



REQUEST FOR QUOTATIONS

RFQ NUMBER: RFQ/SASSETA/2526115

CLOSING DATE: 13 November 2025

TIME: 15H00

DESCRIPTION: Appointment of LPERC SUBCOM/LPERC service provider to render Secretarial services at SASSETA for a period of 24 months

COMPULSORY BRIEFING: Yes ☒ No ☐

FOR COMPLETION BY SERVICE PROVIDER:

NAME OF BIDDING COMPANY: _____

CONTACT PERSON: _____

CONTACT NUMBER: _____

CSD REGISTRATION NUMBER: MAAA _____

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

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

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

DOCUMENTS IN THIS BID DOCUMENT PACK

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

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

NB.: DOCUMENT SUBMISSION

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

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

1. TERMS OF REFERENCE

1.1. INTRODUCTION AND BACKGROUND

- 1.1.1. SASSETA was established on 1 July 2005. It is one of the twenty-one Sector Education and Training Authorities (SETAs) established in terms of the Skills Development Act (Act 97 of 1998) as amended. SASSETA's licence has been renewed until 31st March 2030. SASSETA is classified as a schedule 3A Public Entity in terms of the Public Finance Management Act, (Act 1 of 1999, as amended). SASSETA reports to the Department of Higher Education and Training.

1.2. PURPOSE

- 1.2.1. SASSETA requires a service provider that has experience and expertise for the provision of Secretarial Services for the Learning Programs Evaluation and Recommendation Committee (LPERC) and the SubCommittee of LPERC. SASSETA has identified specific requirements for the services to be rendered as outlined in this document to serve as a guideline in this request for proposals.

1.3. SCOPE OF WORK AND REQUIRED DELIVERABLES

- 1.3.1. The appointed service provider will be required to deliver comprehensive secretariat services to LPERC Subcommittee and LPERC in compliance with corporate governance standards as follows, but not limited to:

1.3.1.1. Send Meeting Invitations

- Send out meeting invitations to both the LPERC Subcommittee and LPERC.

1.3.1.2. Prepare and Circulate Meeting Packs

- Coordinate LPERC SUBCOM/ LPERC Committee meetings.
- Prepare draft meeting agendas in consultation with the End-User Department and circulate them to the LPERC Subcommittee and LPERC members in advance.
- Compile, draft, and circulate meeting packs timeously to ensure members are adequately prepared.
- Ensure that attendance registers are signed by all members during meetings.
- Ensure all members complete and sign declaration of interest forms prior to meetings.
- Record and prepare the meeting minutes, Action Items, and resolution tracker within seven (7) working days of each meeting for the LPERC Subcommittee and LPERC.
- Oversee the coordination of logistical arrangements for members to attend committee meetings (i.e., travel arrangements and catering).

1.3.1.3. Prepare Memos and Reports

- Draft and distribute memos for both the LPERC Subcommittee and LPERC consideration.
- Prepare reports, presentations, and supporting documentation for Committee use.

1.3.1.4. Correspondence Management

- Manage all incoming and outgoing correspondence, including emails, letters, and memos.

1.3.1.5. Records and File Maintenance

- Maintain organized and up-to-date records and files both physically and electronically in line with internal controls and audit requirements.
- Ensure all documentation related to both Committees is properly filed, both electronically and physically for record-keeping purposes.

1.3.1.6. Administrative Support

- Provide general administrative support to both LPERC Subcommittee and LPERC as needed
- Recording and noting all principles and compliance requirements.
- Coordinate the process to review the Committee terms of reference on an annual basis.
- Assist the LPERC Committees in evaluating and reporting.
- Facilitate the process to have the TOR's, policies and procedures approved by the Committee.
- Responsible for the custodianship and safe-keeping of all Committees related documents including Committee attendance registers, minute books resolution registered and meeting packs.
- Manage and ensure the quality of reports for consumption by Management.

1.4. TIMEFRAMES FOR DELIVERY OF THE WORK

- 1.4.1.** The duration of the assignment will be for a period of twenty (24) months from the date of appointment.

