotation must be valid for 90 days.**

### Fraud Alert:

The BANKSETA does not charge for any documents or information or any matter in regard to any procurement or any BANKSETA work.

Bidders should not pay any person or company in regard to any tender or RFQ or procurement transaction. The BANKSETA is aware of fraudsters approaching potential bidders purporting to be able to influence tenders or RFQ for a fee.

Some of these fraudsters may also try to impersonate BANKSETA staff and may have details of your bids which they obtain from the legislated tender reporting.

Bidders are warned that they should NOT pay any person or entity in regard to BANKSETA procurement. No one is able to influence any tender or RFQ outcome.

Any approaches from any person or entity in this regard should be reported to the BANKSETA fraud hotline on 0800 204 661.

Bidders are requested to give as much detail as possible in any reports so the BANKSETA can investigate the matter and take action against the perpetrators.

**Enquiries with regard to specifications may be directed to:**

**Name: Eva Tabane**

**Telephone No: 011 805 9661**

**Email : [evat@bankseta.org.za](mailto:evat@bankseta.org.za)**

<b>TENDER CLOSING</b>		
<b>CLOSING DATE</b>	<b>CLOSING TIME</b>	<b>MODE OF SUBMISSION</b>
<b>13 March 2026</b>	<b>16:30:59</b>	<b><u><a href="mailto:EVAT@BANKSETA.ORG.ZA">ELECTRONIC PDF SENT TO: EVAT@BANKSETA.ORG.ZA</a></u> <b><u><a href="mailto:SCM@BANKSETA.ORG.ZA">COPY SCM@BANKSETA.ORG.ZA</a></u></b></b>

## **1. BACKGROUND**

The Banking Sector Education and Training Authority (BANKSETA) is a statutory body established through the Skills Development Act 97 of 1998 as amended by Act, 26 of 2011 to enable its stakeholders to advance the national and global position of the banking and alternative banking sector. As guided by its mandate, the BANKSETA is as such an agent of transformation and seeks to promote employment equity and Broad-based Black Economic Empowerment through skills development. For further details on the BANKSETA, visit [www.bankseta.org.za](http://www.bankseta.org.za)

## **2. BACKGROUND OF THE PROJECT**

The BANKSETA should ensure compliance with the South African legislative framework governing data/information protection and international standards such as COBIT2019 and ISO/IEC 27001:2022 by assessing, improving, and aligning the BANKSETA's data /information security and protection practices.

The BANKSETA currently has four (4) department (Office of the CEO, Financial Services, Operation Services, and corporate services). There are business Units within each of the department. There is table below shows the number of BANKSETA departments and the Business Units. There are currently a total of 4 departments and 18 business units as per the below table:

Department	Business Units
1. Office of the CEO	1. Governance, 2. Risk and Compliance, 3. Internal Audit 4. Strategy and research
2. Financial Services	5. Finance 6. Supply Chain Management
3. Operations:	7. Project Management Unit, 8. Work Integrated Learning, 9. Skills Development, 10. Alternative Banking, 11. Youth development 12. Regions (East London and Polokwane, Free State) 13. Quality Assurance
4. Corporate Service	14. Facility Management 15. Information and Communication Technology 16. Human Resources Management 17. Marketing and Communications 18. Travel Management

NB. The functions of the business units are attached as **Annexure B**

The BANKSETA processes the following data/information **Personal Data:** Names, ID numbers, contact details of learners, employees, and stakeholders; **Financial Data:** Banking details, payment records, grant disbursement information, **Training Data:** Qualifications, learning progress, assessment results, and **Sensitive Data:** Employment equity information, compliance documentation.

The BANKSETA has the following stakeholders Department of Higher Education and Training, SARS, SAQA, QCTO, NSA, SETAs, Department of Labour and Employment. The BANKSETA interfaces with multiple systems supported by multiple vendors to fulfil its mandate under the Skills Development Act. These include:

SYSTEM	Purpose of the System
SAGE ERP X3	<ul style="list-style-type: none"> <li>• Finance</li> <li>• SCM</li> <li>• Projects</li> </ul>
Management Information System (MIS)	Learner Management
Human Resources Information System (HRIS)	Human Resources
CSD and e-Tender Portal	SCM
Website	Marketing
Surveillance Cameras and access control	Fingerprint scanning and surveillance recording
Signing Hub	Digital signature

