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Gateway to Defence Solutions

Company registration: 1968/008611/30 VAT registration: 4500101169

REQUEST FOR QUOTATION

NAME OF BIDDER :

RFQ REFERENCE NUMBER: **RR61123/26-27**

APPOINTMENT OF **SERVICE PROVIDER TO PROVIDE VARIOUS LEGISLATIVE TRAINING**

EXPECTED TIMEFRAME

RFQ PROCESS	DATES
RFQ Issue Date	20/07/2026
Briefing Session (<i>indicate if it is compulsory or not</i>)	N/A
Briefing Session Address and Venue	N/A
RFQ Closing Date	05/08/2026 @11:00am

Please return your quotation on/or before the closing date and time stipulated above. Late and incomplete quotation will invalidate the quote submitted.

BIDDER'S NAME:

POSTAL
 ADDRESS:

TELEPHONE
 NO:

E MAIL ADDRESS:

CONTACT
 PERSON:

CELL NO:

SIGNATURE OF
 BIDDER:

1. RFQ Validity period

- a. This quotation will remain valid **90 (ninety) days** from the date of bid closing.

2. RFQ Submissions

Submissions must be electronically emailed to Procurementdy@armscordy.co.za on/or before the closing date of this RFQ.

NB: Do not forward, copy (cc) or blind copy or send your quotation to any other ARMSCOR Official, as this will automatically disqualify the quotation without the option of correcting it.

3. ENQUIRIES

All queries regarding this bid must be addressed in writing to Procurement division on Procurementdy@armscordy.co.za. Questions/enquiries relating to this RFQ should be received at least three working days prior to the closing date. Queries received after this period will not be considered.

4. SECURITY

Bidders must electronically register for Security on Armscor website to be considered for orders which are administered by Armscor SOC (Pty) Ltd on Behalf of clients.

For more information on security registration contact:-

The Security Registration
Private Bag X337
PRETORIA
0001

E-mail:- register@armscor.co.za

- 4.1 Classified quotations are to be handled in the manner set out in Armscor' s Security Instruction, document number A-WI-014, copies of which are obtainable on request from the Contractor Security Section, P O Box 411, Pretoria, 0001.
- 4.2 Attention is drawn particularly to the procedure set out in chapter 4 of the manual, which is to be complied with when forwarding classified documents.

5. NOTES ON QUOTATIONS AND PROPOSALS SUBMISSION

- a. In the case of electronic submissions:
- All Electronic submissions must be submitted in a **PDF** format that is protected from any modifications, deletions, or additions.
- b. Financial/pricing information must be presented in a **separate** attachment from the Technical / Functional Response information.
- c. The onus is on the Bidder to further ensure that all mandatory and required documents are included in the electronic submission.
- d. All submissions should be prominently marked with RFQ Number and bidders' name.
- e. Bidders are advised to email electronic submissions atleast **one hour** before the bid closing time to cater for any possible delay in transmission or receipt of the bid. The onus is on bidder to ensure that the bid is submitted on time via email
- f. Bid submission emails received after submission date and time will be considered late bid submissions and will not be accepted for consideration.
- g. Armscor will not be responsible for any failure or delay in the email transmission or receipt of the email including but not limited to:
- receipt of incomplete bid
 - file size
 - delay in transmission receipt of the bid
 - failure of the Bidder to properly identify the bid
 - illegibility of the bid; or
 - Security of the bid data.

6. REQUIRED DOCUMENTS

Bidders are required to develop a returnable schedule annexure in accordance with the following table of contents.

