

## ANNEXURE A



**REQUEST FOR PROPOSAL (RFP) FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR TRAVEL MANAGEMENT SERVICES FOR A PERIOD OF 03 YEARS**

**JHB-FPM-02-25-26**

**Date Issued: 18 Feb 2026**

**Closing Date: 13 Mar 2026**

**Time: 11:00am**

**Bid Validity Period: 120 days**

**TENDER TO BE SUBMITTED AT THE FOLLOWING ADDRESS:**

**Thynk Park, 1<sup>st</sup> Floor, 8 Summit Road, Dunkeld West, Randburg, 2196**

## Table of Contents

1. INTRODUCTION .....	4
2. PURPOSE OF THIS REQUEST FOR PROPOSAL (RFP).....	4
3. LEGISLATIVE FRAMEWORK OF THE BID.....	4
3.1. Tax Legislation .....	4
3.2. Procurement Legislation .....	5
3.3. Technical Legislation and/or Standards .....	5
4. TIMELINE OF THE BID PROCESS.....	5
5. CONTACT AND COMMUNICATION .....	6
6. LATE BIDS.....	7
7. COUNTER CONDITIONS .....	7
8. FRONTING.....	7
9. SUPPLIER DUE DILIGENCE.....	7
10. SUBMISSION OF PROPOSALS.....	7
11. PRESENTATION /SITE VISIT DUE DILIGENCE.....	8
12. DURATION OF THE CONTRACT .....	8
13. TERMS OF REFERENCE.....	8
13.1. BACKGROUND .....	8
13.2. TRAVEL MANAGEMENT OBJECTIVES .....	8
13.3. SCOPE OF TRAVEL MANAGEMENT SERVICES WORK .....	9
Table 1: Specific goals for the tender and points claimed are indicated per the table below. ....	14
14. GENERAL CONDITIONS OF CONTRACT .....	16
15. CONTRACT PRICE ADJUSTMENT.....	16
16. SERVICE LEVEL AGREEMENT.....	16
17. SPECIAL CONDITIONS OF THIS BID .....	17
18. The FP&M SETA REQUIRES BIDDER(S) TO DECLARE .....	18
19. CONFLICT OF INTEREST, CORRUPTION AND FRAUD .....	18
20. MISREPRESENTATION DURING THE LIFECYCLE OF THE CONTRACT .....	19
21. PREPARATION COSTS.....	20
22. INDEMNITY .....	20
23. PRECEDENCE.....	20
24. LIMITATION OF LIABILITY .....	20
25. TAX COMPLIANCE.....	20
26. TENDER DEFAULTERS AND RESTRICTED SUPPLIERS.....	21
27. GOVERNING LAW .....	21
28. RESPONSIBILITY FOR SUB-CONTRACTORS AND BIDDER’S PERSONNEL.....	21

29. CONFIDENTIALITY ..... 21

30. THE FP&M SETA PROPRIETARY INFORMATION ..... 22

31. AVAILABILITY OF FUNDS..... 22

## 1. INTRODUCTION

The Fibre Processing and Manufacturing (FP&M) SETA was established in terms of the Skills Development Act of 1998.

The FP&M SETA is accredited as a quality assuring body by the South African Qualification Authority, in terms of regulation R1127 wherein the FP&M SETA is required to perform the following functions:

- a. accredit constituent providers for specific standards or qualifications registered on the National Qualifications Framework;
- b. promote quality amongst constituent providers;
- c. monitor provision by constituent providers;
- d. evaluate assessment and facilitation of moderation among constituent providers;
- e. register constituent assessors for specified registered standards or qualifications in terms of the criteria established for this purpose;
- f. take responsibility for the certification of constituent learners;
- g. develop a sector skills plan within a framework of the National Skills Development Strategy
- h. plan and report on the implementation of its SSP and service level agreement
- i. approve Workplace Skills Plans
- j. disburse mandatory and discretionary grants

## 2. PURPOSE OF THIS REQUEST FOR PROPOSAL (RFP)

To establish an independent and objective Travel Management Service Provider in terms with Section 27 of the Treasury Regulations prescribed in terms of Section 76 of the PFMA. The appointed service provider is expected to render the services for Travel Management for FP&M Seta for the duration of the contract.