### 3. SCOPE OF WORK

3.1 The appointed Service provider will:

3.1.1 Develop the BANKSETA ICT compliance universe based on the South African legislation and the standards.

#	Act/Standard/directive	Description / applicability
1	Constitution of the Republic of South Africa, 1996	establishes the constitutional right to privacy, underpinning obligations around protection of personal and sensitive data.
2	Public Finance Management Act (PFMA), Act 1 of 1999	Applies to all departments, trading entities, and public entities under national and provincial spheres of government.
3	National Skills Development Act, Act 97 of 1998	Applies to employers, employees, training providers, and government institutions involved in skills development.
4	Protection of Personal Information Act (POPIA) – Act 4 of 2013	Governs the <i>processing</i> , storage, and sharing of personal information, including lawful conditions, cross-border transfers, rights of data subjects, data breach notification, and penalties.

#	Act/Standard/directive	Description / applicability
4	Promotion of Access to Information Act (PAIA) – Act 2 of 2000	Implements the constitutional right to access public and private records, subject to specific limitations and prescribed request procedures.
5	Electronic Communications and Transactions Act (ECTA) – Act 25 of 2002	Regulates electronic communications and transactions, including legal recognition of data messages, evidence rules, retention obligations, authentication, consumer protection, and e-government facilitation.
6	Electronic Communications Act (ECA) – Act 36 of 2005	Governs electronic communications services, networks, licensing, spectrum management, and related convergence policies under ICASA.
7	Regulation of Interception of Communications and Provision of Communication-Related Information Act (RICA) – Act 70 of 2002	Controls interception of communications, including authorisation processes, telecommunication provider obligations, and monitoring by law enforcement.
8	Cybercrimes Act – Act 19 of 2020	Criminalises cyber offenses (e.g., unlawful data access, interception), mandates reporting of cyber incidents, and provides investigative powers and sanctions.
9	National Archives and Records Service of South Africa Act (NARSSA) – Act 43 of 1996	Regulates the management, care, preservation, and disposal of public records, including electronic records, by governmental bodies
10	Directive on Public Service Information Security (DPSA, 2022)	Replaces and expands on MISS, mandatory for all national and provincial government departments, with broader scope and modern controls.
11	ISO 27001	International standard for implementing an Information Security Management System (ISMS) to protect confidentiality, integrity, and availability of information assets, and ensure continuous risk-based improvement within an organisation.
12	COBIT2019	Governance framework for enterprise IT, including specific guidance on information security governance, risk management, and alignment with business objectives.

- 3.1.2 Consult BANKSETA Management, via Microsoft Teams, to profile current data/information security needs and protection state.
  - 3.1.2.1 **NB:** The BANKSETA shall provide its Business, Information, Data, integration and security architecture to the appointed service provider for purpose of this project.
- 3.1.3 Develop the Required Data/information Security and Protection State aligned with legal requirements and ISO standards/ frameworks.
- 3.1.4 Perform a Gap Analysis between the current state and the desired future state of data/information security and protection and develop a compliance gap analysis report.
- 3.1.5 Obtain sign-off by management after consultation and gap analysis phases.
- 3.1.6 Produce a five 5-year compliance Roadmap to address identified data/information security gaps, including:
  - 3.1.6.1 Key Focus Area (Processing, Access, Transmission, Storage, Preservation and Protection).
  - 3.1.6.2 Legislation/standard applicable,
  - 3.1.6.3 Activities required for compliance,
  - 3.1.6.4 timelines,
  - 3.1.6.5 priorities,
  - 3.1.6.6 responsible department,
  - 3.1.6.7 resources required,
  - 3.1.6.8 estimated budget/where applicable,
- 3.1.7 Hold a 2hour awareness session, via Microsoft Teams, for the BANKSETA employees.
- 3.1.8 Present the compliance roadmap for noting/approval, via Microsoft Team, to:
  - 3.1.8.1 The BANKSETA Management Team meeting – 2 hours.
  - 3.1.8.2 ICT Steering Committee Meeting – 1 hour,
  - 3.1.8.3 Audit and Risk Management Committee - 1 hour,
  - 3.1.8.4 Executive Committee – 1 hour, and
  - 3.1.8.5 the Board – 1 hour.