Item	List of Required Documents	Submitted [Yes or No]	
1.	Central Supplier database (CSD) registration report or Unique Registration Reference Number	Yes ☐	No ☐
2.	Valid Tax Clearance Certificate (s) and or proof of application endorsed by SARS and / or SARS issued verification pin code.	Yes ☐	No ☐
3.	Copy of CIPC registration documents listing all members with percentage, see bidding structure for required documents.	Yes ☐	No ☐
4.	Valid proof of BBBEE status for the bidder and its sub-contractor(s)	Yes ☐	No ☐
5.	Designated sectors: Local production and content. (Where applicable)	Yes ☐	No ☐

7. Please quote on the following:

ITEM NO	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
1	SERVICER PROVIDER TO RENDER SERVICE OF LEGISLATIVE TRAINING AS PER ATTACHED ANNEXURE			
2	BIDDERS ARE EXPECTED TO PROVIDE A SEPARATE QUOTATION ON COMPANY LETTERHEAD. THE QUOTATION MUST CLEARLY OUTLINE THE CORRECT ITEM DESCRIPTION, UNIT OF MEASURE, QUANTITIES, UNIT PRICE AND PRICE FOR EACH LINE ITEM.			
3	DELIVERY ADDRESS: ARMSCOR DOCKYARD, TRANSIT STORE, COLE POINT, EAST YARD, ST GEORGE'S STREET SIMONS TOWN			

4				
5				
6				
Please take note of the critical criteria set out in this document				
TOTAL (VAT EXCLUDED)				
VAT				
TOTAL (VAT INCLUDED)				

- Clearly indicate the total as follows in the quotation:
Subtotal (excluding VAT)
VAT

Total (including VAT)

7.1 Period required for commencement of delivery, after receipt of order*:

7.2 Period required for completion of order, after receipt thereof*:

*** Must be completed by Bidder if not completed by Armscor**

7.3 Supplier number (as per National Treasury Central Supplier Database (CSD):

7.4 Unique CSD registration reference number:

7.5 SARS Personal identification number (PIN) (if available):

Suppliers must either supply SARS Pin (supply of the pin implies permission that Armscor may use it to verify the supplier's tax status) or their original Tax Clearance Certificate.

8. TAX COMPLIANCE REQUIREMENTS

- 8.1 The Bidder must be tax compliant for the duration of the contract (status will be checked when the quotation is evaluated, when the order is placed as well as before payment can be done).
- 8.2 The Bidder must be registered on the National Treasury Central Supplier Database (National Treasury can be contacted on (+2712) 406 9222 or csd@treasury.gov.za). Refer also to www.treasury.gov.za.

9. STATEMENT OF WORK (SOW) / SCOPE OF WORK*AS PER ATTACHED ANNEXURE***10. CRITICAL CRITERIA (IF APPLICABLE)***AS PER ATTACHED ANNEXURE*

<i>Criteria</i>	<i>Compliance Evidence</i>
<i>AS PER ATTACHED ANNEXURE</i>	
<i>AS PER ATTACHED ANNEXURE</i>	

11. EVALUATION OF QUOTATIONS:

- 11.1 Phase 1 –Mandatory requirements (if applicable)
- 11.2 Phase 2 – Critical Criteria or Functionality – Paper based (if applicable)
- 11.3 Phase 3 – Functionality - Presentation / Demonstration / Site Inspection (if applicable)
- 11.4 Phase 4 – Price and Specific Goals
- 11.5 Phase 5 – Objective Criteria

12. PREFERENTIAL PROCUREMENT REGULATION REQUIREMENTS

Refer Preferential Procurement Policy Framework Act, 2000; Preferential Procurement Regulations, 2022 and Defence Sector Code 2019:

12.1 Awarding of Bids

The awarding of RFQ will be in terms of the Preferential Procurement Policy Framework Act, 2000: Preferential Procurement Regulations, 2022 and Preference Point System of the Preferential Procurement Regulations, 2022.

The applicable points are:

Price (Pp):	80 Points
Specific Goals:	20 Points
Total:	100 Points

The following formula will be used to calculate the points in respect of a bid up to a rand value of R 50 000 000, 00 (all applicable taxes included).

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

80/20

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

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.