## 3. LEGISLATIVE FRAMEWORK OF THE BID

### 3.1. Tax Legislation

**3.1.1.** Bidder(s) must be compliant when submitting a proposal to FP&M SETA and remain compliant for the entire contract term with all applicable tax legislation, including but not limited to the Income Tax Act, 1962 (Act No. 58 of 1962) and Value Added Tax Act, 1991 (Act No. 89 of 1991).

**3.1.2.** It is a condition of this bid that the tax matters of the successful bidder be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

**3.1.3.** The Tax Compliance status requirements are also applicable to foreign bidders / individuals who wish to submit bids.

**3.1.4.** It is a requirement that bidders grant a written confirmation when submitting this bid that SARS may on an ongoing basis during the tenure of the contract disclose the bidder's tax compliance status and by submitting this bid such confirmation is deemed to have been granted.

**3.1.5.** Bidders are required to be registered on the Central Supplier Database and the National Treasury shall verify the bidder's tax compliance status through the Central Supplier Database.

**3.1.6.** Where Consortia / Joint Ventures / Sub-contractors are involved, each party must be registered on the Central Supplier Database and their tax compliance status will be verified through the Central Supplier Database.

### 3.2. Procurement Legislation

The FP&M SETA has a detailed evaluation methodology premised on Treasury Regulation 16A3 promulgated under Section 76 of the Public Finance Management Act, 1999 (Act, No. 1 of 1999), the Preferential Procurement Policy Framework Act 2000 (Act, No.5 of 2000) and the Broad-Based Black Economic Empowerment Act, 2003 (Act, No. 53 of 2003).

### 3.3. Technical Legislation and/or Standards

Bidder(s) should be cognisant of the legislation and/or standards specifically applicable to the services

## 4. TIMELINE OF THE BID PROCESS

The period of validity of tender and the withdrawal of offers, after the closing date and time is **120** days. The project timeframes of this bid are set out below:

<b>Activity</b>	<b>Due Date</b>
<b>Advertisement of bid on Government e-tender portal</b>	18 Feb 2026
<b>Closing Date for Questions and Answers relating to bid from bidder(s)</b>	06 March 2026
<b>Bid closing date</b>	13 March 2026 at 11:00 am
<b>Enquiries must be sent in writing to the following email addresses</b>	<a href="mailto:MarjorieD2@FPMSeta.org.za">MarjorieD2@FPMSeta.org.za</a> <a href="mailto:NomfundoM@FPMSeta.org.za">NomfundoM@FPMSeta.org.za</a> <a href="mailto:tenders@fpmseta.org.za">tenders@fpmseta.org.za</a>

<b>Notice to bidder(s)</b>	FP&M SETA will endeavor to inform bidders of the progress until conclusion of the tender.
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All dates and times in this bid are South African standard time.

Any time or date in this bid is subject to change at the FP&M SETA's discretion. The establishment of a time or date in this bid does not create an obligation on the part of the FP&M SETA to take any action or create any right in any way for any bidder to demand that any action be taken on the date established. The bidder accepts that, if the FP&M SETA extends the deadline for bid submission (the Closing Date) for any reason, the requirements of this bid otherwise apply equally to the extended deadline.

## **5. CONTACT AND COMMUNICATION**

**5.1.** A nominated official of the bidder(s) can make enquiries in writing, to Supply Chain Management in writing to [tenders@fpmseta.org.za](mailto:tenders@fpmseta.org.za). The bid reference number must be mentioned in all correspondence.

**5.2.** The delegated office of the FP&M SETA may communicate with Bidder(s) where clarity is sought in the bid proposal.