#### 4. **DELIVERABLES:**

**4.1 The appointed service provider is expected to deliver:**

- 4.1.1 Data security and protection need assessment report.
- 4.1.2 Desired future state documentation for data/information security and protection
- 4.1.3 A signed compliance gap analysis report by management and service provider.
- 4.1.4 A signed Comprehensive roadmap for compliance and improvement.

**5. CONTRACT DURATION**

- 5.1 The contract will run for a period of one (01) year.

**6. GENERAL COMPETENCY AND EXPERTISE REQUIREMENTS**

**6.1** The Bidder to submit three (03) reference letters demonstrating experience/track record of the bidder in data/Information Security and/or compliance projects.

- 6.1.1** The track record of the bidder should be provided through reference letters from clients where the bidder has successfully implemented data/Information Security and/or compliance projects or is currently data/Information Security and/or compliance projects.

The reference letters should

- Be on the client's letterhead,
- Be signed and dated.
- Indicate the work done.
- Show the client contact details including contact name and telephone or email address

**6.2** The Bidder should have a minimum of three (03) members of staff assigned to this project:

**6.2.1 Team Leader**, who should, be owner or director of the bidding company and **must submit** the following for this Team Leader with the proposal:

- a) At least three (03) years' experience in ICT Project Management in a form of the CV/profile for this individual.
- b) Qualification on **NQF Level 5** or higher in any field (foreign qualification should be evaluated with SAQA – proof of evaluation must be submitted with your proposal)
- c) Certificate/certification in project management or any supplementary proof of completed/certification /certificate project management course.

**6.2.2 Team member 1**, who should be a Specialist in data or information security or protection or Information Risk or information governance or information compliance or Information systems audit/legal/information science) and **must submit** the following for this **Team member 1** with the proposal:

- a) at least three (03) years' experience in in data or information security or protection or Information Riks or information governance or information compliance or Information systems audit/legal) in a form of the CV/profile for this individual..
- b) Qualification on **NQF Level 6** or higher in any field (foreign qualification should be evaluated with SAQA – proof of evaluation must be submitted with your proposal)
- c) Have Certificate/certification in data or information security or protection or Information Risk or information governance or information compliance or Information systems audit/legal/information science or any supplementary proof of completed/certification /certificate in data or information security or protection or Information Risk or information governance or information compliance or Information systems audit/legal/information science.

6.2.3 **Team Member 2**, who should be a specialist in ICT Governance and and **must submit** the following for this **Team member 2** with the proposal:

- a) At least three years' experience in ICT Governance and Management in a form of the CV/profile for this individual.
  - b) Qualification on **NQF Level 6** or higher in any field (foreign qualification should be evaluated with SAQA – proof of evaluation must be submitted with your proposal)
2. A certificate or certification in COBIT2019 design and implementation or ISO27001 or any supplementary proof of completed/certification /certificate in COBIT2019 design and implementation or ISO27001.

## 7. PRICE AND BBBEE

**The preferential procurement point system applicable for this process is 80/20, as approved by the BANKSETA Board.**

The RFQ will be evaluated based on the 80/20 principle being:

80 Points for price and 20 points for BBBEE

The BBBEE Certificate or a Sworn Affidavit for the exempted bidders to be attached.

Price	BBBEE	Total Points
80	20	100

**Pricing will be evaluated using the following formula:**

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

Where

$P_s$  = Points scored for price of bid under consideration.

$P_t$  = Price of bid under consideration.

$P_{\min}$  = Price of lowest acceptable bid.

## 8. COMPLIANCE STATUS

- a. The BANKSETA before making an award, shall check on the Central Supplier Database CSD whether;

- a) the bidder's tax status is compliant and
  - b) the bidder or any of its directors are not listed / indicated as restricted from doing business with the public sector, and/or are person(s) prohibited/ its directors are not employees of the state and have no conflict of interest in the BANKSETA, or have written authority to do work with the state as per the legislation.
- b. The BANKSETA will not award to service providers who do not comply with the above.

