



**stats sa**

Department:  
Statistics South Africa  
REPUBLIC OF SOUTH AFRICA

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# COVER PAGE

## BID NUMBER

**STATS SA 005/26**

**THE APPOINTMENT OF SERVICE PROVIDER (S) FOR 2027  
SUSTAINABLE DEVELOPMENT GOALS (SDGS) COUNTRY  
REPORT AND RELATED SEVENTEEN (17) GOAL REPORTS FOR A  
PERIOD OF 12 MONTHS.**

## 1. SUBMISSION OF DOCUMENTS

- 1.1 One (1) original bid proposal/response plus one (1) copy and electronic copy (USB) which must include all the SBD forms i.e. (SBD 1, SBD 3.1, SBD 4, SBD 6.1, general conditions of contract, specification and required supporting documents).
- 1.2 The original copy must be signed in ink by an authorized employee, agent or representative of the Bidder and initialized in each and every page of the bid.
- 1.3 Bids must be deposited into Statistics South Africa bid box on or before **14 September 2026** not later than **11h00 am South African Time**. The Bid box is situated at the reception area of Statistics South Africa Head Office, Koch Street, Salvokop, Pretoria, 0002. All bids in this regard shall only be accepted if they have been placed in the bid box before or on the closing date as stipulated time.
- 1.4 Bid responses sent by post or courier must reach this office at least 36 hours before the closing date to be deposited into the bid Box. Failure to comply with this requirement will result in your Bid being treated as a “late bid” and will not be entertained. Such bids will be returned to the respective bidders.
- 1.5 No bid shall be accepted by Statistics South Africa if submitted in any manner other than as prescribed above.
- 1.6 **BELOW LIST OF ADMINISTRATIVE DOCUMENTS REQUIRED TO BE SUBMITTED WITH THE BID DOCUMENT.**

| NO   | DOCUMENTS                                                                                                                                                                                                                                                                                                  | COMMENT           |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| 1.1  | SBD 1 – Invitation to Bid                                                                                                                                                                                                                                                                                  | <b>ANNEXURE A</b> |
| 1.2  | SBD 3.1 – Pricing Schedule                                                                                                                                                                                                                                                                                 | <b>ANNEXURE B</b> |
| 1.3  | SBD 4 – Declaration of Interest                                                                                                                                                                                                                                                                            | <b>ANNEXURE C</b> |
| 1.4  | SBD 6.1 – Preference Point Claim Form                                                                                                                                                                                                                                                                      | <b>ANNEXURE D</b> |
| 1.5  | General Condition of Contract                                                                                                                                                                                                                                                                              | <b>ANNEXURE E</b> |
| 1.6  | Terms Of Reference (Bid Specification) and required supporting documents                                                                                                                                                                                                                                   | <b>ANNEXURE F</b> |
| 1.7  | Bidders must provide details of at least one contact person or project co-ordinator who should also be able to provide the required reports and have the necessary authority to implement or act on requests within the required timeframes.                                                               | <b>ANNEXURE G</b> |
| 1.8  | Signed reference letters confirming at least five (5) current and or previous clients that the bidder has or had contract(s) with must be provided indicating the contact's name, address, contact number, e-mail address and a short description of the contract indicating the duration of the contract. | <b>ANNEXURE H</b> |
| 1.9  | Company Profile                                                                                                                                                                                                                                                                                            | <b>ANNEXURE I</b> |
| 1.10 | The board resolution letter with the company letter head confirming that the person signing the bid document is duly authorized and can conclude any legal document on behalf of the company.                                                                                                              | <b>ANNEXURE J</b> |

|      |                                                                                 |                   |
|------|---------------------------------------------------------------------------------|-------------------|
| 1.11 | Company Registration document (CIPC)- certified copy not older than six months. | <b>ANNEXURE J</b> |
| 1.12 | Central Supplier Database (CSD – recent full detail report must be submitted)   | <b>ANNEXURE J</b> |
| 1.13 | Valid SARS certificate or TCS Pin                                               | <b>ANNEXURE J</b> |
| 1.14 | Any other supporting documents                                                  | <b>ANNEXURE K</b> |

## 2. REASONS FOR DISQUALIFICATION

Statistics South Africa reserve the right to disqualify any service provider which does not comply with the following below, and such disqualification may take place without prior notice to the offending service provider.

- 2.1 Service provider which submitted information that is fraudulent, factually untrue or inaccurate, for example, membership that does not exist, experience, etc.
- 2.2 Service provider that receives information not available to the other service providers that may result in such service provider having unfair advantage over other service providers.
- 2.3 Service provider that does not comply with mandatory requirements as stipulated in this bid specification