



**merSETA**

MANUFACTURING, ENGINEERING  
AND RELATED SERVICES SETA

## REQUEST FOR QUOTATION (RFQ)

**RFQ NUMBER: RFQ/FAC/25/26/250**

<b>CLOSING DATE</b>	<b>23 January 2026</b>	<b>CLOSING TIME</b>	<b>12:00</b>
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### SUPPLY CHAIN CONTACTS AND ENQUIRIES

<b>Full Names</b>	Asisipho Matomane
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Document Number	FIN-TP-001(A)	Revision Date	03 June 2024
Page Number	Page 1 of 9	*Next Revision Date	31 March 2030
Revision Number	Rev 04	Access	Controlled
Reviewed: Senior Manager: Supply Chain and Contract Management		Controlled: Chief Executive Officer	

\*The document shall be revised at least 12 months before next revision date or as per merSETA organisational and operational changes.

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## 1. Introduction to Request for Quotation (RFQ)

- 1.1 The Manufacturing, Engineering and Related Services Sector Education and Training Authority (merSETA) is a Schedule 3A public entity established in terms of the Skills Development Act (Act No. 97 of 1998), Registration Number 17/merSETA/01/04/20, to facilitate skills development for the Metal and Engineering, Motor Retail and Components Manufacturing, Automobile Manufacturing, Plastics Manufacturing and New Tyre Manufacturing Sectors Automotive Components Manufacturing Chamber.
- 1.2 The merSETA is inviting quotations from potential service providers for the services described in the below:

Description of goods or services
APPOINTMENT OF A SECURITY COMPANY TO CONTROL AND MANAGE THE RECEPTION AREA. (please see attached detailed scope of work/specification)

- 1.3 This RFQ is subject to the Preferential Procurement Policy Framework Act (Act No. 5 of 2000) and the Preferential Procurement Regulations (2022 Regulations), the General Conditions of Contract (GCC), and, if applicable, any other special conditions of contract. Where, however, the special conditions of the contract conflict with the general conditions of the contract, the special conditions of the contract prevail.

## 2. RFQ Submission

Bid documents may be emailed to [quotations@mersetza.org.za](mailto:quotations@mersetza.org.za) on or before the closing date and closing time.

- 2.1 The merSETA will only consider bid documents received on or before the closing date and time, regardless of the method used to provide them.

## 3. Late submissions of the RFQ

Submission of quotation(s) received late (after the closing date and time) will not be considered.

## 4. Request for Quotation (RFQ) Rules

- 4.1 The following rules will apply for this Request for Quotation:

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- 4.1.1 The price(s) quoted shall be valid for a minimum period of 60 days from the closing date and time of this RFQ.
- 4.1.2 The price(s) quoted must be firm and inclusive of value-added tax (VAT) where applicable.
- 4.1.3 The price(s) must include all related expenses, i.e., transport, accommodation, etc. (where applicable).
- 4.1.4 A potential supplier or service provider must be validly registered on the Central Supplier Database (CSD), as hosted by the National Treasury.
- 4.1.5 Only an official purchase order or appointment letter issued by the merSETA will bind the merSETA.

## 5. Technical Specification

- 5.1 It is expected that the service provider, upon submission of the quotation, will fully address the technical requirements of the below specification:

## 6. Bid Evaluation

- 6.1 The RFQ will be evaluated in terms of PPPFA 05 of 2000 and Preferential Procurement Regulation 2022 (80/20).

### 6.1.1 Evaluation Stage 1: Compliance

- 6.1.1.1 All bidders must comply with the administrative requirements outlined in the Standard Bidding Documents and the mandatory requirements listed below. All bidders failing to provide the required information and documentation in this evaluation stage may face disqualification from further evaluation. Failure to comply with the requirements assessed in Stage 1 (compliance) may lead to the disqualification of bids.

- a) Standard Bidding Document (SBD 4)

### 6.1.2 Evaluation Stage 2: Technical Evaluation

- 6.1.2.1 Bidders must meet the minimum technical specification requirements in this evaluation stage to advance to the next evaluation stage. Failure to meet the prescribed technical specification will automatically disqualify the bid offer from proceeding to the next evaluation stage.

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## Technical Specification

Please see requirements on the attached specification documents.

### 6.1.3 Evaluation Stage 3: Preference Point System

6.1.3.1 The 80/20 preference point system shall be applicable to this phase, where 80 points represent the maximum obtainable points for the lowest acceptable price and 20 points represent the specific goals. The bid documentation's table below will award points to a bidder for achieving the specific goals.