## **9. RFQ CONDITIONS**

- a. BANKSETA reserves the right to withdraw or amend terms of reference by notice in writing by advertising in the media in which the RFQ was originally advertised prior to the closing date.
- b. BANKSETA reserves the right not to award this RFQ and the right to reduce the quantities awarded.
- c. BANKSETA reserves the right to verify the information submitted and request for further information during evaluation of the proposal.
- d. BANKSETA shall not be liable for any direct, indirect, consequential or other losses or damages including loss of profit that may be incurred by any person including, but not limited to, an Applicant, Short Listed Applicant or Successful Applicant, or any director, officer or associated company thereof, as a result of any reliance on or use of information supplied in response to this RFQ or as a result of the RFQ process contemplated in this RFQ document.
- e. BANKSETA makes no representations, undertakings or warranties whatsoever to any person in respect of the RFQ or any information contained in the RFQ.
- f. This RFQ is confidential and proprietary to BANKSETA and may not be used, reused, copied or distributed for any purpose, other than in relation to the RFQ process, without BANKSETA's prior written consent.
- g. POPIA - The Protection of Personal Information Act, ("POPIA") includes the right to protection against unlawful collection, retention, dissemination and use of personal information. BANKSETA complies with POPIA in collecting, processing and distributing of Personal Information, which include cooperation with the Regulator as provided for in the act.

## **10. REVIEW PROCESS**

- a. In order to evaluate and adjudicate proposals effectively, it is imperative that applicants submit responsive applications. To ensure an application will be

regarded as responsive it is imperative to comply with all conditions pertaining to the application and to complete all the mandatory fields and questionnaires.

- b. All applications duly lodged as per the submission requirements will be evaluated in accordance with the stipulated evaluation criteria.
- c. The validity period of proposals is **90 days** after closing.

#### **11. REASONS FOR REJECTION**

- a. Applicants shall not contact BANKSETA on any matter pertaining to the application from the time the application is closed to the time the application has been adjudicated.
- b. BANKSETA shall reject a submission if the applicant has committed a proven corrupt or fraudulent act in competing for a particular contract.

#### **12. QUOTATION/PRICING**

- The quotation must be on the service provider/bidder's letterhead.
- The pricing must show VAT separately.
- No pricing adjustment will be allowed after closing date.
- **The quotation must be valid for 90 days**

#### **Annexure – Documents to be completed and be submitted with quotation**

### **BANKSETA PREFERENCE POINTS UTILISING BANKSETA GOALS**

In terms of Gazette 2721, the BANKETA has allocated preference points to be awarded to tenderers who meet certain BANKSETA Goals as follows:

#### **TRANSACTION AMOUNTS UP TO R1 MILLION**

	<b>Specific Goals</b>	<b>80/20 Preference Point system</b>
1.	Empowerment of black persons- Ownership by black persons – 51% threshold as explained below	10
2.	Empowerment of Women - Women Ownership - Threshold 33% as explained below	4
3.	Youth Empowerment Youth Ownership – 33% Threshold as explained below	3
4.	Promotion of small and medium businesses, co-operatives and non-governmental institutions in all areas- rural and urban areas – as explained below	3
	<b>Total Points allocated towards specific goals</b>	<b>20</b>

**The Service provider should complete the BANKSETA preference point bidding form attached.**

**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 interest<sup>1</sup> 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.

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:  
 .....  
 .....

---

<sup>1</sup> 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.

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 consortium<sup>2</sup> 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.
- 3.4 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.
- 3.5 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.
- 3.6 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

---

<sup>2</sup> 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.

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 BANKSETA  
PREFERENCE POINTS CLAIM**

This preference form must form part of all bids invited. It contains general information

a

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS,**

---

**1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to all bids:

- 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

a) The value of this bid is estimated to **not exceed** R50 000 000 (all applicable taxes included) and therefore the **80/20** preference point system shall be applicable; or

b) Either the 80/20 preference point system will be applicable to this tender

1.3 Points for this bid shall be awarded for:

(a) Price; and

(b) Preference points using BANKSETA's preference point system.