12.2 ALLOCATION OF PREFERENCE POINTS FOR SPECIFIC GOALS

- 12.2.1 The preference points that will be awarded in terms of the specific goals with regards to procurement processes shall be as follows:

Table 2: Specific Goals for General Procurement

No	Specific Goals for General Procurement	Points for 80/20 PPS	Points for 90/10 PPS
RDP Programme: Promotion of SMMEs			
1	EME or QSE entities which are 100% owned by black people	20 points	10 points
2	EME or QSE entities which are at least 51% owned by black people	18 points	9 points
3	EME or QSE entities which are at least 35% owned by black people	16 points	8 points
4	EME or QSE entities which are at least 25% owned by black people	10 points	5 points
Total Points Per PPS		20 points	10 points

12.3 PRINCIPLES

12.3.1 Valid proof of B-BBEE status is either of the following:

- a. A B-BBEE Sworn Affidavit fully completed and
 - i. Deposed and signed in the presence of the Commissioner of Oaths (Certified true copy not acceptable).
 - ii. Does not contradict itself (% black ownership matches compliance level).
 - iii. Commissioner of Oaths credentials and signature are reflected.
 - iv. Commissioned and deposed on the same day
- b. A B-BBEE Certificate issued by either the CIPC or a SANAS Accredited Verification Agency.
- c. An entity submitting an unincorporated Joint Venture / Consortium must attach a Consolidated B-BBEE Certificate in the name of the Joint Venture / Consortium issued by a SANAS accredited Verification Agency.
- d. B-BBEE status must be based on the latest financial year-end information, otherwise it is invalid and unacceptable.
- e. The bid must be accompanied by the CIPC Beneficial Ownership Declaration. The declaration should be the latest lodged with CIPC.
- f. The bidder must submit the company registration documents issued by Companies and Intellectual Property Commission (CIPC) accompanied by the latest share register and share certificate for (Pty) Ltd and Ltd signed by the Company Secretary or registered Auditor.

12.3.2 Local content and production

- a. Local Content and production refers to the mandate where a minimum stipulated percentage of goods, services or inputs be locally sourced and manufactured within South Africa to boost the local industry, create jobs and develop industrial capacity.
- b. The DTIC designate and determine a stipulated minimum threshold for each sector which is designated
- c. The complete list of sectors and sub-sectors which are designated for local production with minimum local content threshold can be found on the website of the department of trade, industry & competition via the link below.
<http://www.thedtic.gov.za/sectors-and-services-2/industrial-development/industrial-procurement/>
- d. The bidder shall submit with the bid documents a completed annexure c, d & e and an exemption letter from the DTIC and a letter from the manufacturer.

12.3.3 Locality

- a. The bidder must submit the municipality bill/local councillor letter (must be not be older than 3 months).
 - i. In an event where the bidder is the lessee, the municipality bill and the lease agreement must be submitted.
 - ii. In an event where the bidder owns the property, the municipality bill must be in the name of the bidder/owner of the property.

12.3.4 Verification of bidders information

The Armscor reserves the right to require a bidder and/or its sub contractor(s) to substantiate any claim at any stage in the bidding process to verify and confirm the specific goals claim of the bidder and/or its sub-contractor(s).

12.3.5 Armscor reserves the right to:

- 12.3.5.1 not evaluate and award bids / RFQ Submissions that do not comply strictly with this RFQ document.
- 12.3.5.2 make a selection solely on the information received in the bid and enter into negotiations with one or more of preferred bidder(s) based on the criteria specified in the evaluation of this bid.
- 12.3.5.3 contact any Bidder during the evaluation process, in order to clarify any information, without informing any other Bidders. During the evaluation process, no change in the content of the submitted bid shall be sought, offered or permitted.
- 12.3.5.4 award a contract to one or more Bidder(s).
- 12.3.5.5 Where it makes baccept any bid in part or full.
- 12.3.5.6 cancel this bid or any part thereof when necessary.

Should Bidder(s) be selected for further negotiations, they will be chosen on the basis of the greatest benefit to Armscor and not necessarily on the basis of the lowest costs.

13. Objective Criteria

- 13.1 Armscor will not award the bid or order to any bidder based on the proven poor record or poor performance of the bidder in previous projects within the Armscor.
- 13.2 Armscor will not award order/s or contract/s to the bidders who are blacklisted or restricted or have committed other acts of fraud and misrepresentation of facts e.g., tax compliance, company financials, etc. will be eliminated from the bid process.
- 13.3 Armscor reserve the right not to award this quotation to any bidder who fails the financial stability assessment.
- 13.4 Armscor reserves the right to award the bid in part or in full.
- 13.5 Armscor reserves the right to disregard bids that are abnormally low prices compared to the market.