**5.3.** Any communication to an official or a person acting in an advisory capacity for the FP&M SETA in respect of the bid between the closing date and the award of the bid by the Bidder(s) is discouraged.

**5.4.** All communication between the Bidder(s) and the FP&M SETA must be done in writing.

**5.5.** Whilst all due care has been taken in connection with the preparation of this bid, the FP&M SETA makes no representations or warranties that the content of the bid or any information communicated to or provided to Bidder(s) during the bidding process is, or will be, accurate, current or complete. The FP&M SETA, and its employees and advisors will not be liable with respect to any information communicated which may not accurate, current or complete.

**5.6.** If Bidder(s) finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in this bid or any other information provided by the FP&M SETA (other than minor clerical matters), the Bidder(s) must promptly notify the FP&M SETA in writing of such discrepancy, ambiguity, error or inconsistency in order to afford the FP&M SETA an opportunity to consider what corrective action is necessary (if any).

**5.7.** Any actual discrepancy, ambiguity, error or inconsistency in the bid or any other information provided by the FP&M SETA will, if possible, be corrected and provided to all Bidder(s) without attribution to the Bidder(s) who provided the written notice.

**5.8.** All persons (including Bidder(s)) obtaining or receiving the bid and any other information in connection with the Bid or the Tendering process must keep the contents of the Bid and other such information confidential, and not disclose or use the information except as required for the purpose of developing a proposal in response to this Bid.

## 6. LATE BIDS

Bids received after the closing date and time, at the address indicated in the bid documents, will not be accepted for consideration and where practicable, be returned unopened to the Bidder(s).

## 7. COUNTER CONDITIONS

Bidders' attention is drawn to the fact that amendments to any of the Bid Conditions or setting of counter conditions by Bidders or qualifying any Bid Conditions will result in the invalidation of such bids.

## 8. FRONTING

**8.1.** Government supports the spirit of broad based black economic empowerment and recognizes that real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent and legally compliant manner. Against this background the Government condemn any form of fronting.

**8.2.** The Government, in ensuring that Bidders conduct themselves in an honest manner will, as part of the bid evaluation processes, conduct or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in bid documents. Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade and Industry, be established during such enquiry / investigation, the onus will be on the Bidder / contractor to prove that fronting does not exist. Failure to do so within a period of 14 days from date of notification may invalidate the bid / contract and may also result in the restriction of the Bidder /contractor to conduct business with the public sector for a period not exceeding ten years, in addition to any other remedies the FP&M SETA may have against the Bidder / contractor concerned.

## 9. SUPPLIER DUE DILIGENCE

The FP&M SETA reserves the right to conduct supplier due diligence prior to final award or at any time during the contract period. This may include site visits and requests for additional information.

## 10. SUBMISSION OF PROPOSALS

**10.1.** Bid documents must be placed in the tender box at the FP&M SETA Offices, Reception Area, 8 Summit Road, 1st Floor, Dunkeld West, Johannesburg 2169 on the closing date at 11:00am or before the closing date between 9am to 3pm.

**10.2.** Bid documents will only be considered if received by the FP&M SETA before the closing date and time.

**10.3.** The bidder(s) are required to submit **Two (2)** copies of tender documents 1: **one (1)** original and **one (1)** duplicate and submit **One (1)** electronic version copy of tender document. **2 Two** price quotation (sealed separately) **(1) one** original and **(1) one**, duplicate and submit **(1)** electronic version Example: USB or Disk with content of each file by the Closing date **13 March 2026 at 11:00am**. Each file and USB must be marked correctly and sealed separately for ease of reference. Furthermore, the file and information in the USB must be labelled and submitted in the following format:

**10.4.** Bidders are requested to initial each page of the tender document on the top right hand corner.

## **11. PRESENTATION /SITE VISIT DUE DILIGENCE**

The FP&M SETA reserves the right to request presentations/site visit from the short-listed Bidders as part of the bid evaluation process.