1.4 The maximum points for this bid are allocated as follows:

	<b>POINTS</b>
<b>PRICE</b>	<b>80</b>
<b>PREFERENCE POINTS USING BANKSETA PREFERENCE POINTS SYSTEM</b>	<b>20</b>
<b>Total points for Price and Preference points must not exceed</b>	<b>100</b>

1.5 Failure on the part of a bidder to complete and submit BANKSETA's preference points form together with the bid, will be interpreted to mean that preference points are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

## 2. DEFINITIONS

- (a) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (b) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (c) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (d) **“functionality”** means the ability of a bidder to provide goods or services in accordance with specifications as set out in the tender documents.
- (e) **“prices”** includes all applicable taxes less all unconditional discounts;
  - 1)
- (f) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (g) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

## 3. POINTS AWARDED FOR PRICE

### 3.1 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**

$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

$P_s$  = Points scored for price of bid under consideration

$P_t$  = Price of bid under consideration

$P_{\min}$  = Price of lowest acceptable bid

**4. PREFERENCE POINTS CLAIMED  
THE BIDDER SHOULD COMPLETE THE ATTACHED BANKSETA  
PREFERENCE POINTS CLAIM DOCUMENT**

**5. SUB-CONTRACTING**

5.1 Will any portion of the contract be sub-  
contracted? (*Tick applicable box*)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted  
.....%
- ii) The name of the sub contractor .....

**6. DECLARATION WITH REGARD TO COMPANY/FIRM**

6.1 Name of  
company/firm:.....  
...

6.2 VAT registration  
number:.....

6.3 Company registration  
number:.....

**6.4 TYPE OF COMPANY/ FIRM**

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- Pty  
Limited  
[TICK  
APPLICABLE  
BOX]

**6.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

.....

.....

.....

.....

**6.6 COMPANY CLASSIFICATION**

- Manufacturer  
 Supplier  
 Professional service provider  
 Other service providers, e.g. transporter, etc. [*TICK APPLICABLE BOX*]

6.7 Total number of years the company/firm has been in business:.....

6.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the BANKSETA preference points system, qualifies the company/ firm for the preference(s) shown and I / we 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the bidder has been claimed or obtained preference points on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser 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 by the National Treasury 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.

WITNESSES

1. ....

2. ....

.....  
SIGNATURE(S) OF BIDDERS(S)

DATE: .....

ADDRESS .....

.....

## **BANKSETA PREFERENCE POINTS CLAIM DOCUMENT**

- 1.1 The service provider is requested to complete the form below accurately and fully to show the areas where it wishes to claim preference points. It is the service providers responsibility to ensure that the form is accurately and fully completed.
- 1.2 For shortlisted service providers, BANKSETA may request additional information and evidence to support the preference points claimed.
- 1.3 An entity may claim points based on the same shareholding or persons in more than one category. For example, black female disabled shareholders under 35 who is a SA citizen may lead a business to claim points under Empowerment of women, youth empowerment and empowerment of persons with disabilities.

The BANKSETA will allocate preference points as follows:

<b>No</b>	<b>Specific Goals</b>	<b>80/20 Preference Point system</b>
1.	Empowerment of black persons- Ownership by black persons – 51% threshold as explained below	10
2.	Empowerment of Women - Women Ownership- Threshold 33% as explained below	4
3.	Youth Empowerment Youth Ownership – 33% Threshold as explained below	3
4.	Promotion of small and medium businesses, co-operatives, and non-governmental institutions in all areas- rural and urban areas – as explained below	3
	<b>Total Points allocated towards specific goals</b>	<b>20</b>

### **1.4 Empowerment of black persons- Ownership by black persons Black Person Ownership**

1.4.1 Black persons are as defined in Broad based black economic empowerment Act (B-BBEE) which currently means Africans, Coloureds, and Indians and Chinese:

- (a) who are citizens of the Republic of South Africa by birth or decent; or
- (b) who became citizens of the Republic of South Africa by naturalisation –

(i) before 27 April 1994.

(ii) on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalisation prior to that date.

Preference Point	Service Provider to INDICATE YES OR NO	No of Points per BANKSETA Preference point System	For BANKSETA USE Only Points Claimed
Does the service provider wish to claim points under black ownership where 51% or more ownerships is by black people		<b>10</b>	

**IF YES please provide the following details**

DETAILS OF BLACK OWNERS				
	Full Name of Black Owners	ID Number	Ownership Percentage (via shareholding)	Position in the Company
<b>1</b>				
<b>2</b>				
<b>3</b>				
<b>4</b>				
<b>5</b>				
<b>6</b>				
<b>7</b>				
<b>8</b>				
<b>9</b>				
<b>10</b>				
	<b>TOTAL Black Ownership</b>			

The service provider should include information and evidence to support the preference points claimed being copy IDs, CSD report, naturalisation records for owners not South African by birth..