The specific goals allocated points in terms of this tender	Number of points Allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Tenderer who has 51% to 100% black people ownership	6	
Tenderer who has 30% to 100% black women ownership	4	
Tenderer who has 30% to 100% black youth ownership	4	
Tenderer who has 30% to 100% White women ownership	2	
Tenderer who has 20% or more owners with disability	4	
<b>Total Points allocated to Specific Goals</b>	<b>20</b>	

**Note: Refer to Annexure A for Proof or documentation that may be considered to claim points for specific goal related to persons or categories of persons historically disadvantaged by unfair discrimination.**

## 7. merSETA's RIGHTS

7.1 The merSETA is entitled to amend any bid condition, bid validity period, RFQ specification, or extend the bid closing date, all before the bid closing date. All bidders, to whom the RFQ documents have been issued and where the merSETA has records of such bidders, may be advised in writing of such amendments in good time, and any such changes will also be posted on the merSETA's website under the relevant tender information. Therefore, before submitting their bid response, prospective bidders should regularly check the website to stay informed about any amendments related to this matter.

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7.2 The merSETA reserves the right not to accept the lowest priced bid or any bid in part or in whole. It normally awards the contract to the bidder who proves to be fully capable of handling the contract and whose bid is functionally acceptable and/or financially advantageous to the merSETA.

7.3 The merSETA reserves the right to award this bid as a whole or in part.

7.4 The merSETA reserves the right to conduct site visits at bidder's corporate offices and or at client sites if so required.

7.5 The merSETA reserves the right to consider the guidelines and prescribed hourly remuneration rates for consultants as provided in National Treasury Instruction 02 of 2016/2017: Cost Containment Measures, where relevant.

7.6 The merSETA reserves the right to request all relevant information, agreements, and other documents to verify the information supplied in the bid response. The bidder hereby gives consent to the merSETA to conduct background checks, including FICA verification, on the bidding entity and any of its directors, trustees, shareholders or members.

7.7 The merSETA reserves the right, at its sole discretion, to appoint any number of vendors to be part of this panel of service providers, if applicable (i.e., where a panel is considered).

7.8 The merSETA reserves the right to make a final decision on the interpretation of its tender requirements and responses thereto.

7.9 The merSETA reserves the right to consider the professional conduct and experiences it had with any bidder that rendered similar services to the merSETA in the past 5 years over and above the references put forward by the bidder in its response.

## 8. **UNDERTAKINGS BY THE BIDDER**

8.1 By submitting a bid in response to the RFQ, the bidder will be taken to have offered to render all or any of the services described in the bid response submitted by it to the merSETA on the terms and conditions and in accordance with the specifications stipulated in this RFQ document.

8.2. The bidder shall prepare for a possible presentation should merSETA require such, and the bidder will be required to make such a presentation within five (5) days from the date the bidder is notified of the presentation. Such a presentation may include a practical demonstration of products or services as called for in this RFP.

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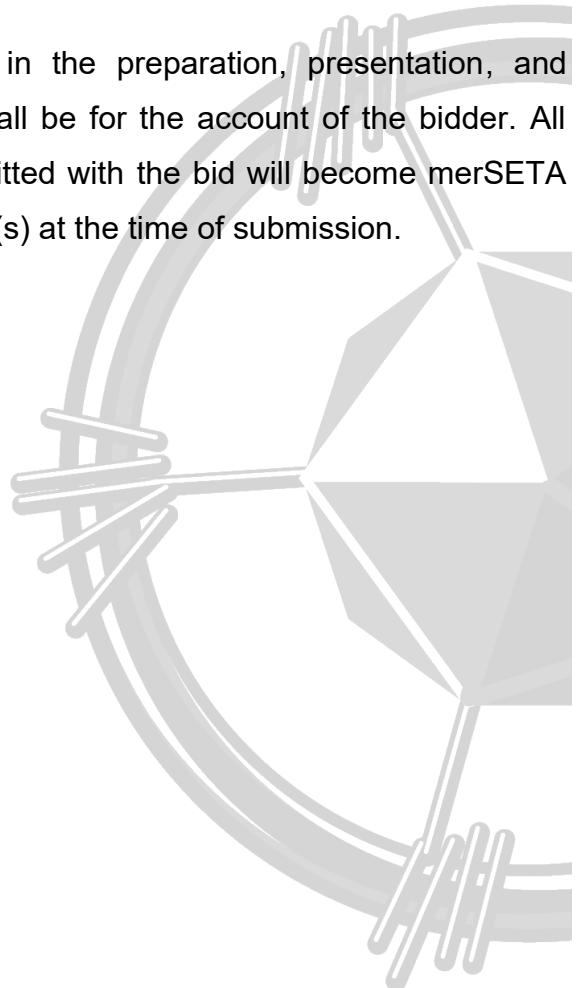
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8.3. The bidder agrees that the offer contained in its bid shall remain binding upon him/her and receptive for acceptance by the merSETA during the bid validity period indicated in this RFQ, and its acceptance shall be subject to the terms and conditions contained in this RFQ document read with the bid.