14. Payment Terms

Armscor will effect payment thirty (30) days after the service provider has rendered the service and submitted an invoice / statement.

REQUEST FOR THE APPOINTMENT OF A PANEL OF TRAINING PROVIDERS FOR PROVISION OF LEGISLATIVE TRAINING FOR A PERIOD OF FOUR (4) YEARS 2026-2030

ANNEXURE 1

1. Purpose

The purpose of this request is to call for proposals from qualified and competent accredited or licensed training providers to form part of a panel of Training Providers for Armscor Dockyard in Simonstown, whose key mandate will be to provide legislative training programs to the organization for a period of 4 years, 2026-2030.

2. Scope of work

- 2.1. Armscor Dockyard staff complement is 437 employees however the number may vary due to a number of effects such as natural attrition, capacitation need, and skills requirements.
- 2.2. Training numbers for both refresher and novice will vary from time to time, depending on the need at that particular period.
- 2.3. Training provider (s) must be able to render training at Armscor Dockyard in Simonstown, Western Cape Province.
- 2.4. The role of the Training providers will be to facilitate legislative training Programmes at Armscor Dockyard. The Training provider must offer a variety of fit for purpose legislative training interventions at various levels.
- 2.5. Training should be facilitated by professional training facilitators who are subject matter experts.
- 2.6. Training Provider(s) will be required to prepare and provide a training or skills program required as per specification as and when required.
- 2.7. The Training provider (s) will be required to indicate specifics on the legislative training they offer.
- 2.8. A course outline must be attached for each training with the specific skills program, unit standard Id, NQF level, credits, duration and minimum requirements for each training.
- 2.9. When the training is required Armscor Dockyard will request quotation from three (3) or more Training Provider(s) depending on their relevance to the required training to submit proposals.
- 2.10. Training provider (s) will be expected to render services to Armscor Dockyard on a wide range of interventions pertaining to, among others the following: -

Category 1	Occupational Health & Safety courses	Critical Requirements
	2.10.1. Basic Fire Fighting 2.10.2. Advanced Fire Fighting 2.10.3. Emergency Evacuation 2.10.4. First Aid level 1 2.10.5. First Aid level 2 2.10.6. First Aid level 3 2.10.7. Health and Safety Rep 2.10.8. Incident Investigation 2.10.9. The OHC Act and the responsibilities of Management (legal liability)	1. Registered with Department of Labour 2. Registration letter from Quality Council for Trades and Occupations (QCTO) 3. Registered with SAIOSH (South African Institute of Occupational Safety and health) 4. Accreditation with the relevant SETA 5. Client Reference letter with contactable details

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Category 2	Occupational Health & Safety courses	Critical Requirements
	2.10.10 Rigging & Slings 2.10.11 Working at height 2.10.12 Working in confined space	1. Registered with Department of Labour 2. Registration letter from Quality Council for Trades and Occupations (QCTO) 3. Accreditation with the relevant SETA 4. Client Reference letter with contactable details
Category 3	Occupational Health & Safety courses	Critical Requirements
	2.10.13 Handling Hazardous Chemicals 2.10.14 Gas Handling/SAQCC Safe Handling 2.10.15 Hazard Identification and Risk Assessment 2.10.16 Dangerous goods	1. Registered with Department of Labour 2. Registration letter from Quality Council for Trades and Occupations (QCTO) 3. Accreditation with the relevant SETA 4. SAQCC accreditation for the Safe Handling of Gas 5. Client Reference letter with contactable details
Category 4	Driven Machinery	Critical Requirements
	2.10.17 Crane licenses (Overhead crane, Cab Controlled Crane, Pendant Controlled Crane, and Hydraulic mobile crane) 2.10.18 Mobile Elevating Platform/Cherry Picker 2.10.19 Counterbalanced lift truck 2.10.20 Forklift 2.10.21 Scaffolding	1. Registered with Department of Labour 2. Registration letter from Quality Council for Trades and Occupations (QCTO) 3. Accredited with Transport Education Training Authority (TETA) 4. Client Reference letter with contactable details
Category 5	Lifting Equipment	Critical Requirements
	2.10.22 Scaffolding training 2.10.23 Rigging training 2.10.24 Lifting Equipment Inspector training	1. Registered with Department of Labour 2. Registration letter from Quality Council for Trades and Occupations (QCTO) 3. Accreditation with the Construction Education and Training Authority (CETA) for Scaffolding and Rigging Training 4. Accredited with Transport Education Training

