



REQUEST FOR QUOTATION (RFQ)

The South African Qualifications Authority (SAQA) invites Service Providers to submit a quotation for the requirements stipulated below

DOCUMENT NUMBER:	RFQ 2025/26-17
RFQ ISSUE DATE:	15 July 2025
RFQ CLOSING DATE AND TIME:	21 July 2025 @ 11:00
RFQ VALIDITY PERIOD:	90 Days (from the RFQ closing date)
DESCRIPTION:	Appointment of a service provider to deliver training on Artificial Intelligence (AI) tools to SAQA employees.
RESPONSES TO THIS RFQ SHOULD BE EMAILED TO:	rfq@saqa.org.za
	Ms. Sthembile Ngwabi E-mail: SNgwabi@saqa.org.za

TERMS OF REFERENCE

1. INTRODUCTION

- 1.1 The South African Qualifications Authority (SAQA) is a public entity listed in Schedule 3A of the Public Finance Management Act (PFMA). It is mandated by the National Qualifications Framework (NQF) Act, 67 of 2008, to oversee the further development and implementation of the NQF, advance the objectives of the NQF and coordinate its three Sub-Frameworks.
- 1.2 As SAQA embraces the advancement of Artificial Intelligence (AI) technologies, it is essential to equip employees with foundational knowledge and skills in AI to enhance their daily work activities.
- 1.3 SAQA is therefore seeking the services of an experienced and reputable service provider to deliver training on basic AI tools to all staff, in alignment with the organisation's operational needs.

2. OBJECTIVES

The objectives of this training are as follows:

- 2.1 Empower employees and enable them to produce quality work, while using AI tools ethically and adhering to privacy laws (POPIA).
- 2.2 Educate employees on high-risk behaviors and how to avoid them
- 2.3 Provide knowledge or transfer skill for internal compliance tracking and reporting of the AI tools being used in the organisation.

3. PURPOSE

- 3.1 The purpose of this Request for Quotation (RFQ) is to appoint a service provider to deliver online training in Artificial Intelligence (AI) tools to SAQA employees.

4. SCOPE OF WORK

- 4.1 Deliver training on the below AI tools:

Name of AI tool	Description
ChatGPT	Solves anything
Slides AI	Generates Powered Presentation Tools (PPT)
Grammarly	Provides writing assistance
Microsoft Copilot	AI assistant which is integrated across Microsoft 365 and Azure

- 4.2 The training workshops are to be customised and structured in groups as noted below:

Name of AI tool	Groups	Duration	Number of delegates
Chat GPT	Group 1	3 hours	Approximately 50
	Group 2	3 hours	Approximately 50
	Group 3	3 hours	Approximately 50
Slides AI	Group 1	3 hours	Approximately 50
	Group 2	3 hours	Approximately 50
	Group 3	3 hours	Approximately 50

Grammarly	Group 1	3 hours	Approximately 50
	Group 2	3 hours	Approximately 50
	Group 3	3 hours	Approximately 50
Microsoft Copilot	Group 1	3 hours	Approximately 50
	Group 2	3 hours	Approximately 50
	Group 3	3 hours	Approximately 50

4.3 The training workshops must be conducted online on Microsoft Teams.

5. LEARNING OUTCOMES

5.1 ChatGPT

- a) **Understanding AI Capabilities and Limitations**
 - Recognize what ChatGPT can and cannot do.
 - Understand how it generates responses and its reliance on training data.
- b) **Prompt Engineering Skills**
 - Learn how to craft clear, specific, and effective prompts.
 - Use techniques like role prompting, step-by-step instructions, and context setting.
- c) **Critical Thinking and Evaluation**
 - Assess the accuracy, relevance, and bias of AI-generated content.
 - Cross-check facts and use AI as a support tool, not a sole authority.
- d) **Ethical and Responsible Use**
 - Understand privacy, data sensitivity, and ethical considerations.
 - Avoid misuse and respect content guidelines.
- e) **Productivity and Creativity Enhancement**
 - Apply ChatGPT in real-world tasks: writing, coding, brainstorming, summarizing, etc.
 - Use it to automate repetitive tasks or generate creative ideas.
- f) **Collaboration with AI**
 - Develop a workflow that integrates AI as a collaborative assistant.
 - Learn how to iterate and refine outputs through conversation.