8.4. The bidder furthermore confirms that he/she has satisfied himself/herself as to the correctness and validity of his/her bid response; that the price(s) and rate(s) quoted cover all the work/item(s) specified in the bid response documents; and that the price(s) and rate(s) cover all his/her obligations under a resulting contract for the services contemplated in this RFQ; and that he/she accepts that any mistakes regarding price(s) and calculations will be at his/her risk.

8.5. The successful bidder accepts full responsibility for the proper execution and fulfillment of all obligations and conditions devolving on him/her under the supply agreement and SLA to be concluded with merSETA, as the principal(s) liable for the due fulfillment of such a contract.

8.6. The bidder accepts that all costs incurred in the preparation, presentation, and demonstration of the solution offered by it shall be for the account of the bidder. All supporting documentation and manuals submitted with the bid will become merSETA property unless otherwise stated by the bidder(s) at the time of submission.



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## **ANNEXURE A**

### **Specific Goal Guide – Preferential points (80/20)**

This specific goal guide will be used to assist providers in submitting relevant documents to confirm specific goals.

“Specific goals” means specific goals as contemplated in section 2 (1) (d) of the Act which may include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programmes of Reconstruction and Development programme as published in government gazette No. 16085 dated 23 November 1994.

**Please note that :**

- Financial account, management account or auditors letter should be submitted confirming turnover of the company determining BBBEE status on Affidavit and B-BBEE CIPC certificate in order for the specific goals can be awarded.

#### **Preferential points for tenders without local content requirements.**

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Specific goal	80/20 Preference Point system	Example of Submission	Tick if relevant document submitted	Indicate which document have been submitted
Black People Ownership – 51% or more	6	Valid B-BBEE certificate/Affidavit or B-BBEE CIPC		
Black Women Ownership – 30% or More	4	Valid B-BBEE certificate/Affidavit or B-BBEE CIPC		
Black Youth Ownership – 30% or More	4	Valid BBBEE certificate/Affidavit or B-BBEE CIPC		
White Women Ownership – 30% or More	2	Valid B-BBEE certificate/Affidavit or B-BBEE CIPC		
People with Disability (PWD) Ownership	4	Medical certificate		
<b>Total Points allocated to Specific Goals</b>	<b>20</b>			

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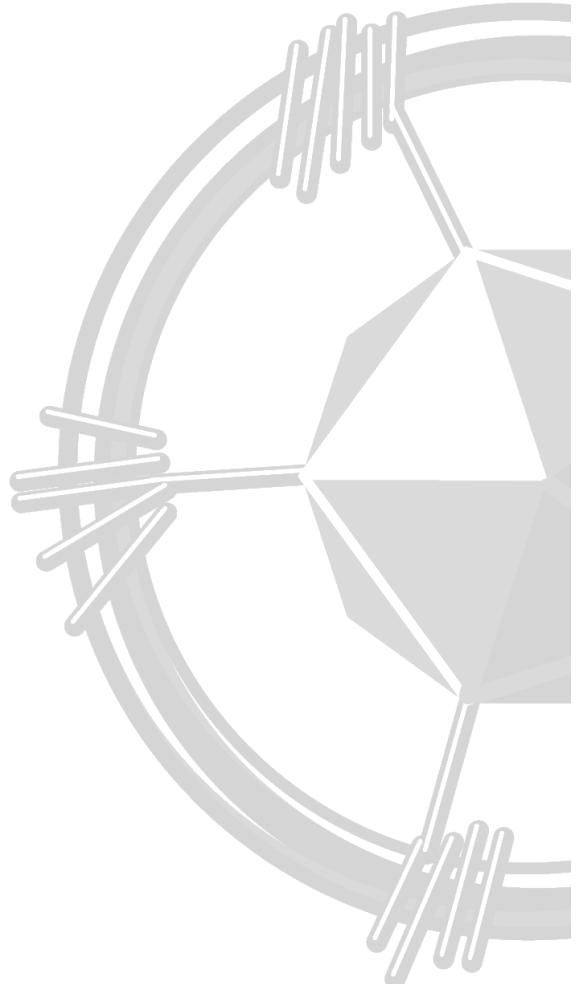
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### AUTHORISATION SIGNATORIES TO CONFIRM RFQ

The employee signing below hereby affirms the accuracy of the information requested for the quotation.