## **12. DURATION OF THE CONTRACT**

The successful bidder will be appointed for a period of **36 months, three (03) years**, after signing of a contract by the successful bidder. All work is to be carried out in accordance with the time schedule as agreed with the FP&M SETA.

## **13. TERMS OF REFERENCE**

### **13.1. BACKGROUND**

The Fibre, Processing & Manufacturing SETA (FP&M) was established by the Minister of Higher Education and Training on 01 April 2011 and re-established until the end to 31 March 2030.

The FP&M SETA is a classified as a National Public Entity under Section C of Schedule 3A of the Public Finance Management Act of 1999 (PFMA).

### **13.2. TRAVEL MANAGEMENT OBJECTIVES**

The purpose of this Request for Proposal (RFP) is to source proposals from potential bidder(s) for the appointment of a service provider to provide travel management services to the fibre processing and manufacturing sector education and training authority ("FP&M SETA") for a period of three (03) years.

### 13.3. SCOPE OF TRAVEL MANAGEMENT SERVICES WORK

QTY	DESCRIPTION
1	<p>The FP&amp;M SETA requires a service provider for a period of <b>36 months</b> to offer <b>travel management services</b> to the FP&amp;M SETA Staff, executive and board members. The successful bidder must be able to offer the SETA the following:</p> <ul style="list-style-type: none"> <li>a) Provide FP&amp;M SETA with the travel management services that are efficient, consistent and reliable and will maintain a high level of satisfaction for the traveller in line with the service levels;</li> <li>b) Provide FP&amp;M SETA with a dedicated key account executive that is suitably qualified for the duration of the contract.</li> <li>c) Achieve significant cost savings for FP&amp;M SETA without compromising services tendered;</li> <li>d) Appropriately contain FP&amp;M SETA's risk and traveller risk.</li> </ul> <p><b>RESERVATIONS</b></p> <ul style="list-style-type: none"> <li>i. The Travel Management Company Will Offer the following reservations:</li> <li>ii. Always Endeavour to make the most cost-effective comprehensive travel arrangements</li> <li>iii. Always endeavour to make travel arrangements expeditiously (i.e. 24 hours).</li> <li>iv. Provide all travel requirements for destinations to which travellers will be travelling and advise the Traveller of alternative plans that are more cost effective and more convenient where necessary.</li> <li>v. Obtain a minimum of three (3) price comparisons for all travel requests where the routing or destination permits.</li> <li>vi. Book the negotiated discounted fares and rates where possible.</li> <li>vii. Must keep abreast and communicate timeously carrier schedule changes as well as all other alterations and new conditions affecting travel and make appropriate adjustments for any changes in travel prior to or during the traveller's official trip. When necessary, e-tickets and billing shall be modified and reissued to reflect these changes.</li> </ul>