5.2 Slides AI

- a) **Understanding AI-Powered Presentation Tools**
 - Learn how AI can assist in slide creation, content summarization, and visual design.
 - Understand the capabilities and limitations of tools like SlidesAI.io, Microsoft Copilot, or Canva Magic Design.
- b) **Efficient Slide Generation**
 - Generate professional-looking slides from text prompts or documents.
 - Automate slide layout, formatting, and design choices using AI.
- c) **Improved Content Structuring**
 - Learn how to organize ideas logically for presentations.
 - Use AI to outline, summarize, and refine presentation narratives.
- d) **Design and Visual Communication Skills**
 - Apply AI suggestions for color schemes, fonts, and visual hierarchy.

- Enhance visual storytelling with AI-generated graphics or icons.
- e) **Time and Productivity Gains**
 - Reduce time spent on manual slide creation.
 - Focus more on content quality and delivery rather than formatting.
- f) **Collaboration and Iteration**
 - Use AI tools to co-create and iterate presentations with teams.
 - Learn how to give feedback to AI for refining outputs.
- g) **Ethical and Responsible Use of AI**
 - Understand data privacy, copyright, and ethical considerations when using AI-generated content.

5.3 Grammarly

- a) **Improved Grammar and Punctuation**
 - Identify and correct common grammar mistakes.
 - Understand punctuation rules and apply them correctly in writing.
- b) **Enhanced Writing Clarity and Conciseness**
 - Learn to write more clearly and directly.
 - Eliminate wordiness and redundant phrases.
- c) **Better Vocabulary and Word Choice**
 - Use more precise and varied vocabulary.
 - Avoid overused or inappropriate words.
- d) **Mastery of Tone and Style**
 - Adjust tone to suit different audiences (formal, informal, academic, etc.).
 - Maintain consistency in writing style.
- e) **Increased Awareness of Writing Conventions**
 - Understand different writing formats (emails, essays, reports).
 - Follow conventions for academic, business, or creative writing.
- f) **Self-Editing and Revision Skills**
 - Develop the ability to revise and improve drafts independently.
 - Use Grammarly's feedback to learn from mistakes and avoid repeating them.
- g) **Plagiarism Awareness and Originality**
 - Recognize the importance of original writing.
 - Use Grammarly's plagiarism checker to ensure content integrity.
- h) **Confidence in Written Communication**
 - Gain confidence in writing for various purposes: academic, professional, or personal.
 - Reduce anxiety around grammar and spelling errors.

5.4 Microsoft Copilot

- a) **Enhanced Productivity**
 - Learn how to automate repetitive tasks in Microsoft 365 apps
 - Reduce time spent on manual formatting and data entry in Microsoft 365 apps.

b) Improved Decision Making

- Use natural language to analyze trends and patterns in Excel or Power BI.
- Quickly generate summaries and insights from large datasets or meeting notes.

c) Streamlined Collaboration

- Summarize Teams meetings and highlight key discussion points and action items.
- Keep projects on track by using Copilot to manage shared documents and timelines.

d) Data Literacy

- Ask Copilot to explain complex data or formulas in simple terms.
- Create charts and visualizations without needing advanced Excel skills.

e) Compliance and Security Compliance

- Recognize how Copilot adheres to Microsoft's enterprise-grade security and compliance standards.
- Learn best practices for handling sensitive data while using AI tools.

f) Creative Empowerment

- Generate ideas, outlines, and content drafts for presentations, blogs, or campaigns.
- Use Copilot to design visually appealing slides and documents with minimal effort.

6. GENERAL REQUIREMENTS AND DELIVERABLES

- 6.1** The training must be conducted virtually.
- 6.2** The quotation presented to SAQA must include all costs and disbursements inclusive of VAT for the training sessions.
- 6.3** Bidders are required to submit a brochure or information on the training sessions, indicating the duration, training modules/ learning outcomes and other applicable information.

7. METHODOLOGY

The Service provider may use methodology that includes:

- a) Visualised lesson material (PowerPoint, slideshows, videos etc.)
- b) Interactive simulations (Group discussions, roleplay etc.)
- c) Real life scenarios (Case studies, practical examples, etc.)

8. TIMELINES

8.1 The duration for training on AI tools is to be done in a total of 12 days over a period of 4 weeks as noted below:

Name of AI tool	Groups	Duration (3 hours per day)	Weekly Schedule
Chat GPT	Group 1	3 hours	Week 1
	Group 2	3 hours	Week 1
	Group 3	3 hours	Week 1
Slides AI	Group 1	3 hours	Week 2
	Group 2	3 hours	Week 2
	Group 3	3 hours	Week 2
Grammarly	Group 1	3 hours	Week 3
	Group 2	3 hours	Week 3
	Group 3	3 hours	Week 3
Microsoft Copilot	Group 1	3 hours	Week 4
	Group 2	3 hours	Week 4
	Group 3	3 hours	Week 4

9. SERVICE LEVELS AND APPLICABLE PENALTIES

Service	Description	Target	Penalty
Deliver training on ChatGPT, Slides AI, Grammarly, and Microsoft Copilot	Satisfactory delivery of the training	Training delivered satisfactorily	20% of the invoice

9.1 Penalty Maximum Limit and Service Disputes

SAQA reserves the right to enter into Service Disputes at any point in time with the view of contract cancellation, should the deliverables not be met on time during a Service Dispute, the service provider shall continue to render services per these service levels.