REQUEST FOR THE APPOINTMENT OF A PANEL OF TRAINING PROVIDERS FOR PROVISION OF
LEGISLATIVE TRAINING FOR A PERIOD OF FOUR (4) YEARS 2026-2030

		Authority (TETA) for the Lifting Equipment 5. Client Reference letter with contactable details
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3 Bidder Requirements

3.1 Specifications and Requirements

The bidders will be expected to demonstrate technical ability and capacity to undertake a project of this nature.

The successful training provider must fulfil the following requirements:

- Shortlisted bidders are required to provide detailed information with regard to the work of similar nature previously undertaken as well as period of such work, accompanied by 3 reference letters. Proven successful record of providing highly effective training through the use of qualified trainers or facilitators.
- Experience and be qualified in offering the identified training and skills development program, provide required support, and the detailed quality reports.
- The courses should be aligned to the National Qualifications Framework (NQF) and in some areas, courses may be in line with international standards.
- Training provider (s) must provide a detailed cost breakdown.
- Be accessible anytime during entire duration
- Liaise with the Manager Learning & Development as and when required.
- Have a good track record of offering quick turn-around times in providing competence results.
- Present the final closeout report to relevant stakeholders.

4 Bidder competences

- The Training provider must be a credible, legally registered and accredited or licensed provider in providing training and skills development programs, which needs to be indicated by submission of accreditation documents.
- The Training provider must have extensive experience in this field of work which needs to be indicated by way of contactable references
- Manage facilitating of a large numbers of people
- Statistical analysis, report writing and presentation skills
- Manage facilitation of a diverse group
- Understanding of content
- Understanding of government context will be advantageous
- Project risks identification and management;
- Stakeholder engagement including liaison with members of senior management within the organization if need be;
- Reporting on the project along with the ability to present the final closeout report to relevant stakeholders

REQUEST FOR THE APPOINTMENT OF A PANEL OF TRAINING PROVIDERS FOR PROVISION OF LEGISLATIVE TRAINING FOR A PERIOD OF FOUR (4) YEARS 2026-2030

5 Costing Requirements

- **Novice Training:**
 - Fees must be quoted **per head**.
 - Maximum number of attendees per session must be specified.
- **Refresher Training:**
 - Fees must be quoted **per head**.
 - Maximum number of attendees per session must be specified.
- A **detailed cost breakdown** must be provided for each training category.
- **Training Logistics:**
 - Travelling must be quoted **per kilometre in line with Armscor prescripts**.

6 Critical Requirements

Training providers must submit evidence of the following:

- Provide a valid **registration with the Department of Labour**.
- Accreditation letters from the **Quality Council for Trades and Occupations (QCTO)** and relevant SETAs.
- Proof of **public liability insurance**, particularly for those who are offering operator training (e.g., crane, forklift, cherry picker).
- **Client reference letters:**
 - Minimum of three (2).
 - Not older than **three years**.
 - Must specify the **exact training executed**

7 Evaluation Criteria

Criteria	Evidence Required
Accreditation & Registration	Registration letters, Accreditation letters (QCTO, SETA, SAQCC where applicable)
Insurance	Proof of valid public liability insurance
References	Minimum of 3 client reference letters, not older than 3 years, specifying training executed
Costing	Per-head fee structure for novice and refresher training, with maximum attendees per session and logistical cost in line with Armscor prescripts
Location	Confirmation that training will be delivered in Cape Town (Simonstown, Western Cape)
Experience	Reference letter as evidence of similar projects undertaken, with detailed reports and outcomes