1.5. PRICING

- 1.5.1.** Service Providers are requested to provide an all-inclusive cost of this project assignment on SBD 3.3.
- 1.5.2.** The bidder must ensure delivery of the project within the required timeframes stipulated in the terms of reference.

1.6. ACCOUNTABILITY AND REPORTING

- 1.6.1.** The service provider will report directly to the Executive Manager: Learning Programs for the duration of the assignment.

1.7. INTELLECTUAL PROPERTY

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

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

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

1.9. PROTECTION OF PERSONAL INFORMATION ACT

- 1.9.1. All Service Providers are to take note of the implications of POPIA act and any other data privacy Act applicable that SASSETA complies to. In compliance to the act, please be advised that the following are applicable to the treatment of vendor information:
 - 1.9.1.1. purpose of the bid evaluation processes. The vendor hereby consents the information provided as part of this bid will be utilized for supply chain processes of SASSETA and may be subject to multiple processing to enable the evaluation of this bid.
 - 1.9.1.2. The vendor consents that the information collected will be retained for the duration of the evaluation and archived for records management purposes. The information will be disposed as per the SASSETA records management policies as prescribed by the national archives act. Furthermore, the information owner acknowledges that the information provided will be scanned into digital records which are retained on the SASSETA backup servers and that are replicated to backup media. SASSETA does confirm that the organization adopts industry best practice with regards to the safeguarding of digital records whether locally stored or retained in backup media.
 - 1.9.1.3. SASSETA confirms that all submitted records will be retained in their original form and will not be altered with to preserve the quality and originality of information provided.
 - 1.9.1.4. SASSETA confirms that the Information Officer is duly responsible for vendor information provided and exercises stringent measures to ensure that information is secured and solemnly utilized for the purpose of use. No vendor records will be distributed or utilized for any processes outside the current bid that the information has been requested for.

1.10. PROPOSED SELECTION CRITERIA

1.10.1. Functionality Evaluation

1.10.1.1. All proposals will be evaluated on the criteria provided in the table below. The proposals of all service providers will be rated on a scale of 0 to 2:

0: Unacceptable, does not meet set criteria/ Weak, less than acceptable. Insufficient for performance requirements

1: Satisfactory should be adequate for stated element

2: Very good, above average compliance to the requirement

ELEMENT	FUNCTIONALITY EVALUATION		FUNCTIONALITY WEIGHT	TOTAL SCORE
Bidding Company has demonstrated assignments where Secretariat services were rendered to governance structures. Signed reference letters on official letterheads from clients with contactable references attached.	0	The bidder has no demonstrable experience secretariat services/less than three (3) signed reference letters submitted or submitted letters are not signed.	50%	
	1	The bidder has demonstrable experience in secretarial duties for governance structures from three clients. Three (3) signed reference letters with contactable references attached confirming Secretariat services rendered (currently/ previously).		
	2	The bidder has demonstrable experience in secretarial duties for governance structures from four clients. Four (4) or more signed reference letters with contactable references attached confirming Secretariat services rendered (currently/previously).		
Bidding company to submit two comprehensive CV's of the proposed resources to undertake	0	Bidding company did not submit CVs of two (2) Secretariat resources/ submitted two (2) CVs with less than three (3) years of experience in Secretariat services each.	50%	

ELEMENT	FUNCTIONALITY EVALUATION		FUNCTIONALITY WEIGHT	TOTAL SCORE
Secretariat services demonstrating years of experience in Secretariat services.	1	Bidding company submitted two (2) comprehensive CVs of the proposed resources to undertake Secretariat services demonstrating three (3) years of experience in Secretariat services each.		
	2	Bidding company submitted two (2) comprehensive CVs of the proposed resources to undertake Secretariat services demonstrating four (4) or more years of experience in Secretariat services each.		