10. EVALUATION CRITERIA

The bid will be evaluated in two (2) stages:

- a) Stage 1: Screening of mandatory documents.
- b) Stage 2: Price and preference points.

10.1 STAGE 1: MANDATORY REQUIREMENTS

Bidders **must** comply with this section as it forms the basis of the evaluation of the bidder's proposal.

Mandatory documents	Comply	Not Comply
Provide two reference letters of where training on AI tools or similar was conducted in the last 24 months. (Reference letters should		

Mandatory documents	Comply	Not Comply
be on the company letterhead signed by the representative of that company.)		
Provide the CV of the facilitator indicating a minimum of 1 year experience in facilitating AI tools training. NB: SAQA expects the training to be facilitated by the individual whose CV is attached above. Changes to the personnel must be communicated with SAQA prior to the training date. SAQA reserves the right to review and either approve or deny the proposed changes.		

For a bidder to qualify to be evaluated for Stage 2: Price and Preference Points, **a bidder must not have been disqualified in compliance with the mandatory requirements.**

10.2 STAGE 2: PRICE AND PREFERENCE POINTS EVALUATION

All bidders that have passed the mandatory requirements will be evaluated in terms of the 80/20 system prescribed by SAQA in line with PPR 2022 as follows:

- a) **80** Points for pricing.
- b) **15** preference points for the company that has at least 51% black ownership.
- c) **5** preference Points for the company that has at least 30% black woman ownership.

11. PRICE SCHEDULE (Note: Only firm prices will be accepted)

- Bidders must submit quotation on their company letterhead.**

Cost per Process	Amount
Conduct three (3) training sessions on ChatGPT virtually	
Conduct three (3) training sessions on SlidesAI virtually	
Conduct three (3) training sessions on Grammarly virtually	
Conduct three (3) training sessions on Microsoft Copilot virtually	
VAT	
GRAND TOTAL (All inclusive)	

12. SPECIAL CONDITIONS

RFQ SPECIAL CONDITIONS

- a) Bidders must submit the recent National Treasury (CSD) Central Supplier Database's report.
- b) Bidders are required to submit an original or certified copy of the B-BBEE certificate or Sworn Affidavit as per the B-BBEE Act. The SANAS Logo should be visible on the B-BBEE Certificate.
- c) Bidders must complete, sign, and submit the attached SBD 4 and SBD 6.1 forms.
- d) The proposal and required documents must be submitted using the PDF format only, through email to RFQ@saqa.co.za
- e) In Instances, where brand names are mentioned, SAQA will accept equivalent items that have similar specifications.
- f) The National Treasury's General Conditions of Contract (GCC) will apply and is enforceable on this RFQ.
- g) The RFQ will be evaluated in terms of the 80/20 system prescribed by the Preferential Procurement Policy Framework Act (PPPFA).

13. PROTECTION OF PERSONAL INFORMATION

- a) In this clause, the words "personal information", "processing" and "responsible party" have the meanings ascribed to them in the Protection of Personal Information Act, 2013 (Act No.4 of 2013).
- b) SAQA will comply with the Protection of Personal Information Act, 2013 (Act No.4 of 2013, (POPIA) by lawfully processing personal information submitted by bidders in accordance with the conditions of lawful processing as set out in POPIA.
- c) All bidders must comply with their obligations as set out in POPIA for which they are a Responsible Party before sharing any information with SAQA.
- d) SAQA will not be held liable for any non-compliance with the provisions of POPIA or unlawful processing or sharing of information by a bidder.

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.

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:

.....

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.

2 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.
- 3.4 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 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

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.

SBD 6.1

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

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).

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

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

- 1.4 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.

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).

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:

$$Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right) \text{ or } Ps = 90 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

80/20 or 90/10

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:

$$P_S = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) \text{ or } P_S = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

Where

Ps = Points scored for price of tender under consideration

P_t = Price of tender under consideration P_{max} = Price of highest acceptable tender

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)
At least 51% black ownership		15		
30% black woman ownership.		5		

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 propriety
- ☐ 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:

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