	<p>viii. Book parking facilities at the airports where required for the duration of the travel.</p> <p>ix. Respond timely and process all queries, requests and authorized changes and cancellations timeously and accurately.</p> <p>x. Must be able to facilitate group bookings (e.g. for meetings, conferences, events, etc.)</p> <p>xi. Must issue all necessary travel documents, itineraries and vouchers timeously to traveller(s) prior to departure dates.</p> <p>xii. Advise the Traveller of all visa and inoculation requirements well in advance.</p> <p>xiii. Assist with the arrangement of foreign currency and the issuing of travel insurance for international trips where required.</p> <p>xiv. Note that, unless otherwise stated, all cases include domestic, regional and international travel bookings.</p> <p>xv. Negotiated airline fares, accommodation establishment rates, car rental rates, etc., that are negotiated directly or established by National Treasury or by FP&amp;M SETA</p> <p><b>AFTER HOURS AND EMERGENCY SERVICES</b></p> <p>i. The service provider must provide a consultant or team of consultants to assist travellers with after hours and any emergency reservations and any changes to travel plans</p> <p>ii. A dedicated consultant/s must be available to assist Travelers with after hour or emergency assistance.</p> <p>iii. After hours' services must be provided from Monday to Friday outside the official hours (17h00 to 7h30) and twenty-four (24) hours on weekends and Public Holidays.</p> <p>iv. A call centre facility or after hours contact number should be available to all travellers so that when required, unexpected changes to travel plans can be made and emergency bookings attended to.</p> <p>v. The Travel Management Company must have a standard operating procedure for managing after hours and emergency services. This must include purchase order generation of the request within 24 hours.</p> <p>Include a detailed pricing schedule showing in detail the service fees for the following</p> <ol style="list-style-type: none"> <li>1. Airline booking (Local, Regional &amp; International)</li> <li>2. Accommodation booking</li> <li>3. Car hire booking &amp; Shuttle Services</li> <li>4. Forex cost charge</li> <li>5. Conference venue booking</li> <li>6. After Hour Costs</li> </ol>
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### 13.4 Evaluation Criteria

- Pre-Qualification Administration compliance documents **(Phase 1)**
- Mandatory requirement **(Phase 2)**
- Technical Functionality requirement **(Phase 3)**
- PPPFA - Price and BBBEE preference points **(Phase 4)**

### 13.5 Phase 1 Administrative Requirements

Table 1: Documents that must be submitted for Pre-qualification Administrative requirements (Phase 1)

Document that must be submitted	Comply	Do not Comply
<p><b>Invitation to Bid – SBD 1</b></p> <p>Complete and sign the supplied pro forma document</p>		
<p><b>Tax Status SBD 1</b></p> <ol style="list-style-type: none"> <li>1. Written confirmation that SARS may on an ongoing basis during the tenure of the contract disclose the bidder's tax compliance status.</li> <li>2. Proof of Registration on the Central Supplier Database</li> <li>3. Vendor Number</li> </ol>		
<p><b>Preference Point Claim Form – SBD 6.1</b></p> <p>Non-submission will lead to a zero (0) score (BBBEE Certificate) to be submitted together with the bid document.</p>		
<p><b>All SBD forms issued in the tender document must be signed and submitted.</b></p> <p><b>(Failure to do that will lead to disqualification)</b></p>		
<p><b>Registration on Central Supplier Database (CSD)</b></p> <p>The Service Provider must be registered as a service provider on the Central Supplier Database (CSD). If you are not registered proceed to complete the registration of your company prior to submitting your proposal. Visit: <a href="https://secure.csd.gov.za/submitting">https://secure.csd.gov.za/submitting</a> your proposal. Visit to obtain your vendor number.</p> <p><b>Submit proof of registration</b></p>		
<p><b>Financial Statement not older than (two) 2 years</b></p> <p>The submitted statements must be audited</p>		

**None Compliance to administrative requirements may lead to disqualification if the bidder does not respond/submit within 7 working days the requested documents**

### 13.6 Phase 2 Mandatory Requirements

No.	Mandatory Requirements	Comply	Do not comply
1.	<p>Must be able to facilitate group bookings (e.g., for meetings, conferences, events, etc.)</p> <p><b>The bidder must provide evidence/proof in a form of a letter (2) from the bookings previously facilitated for group bookings</b></p>		
2.	<p>Must assist with the arrangement of foreign currency and the issuing of travel insurance for international and local trips where required and emergency contact number.</p> <p><b>The bidder must provide evidence/proof on how they will assist with the arrangement of foreign currency and the issuing of travel insurance international and local trips</b></p>		
3.	<p><b>AFTER HOURS AND EMERGENCY SERVICES:</b></p> <ol style="list-style-type: none"> <li>1. The service provider must provide a consultant or team of consultants to assist travellers with after hours and any emergency reservations and any changes to travel plans.</li> <li>2. A dedicated consultant/s must be available to assist Travelers with after hour or emergency assistance.</li> <li>3. After hours' services must be provided from Monday to Friday outside the official hours (17h00 to 7h30) and twenty-four (24) hours on weekends and Public Holidays.</li> <li>4. A call centre facility or after hours contact number should be available to all travellers so that when required, unexpected changes to travel plans can be made and emergency bookings attended to.</li> <li>5. The Travel Management Company must have a standard operating procedure for managing after hours and emergency services. This must include purchase order generation of the request within 24 hours.</li> </ol> <p><b>The bidder must provide evidence/proof for the above 5 mandatory requirement and explain to FP&amp;M Seta how they will handle the above after-hours request</b></p>		