N/B: Bidders need to obtain 70% for functionality for them to be evaluated further on the 80/20 preference point system

1.11. PREFERENCE POINT SYSTEM

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

1.12. CONDITIONS FOR SELECTION/SHORTLISTING

- 1.1.1. Price quoted to be valid for ninety (90) days from the closing date of RFQ;
- 1.1.2. The quotations are to be submitted in PDF Format;
- 1.1.3. The quotation to include the National Treasury Central Supplier Database (CSD) Supplier Number (MAAA)
- 1.1.4. Price quoted must be firm and must be inclusive of VAT;
- 1.1.5. A firm delivery period/date must be indicated;
- 1.1.6. Fully signed and completed SBD 1, 3.3, 4, 6.1, to be submitted with the proposal.
- 1.1.7. Quotations will be evaluated on:
 - Submission of mandatory documents,
 - Functionality requirements above,
 - meeting the specifications issued by the SASSETA,
 - The 80/20 preference point system for the rand value up to R1 000 000.00. 80 points will be allocated to price and 20 points will be allocated to specific goals.
- 1.1.8. **SASSETA issues this bid invitation in good faith; however, it reserves the right to:**
 - Enter into negotiation with a prospective service provider regarding any terms and conditions, including price(s), of a proposed contract, and
 - Not to accept the lowest of any quotation, offer, or bid.

1.2. ADDRESS WHERE QUOTATIONS ARE TO BE SENT

- 1.2.1. The quotation and all supporting documents are to be submitted no later than **(13 November 2025)** at **(15H00)** on the letterhead of your business and to be emailed to **(kleshabana@sasseta.org.za)**

PART A - INVITATION TO QUOTE

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	RFQ/SASSETA/2526115	CLOSING DATE:	13 November 2025 2025	CLOSING TIME:	15H00
DESCRIPTION	Appointment of LPERC SUBCOM/LPERC service provider to render Secretarial services at SASSETA for a period of 24 months				
BID RESPONSE DOCUMENTS MAY BE SENT TO:					
Kleshabana@sasseta.org.za					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Kholo Leshabane		CONTACT PERSON	Kholo Leshabane	
E-MAIL ADDRESS	Kleshabana@sasseta.org.za		E-MAIL ADDRESS	Kleshabana@sasseta.org.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		O CENTRAL SUPPLIER R DATABASE No:	MAAA	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	TICK APPLICABLE BOX] ☐ Yes ☐ No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES, ANSWER PART B:3]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			☐ YES ☐ NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			☐ YES ☐ NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			☐ YES ☐ NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			☐ YES ☐ NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			☐ YES ☐ 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.					

RFQ: Appointment of LPERC SUBCOM/LPERC service provider to render Secretarial services at SASSETA for a period of 24 months

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, 2022, 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 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.

NAME OF SIGNATORY:

SIGNATURE OF BIDDER:

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

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

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

DATE:

PRICING SCHEDULE**(Professional Services)**

NAME OF BIDDER:

BID NO.: **RFQ/SASSETA/2526115**CLOSING TIME: **15H00
2025**CLOSING DATE: **13 November 2025**OFFER TO BE VALID FOR **90** DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION **(ALL APPLICABLE TAXES INCLUDED)	BID PRICE IN RSA CURRENCY
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1. The accompanying information must be used for the formulation of proposals.
- 2 Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project. (e.g. including VAT and all disbursements)

PRICING SCHEDULE

No.	Details	Year 1 hour rates (Inclusive of VAT where applicable)	Year 2 hour rates (Inclusive of VAT where applicable)
1.	Hour rates for provision of the secretariat services per resource		

NB.:Travel and disbursement costs will be reimbursed as per the SASSETA Travel Standard Operating Procedure.

Bidders are to complete the name and surname of the two (2) proposed team members to undertake Secretariat services on this assignment and ensure that their comprehensive CVs are attached to the proposal as follows:

NO.	ROLE IN THE TEAM	NAME AND SURNAME (Bidders must write only one name per row below)	IS CV ATTACHED (Circle the response below)
1.	1 X Secretariat resource		Yes/No
2.	1 X Secretariat resource		Yes/No

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

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

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

- 1.1 Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.
- 1.2 Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise, employed by the state? YES/NO
- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in the table below

Full Name	Identity Number	Name of State institution

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

- 2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? YES/NO

- 2.2.1 If so, furnish particulars:

.....

.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? YES/NO

2.3.1 If so, furnish particulars:

.....
.....