### 1.5 Preference Points Claimed for Empowerment of Women – Through Women Ownership of the Entity- Threshold 33%

Women ownership points will be awarded to a Tenderer who have 33% or more women ownership, of the company or enterprise. The woman must be South African citizens.

Preference Point	Service Provider to Indicate YES OR NO	No of Points per BANKSETA Preference point System	For BANKSETA USE Only Points Claimed
Does the service provider wish to claim points under women ownership where 33% or more ownerships is by women who are South African citizens		4	

IF YES please provide the following details

DETAILS OF WOMEN OWNERS WHO ARE SOUTH AFRICAN CITIZENS				
	Full Name of Black Owners	ID Number	Ownership Percentage (via shareholding)	Position in the Company
1				
2				
3				
4				
5				
6				
	TOTAL WOMEN OWNERSHIP			

The service provider should include information and evidence to support the information shown for the preference points claimed being IDs copies, naturalisation records for owners not South African by birth and CSD report.

### 1.6 Preference Points Claimed for Empowerment of Youth Through Youth Ownership of the Service Provider /Enterprise– 33% Threshold

1.6.1 Youth ownership points will be awarded to a Tenderer who have 33% or more youth ownership being persons 35 years and below, determined at the date of tender/ RFQ closing. Youth ownership will be determined based on the shareholding of the members who are defined as youth and are South African citizens,

Preference Point	Service Provider to Indicate YES OR NO	No of Points per BANKSETA Preference point System	For BANKSETA USE Only Points Claimed
Does the service provider wish to claim points under Youth Ownership – 33% Threshold. The youth should be South African citizens		3	

IF YES please provide the following details

DETAILS OF YOUTH OWNERS WHO ARE SOUTH AFRICAN CITIZENS				
	Full Name of Black Owners	ID Number	Ownership Percentage (via shareholding)	Position in the Company
1				
2				
3				
4				
5				
6				
	TOTAL YOUTH OWNERSHIP			

The service provider should include information and evidence to support the information shown for the preference points claimed being IDs copies, naturalisation records for owners not South African by birth and CSD report.

### 1.9 Preference Points Claimed for Empowerment Small and Medium Enterprises Including Co-operatives and Non-Governmental Organisations in All Areas – Rural and Urban

1.9.1 Small and medium business includes all South African businesses, co-operatives,

and non-governmental organisations with annual turnover up to R10 million or alternatively, these entities are recently incorporated, have been operating for less than one year and are projected to have annual turnover of less than R10 million in the first year. The ownership of small and medium business, co-operatives or non-governmental organisations should be 100% South African citizens (or entities owned 100% by South Africa citizens).

Preference Point	Service Provider to Indicate YES OR NO	No of Points per BANKSETA Preference point System	For BANKSETA USE Only Points Claimed
Does the service provider wish to claim points under small and medium business includes all South African businesses, co-operatives, and non-governmental organisations with annual turnover up to R10 million or alternatively, these entities are recently incorporated, have been operating for less than one year and are projected to have annual turnover of less than R10 million in the first year. The ownership of small and medium business, co-operatives or non-governmental organisations should be 100% South African citizens (or entities owned 100% by South Africa citizens).		<b>3</b>	

IF YES please provide the following details

DETAILS OF THE BUSINESS				
Dated Business Incorporated	Financial Year Ending	Turnover in Prior Financial Year of the Enterprise	Budgeted Turnover This Current Financial Year	Turnover to Date in Current Financial Year

The service provider should include information and evidence to support the information shown for the preference points claimed being IDs copies, naturalisation records for owners not South African by birth and CSD report, employee list highlighting those with disabilities and a certification/report of the disability/ies

#### **1.10 False Information from Bidders**

Should the BANKSETA ascertain that any bidder has submitted any false information, the BANKSETA may disqualify the bidder/service provider, cancel any award without prejudice to any other remedies available to BANKSETA and report the service provider to National Treasury.

The bidder/service provider will be given an opportunity to give reasons why BANKSETA should not take actions detailed above where false information has been submitted.