**Bidders who do not comply with all mandatory requirements will be disqualified immediately and will not be eligible to proceed to Phase 3 Technical Functionality**

### 13.7 Phase 3 Technical Functionality Requirements

No.	Technical Functionality Requirements	Weight	Evaluation Score
1.	<p><b>(a) The bidder should negotiate</b> airline fares, that are negotiated directly or established by National Treasury or by FP&amp;M SETA</p> <p><b>(b) No Negotiation</b></p>	25	
2.	<p><b>(a) The bidder should negotiate</b> accommodation establishment rates, that are negotiated directly or established by National Treasury or by FP&amp;M SETA</p> <p><b>(b) No Negotiation</b></p>	25	
3.	<p><b>(a) The bidder should negotiate</b> car rental rates, shuttles etc., that are negotiated directly or established by National Treasury or by FP&amp;M SETA</p> <p><b>(b) No Negotiation</b></p>	25	
4.	<p><b>(a) The bidder should negotiate</b> conference venues rates, etc., that are negotiated directly or established by National Treasury or by FP&amp;M SETA</p> <p><b>(b) No Negotiation</b></p>	25	
	<b>Threshold</b>	<b>65</b>	
	<b>Total score</b>	<b>100</b>	

**Bids that do not obtain a minimum score of 65 for functionality will be disqualified and will not be considered for further evaluation on price and specific goals points**

### 13.8. COSTING

#### Phase 4 Price and Specific Goals

Bidders who obtained a score 65 POINTS and meet the Threshold on functionality will be evaluated in terms of Price and Specific Goals. Evaluation will be conducted on 80/20 preferential procurement principles.

80 Points will be allocated to price and 20 Points will be allocated to the specific goals.

Price and Specific Goals in terms of the Preferential Procurement Policy Framework Act Regulations will be allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

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.)*

#### Phase 4 Price and BBEE

Bidders who obtained a score **80 POINTS and Specific Goal** on functionality will be evaluated in terms of **Price and Specific Goal**

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)
Black people ownership points will be awarded to a Tenderer who has 51% or more black		6		
Black woman ownership points will be awarded to a Tenderer who has 30% more-woman ownership		5		
Black youth ownership points will be awarded to a Tenderer who has 30% "or" more black youth ownership		5		

Disability Ownership points will be awarded to a Tenderer who has 30% or more disability ownership		4		
Promotion of Local production and delivery by South Africans		0		
The goods supplied should be 100% manufactured or assembled in South Africa South Africa from 100% local materials and any services supplied should 100% utilising South African citizens		0		

14. GENERAL CONDITIONS OF CONTRACT

Any award made to a bidder(s) under this bid is conditional, amongst others, upon –

- a. The bidder(s) accepting the terms and conditions contained in the General Conditions of Contract as the minimum terms and conditions upon which FP&M SETA is prepared to enter into a contract with the successful Bidder(s).
- b. The bidder submitting the General Conditions of Contract to the FP&M SETA together with its bid, duly signed by an authorized representative of the bidder

**15. CONTRACT PRICE ADJUSTMENT**

Contract price adjustments will be done annually on the anniversary of the contract start date. The price adjustment will be based on the Consumer Price Index Headline Inflation

STATS SA P0141 (CPI), Table E	Table E - All Items
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**16. SERVICE LEVEL AGREEMENT**

**16.1.** Upon award the FP&M SETA and the successful bidder will conclude a Service Level Agreement regulating the specific terms and conditions applicable to the services being procured by the FP&M SETA, more or less in the format of the draft Service Level Indicators included in this tender pack.