3. DECLARATION

I, the undersigned, (name)

In submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium¹ will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids

that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

1 Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

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

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

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

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

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to invitations to quote:
- the 80/20 system for requirements with a Rand value of up to R1 000 000 (all applicable taxes included).
- 1.2 **To be completed by the organ of state**
- The applicable preference point system for this quotation is the **80/20** preference point system.
- a) The lowest acceptable quotation will be used to determine the accurate system once quotations are received.
- 1.3 Points for this quotation (even in the case of a tender for income-generating contracts) shall be awarded for:
- (a) Price; and
 - (b) Specific Goals.
- 1.4 **To be completed by the organ of state:**
- 1.5 The maximum points for this quotation are allocated as follows:

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

- 1.6 **Failure on the part of a bidder to submit proof or documentation required in terms of this bid to claim points for specific goals with the quotation, will be interpreted to mean that preference points for specific goals are not claimed.**
- 1.7 The organ of state reserves the right to request a bidder, either before a quotation is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

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

Where

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

Pt = Price of the quotation under consideration

Pmin = Price of lowest acceptable quotation

3.2 POINTS AWARDED FOR SPECIFIC GOALS

3.2.1 In terms of Regulations 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the quotation.

3.2.2 For the purposes of this quotation, the bidder will be allocated points based on the goals stated in table 1 below as may be supported by proof/documentation stated in the conditions of this bid:

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

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

The specific goals allocated points in terms of this bid	Number of points allocated (80/20 system)	Number of points claimed (80/20 system) (To be completed by the bidder)
Black People ownership (100%)	10	
Black Youth Ownership (At least 30%)	5	
The promotion of enterprises in Gauteng	5	
Total Points	20	

DECLARATION WITH REGARD TO COMPANY/FIRM

3.3 Name of company/firm.....

3.4 Company registration number:

3.5 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

3.6 I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the quotation, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

.....
SIGNATURE(S) OF BIDDER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....
.....
.....
.....

DOCUMENTS REQUIRED FOR CLAIMING SPECIFIC GOALS

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

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

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

SUBMISSION CHECKLIST:

NO.	DETAILS	TICK BY BIDDER
1.	Part 1: - Completed and signed Invitation to Quote (SBD 1) (To be signed by a duly Authorised Delegate. A Company Resolution signed by all Directors of the Company must be submitted).	
2.	Part 2 Completed and signed Pricing Schedule (SBD 3.3).	
3.	Part 3 - Bidder's quotation on the company's letterheads with all applicable costs and delivery dates - Quotation MUST be in accordance with the specification. Quotation that is inconsistent with the specification will be disqualified.	
4.	Part 4: - Completed and signed Bidder's Disclosure (SBD 4). (In case of a consortium/ joint venture, or where sub-Service providers are utilised, each party to the bid <u>must</u> complete and sign the Bidder's Disclosure document).	
5.	Part 5: - Completed and signed Preference Points Claim form in terms of Preferential Procurement Regulations 2022 (SBD 6.1). Not claiming points for each preference point system on SBD 6.1 will lead to specific goal points not being awarded	
6.	Part 6: Bidders to submit their National Treasury Central Supplier Database (CSD) registration document.	
7.	Part 7: Bidder to submit Bidders are to initial each page and submit a General Conditions of Contract (GCC) document.	
8.	Part 8: Reference letters Bidding Company has demonstrated assignments where Secretariat services were rendered to governance structures. Signed reference letters on official letterheads from clients with contactable references attached.	
9.	Part 9:CV Bidding company to submit two comprehensive CV's of the proposed resources to undertake Secretariat services demonstrating years of experience in Secretariat services	
10.	Part 10: Bidders to submit the following: - An original/Certified copy of a valid B-BBEE Certificate or Sworn Affidavit. - Valid company and Intellectual Property Commission (CIPC) Company registration. - Certified copy (ies) of identity documents of the Company directors.	

	NB.: Non-submission of the below-mentioned documents will lead to specific goal points NOT being awarded.	
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NB.: Bidders are required to return the SASSETA attached Standard Bidding (SBD) forms and not submit SBD forms from other entities.

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