#### Supply Chain Management Representative

Full Names	Asisipho Matomane	Date	
Signature			
Technical Representative			
Full Names	Olive Netsianda	Date	
Signature			



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# **SCOPE OF WORK FOR THE APPOINTMENT OF A SECURITY COMPANY TO CONTROL AND MANAGE THE RECEPTION AREA**





## 1. BACKGROUND

The merSETA in the Manufacturing Engineering and Related Services Education and Training Authority established promote the skills Development Act, (Act 97 of 1998). It facilitate skills Development in the following sub sectors: metal, automotive manufacturing, retail motor and component manufacturing, new tyre manufacturing and plastics manufacturing.

## 2. OBJECTIVE

The primary objective of the request is to control access, maintain a safe environment, and provide a positive first impression for the organization. This includes vetting visitors, monitoring entry points, managing security logs, and being the first point of contact for emergencies.

## 3. PROJECT PERIOD

The project should be executed within a reasonable period of time and will be from date of appointment until 31 May 2027.

## 4. SCOPE OF PROJECT

- 4.1. The request is for two (2) security personnels on a daily basis Monday – Friday.
- 4.2. The official times being e.g. 06H00 opening – 18H00 closing.
- 4.3. Lock and unlock of the property at times stipulated
- 4.4. Monitor and manage the flow of visitors, staff, and contractors
- 4.5. Serve as a primary point of contact for visitors, offering assistance and information in a professional manner.
- 4.6. Ensure that all the visitors are registered and has been issued with visitors cards.
- 4.7. Checking for dangerous items e.g. knives and weapons
- 4.8. Checking documentation of learners when required
- 4.9. Assist learners and visitors with queries where possible and directing learners and visitors to the appropriate areas
- 4.10. Carefully monitoring learners and visitors keeping an eye on their movements, once they have entered the offices
- 4.11. Monitoring activity in the reception area and throughout the merSETA, premises
- 4.12. Patrol of the passageway, offices and training rooms, directing, and assisting persons who may be lost or in the incorrect area



- 4.13. Escorting persons inside the offices and out as and when required
- 4.14. Prevent persons from entering the premises whom have previously been turned away
- 4.15. Preventing and / or intervening in any confrontations, or situations which may escalate to becoming so. Respond calmly in the event of incidences and try to maintain calm amongst all those present
- 4.16. Screening and directing deliveries and service providers who may be contracted to do work within the offices
- 4.17. Respond effectively to emergencies (fire, medical incidents, security breaches) and contact relevant emergency services.

## 5. Requirements

- 5.1. The security company must be registered with **PSIRA** and must submit a valid PSIRA certificate.
- 5.2. The security company must have a proven track record in response/security services and attach at least **three (3)** signed, contactable/verifiable, on company letterhead and dated reference letters.
- 5.3. The appointed company must have at least **five (5)** years or more relevant experience in the field. Proven by submission of a comprehensive company profile and CSD report.
- 5.4. The security company must submit an abridged CVs and qualifications (**grade 12 certificate**) and valid **PSIRA certificates Grade D** of the proposed security personnel.

## 6. OFFICE LOCATION

The office is located at Metropolitan Park Block C-8 Hillside Road Parktown Johannesburg and consist of

- 4x floor areas each floor space is approximately 1000m<sup>2</sup>. Ground -1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> floor

- 6.1. The merSETA requires a quotation as follows:

- The cost of the duration of the contract
- The monthly amount
- Annual escalation

Site visit to the office is compulsory and will be conducted on

- 6.2. The Contact person/s at the Head Office is



Charles Kock email: [ckock@merseta.org.za](mailto:ckock@merseta.org.za), include  
[amatomane@merseta.org.za](mailto:amatomane@merseta.org.za) in all correspondence.

Contact Number: 066 3904 3567

Date: From **15 January 2026** until **21 January 2026** 09:00-15:00

#### **DISCLAIMER**

The merSETA reserves the right not to appoint a supplier for this RQF (Request for Quotation). The merSETA further reserves the right to split the RQF with one or more supplier/s. The merSETA does not bind itself to accept the lowest quotation. The merSETA, shall rescind an award or contract where a provider has been found to have violated Supply Chain Practices and/or governing legislation.