**16.2.** The FP&M SETA reserves the right to vary the proposed draft Service Level Indicators during the course of negotiations with a bidder by amending or adding thereto.

**16.3.** Bidder(s) are requested to:

- a. Comment on draft Service Level Indicators and where necessary, make proposals to the indicators;
- b. Explain each comment and/or amendment; and
- c. Use an easily identifiable colour font or “track changes” for all changes and/or amendments to the Service Level Indicators for ease of reference.

**16.4.** The FP&M SETA reserves the right to accept or reject any or all amendments or additions proposed by a bidder if such amendments or additions are unacceptable to the FP&M SETA or pose a risk to the organization.

## **17. SPECIAL CONDITIONS OF THIS BID**

The FP&M SETA reserves the right:

**17.1.** To award this tender to a bidder that did not score the highest total number of points, only in accordance with section 2(1)(f) of the PPPFA (Act 5 of 2000).

**17.2.** To negotiate with one or more preferred bidder(s) identified in the evaluation process, regarding any terms and conditions, including price without offering the same opportunity to any other bidder(s) who has not been awarded the status of the preferred bidder(s).

**17.3.** To accept part of a tender rather than the whole tender.

**17.4.** To carry out site inspections, product evaluations or explanatory meetings in order to verify the nature and quality of the services offered by the bidder(s), whether before or after adjudication of the Bid.

**17.5.** To correct any mistakes at any stage of the tender that may have been in the Bid documents or occurred at any stage of the tender process.

**17.6.** To cancel and/or terminate the tender process at any stage, including after the Closing Date and/or after presentations have been made, and/or after tenders have been evaluated and/or after the preferred bidder(s) have been notified of their status as such.

**17.7.** Award to multiple bidders based either on size or geographic considerations.

## **18. The FP&M SETA REQUIRES BIDDER(S) TO DECLARE**

In the Bidder's Technical response, bidder(s) are required to declare the following:

18.1. Confirm that the bidder(s) is to: –

- a. Act honestly, fairly, and with due skill, care and diligence, in the interests of the FP&M SETA;
- b. Have and employ effectively the resources, procedures and appropriate technological systems for the proper performance of the services;
- c. Act with circumspection and treat the FP&M SETA fairly in a situation of conflicting interests;
- d. Comply with all applicable statutory or common law requirements applicable to the conduct of business;
- e. Make adequate disclosures of relevant material information including disclosures of actual or potential own interests, in relation to dealings with the FP&M SETA;
- f. Avoidance of fraudulent and misleading advertising, canvassing and marketing;
- g. To conduct their business activities with transparency and consistently uphold the interests and needs of the FP&M SETA as a client before any other consideration; and
- h. To ensure that any information acquired by the bidder(s) from the FP&M SETA will not be used or disclosed unless the written consent of the client has been obtained to do so.

## **19. CONFLICT OF INTEREST, CORRUPTION AND FRAUD**

**19.1.** The FP&M SETA reserves its right to disqualify any bidder who either itself or any of whose members (save for such members who hold a minority interest in the bidder through shares listed on any recognized stock exchange), indirect members (being any person or entity who indirectly holds at least a 15% interest in the bidder other than in the context of shares listed on a recognized stock exchange), directors or members of senior management, whether in respect of FP&M SETA or any other government organ or entity and whether from the Republic of South Africa or otherwise ("Government Entity")

- a. engages in any collusive tendering, anti-competitive conduct, or any other similar conduct, including but not limited to any collusion with any other bidder in respect of the subject matter of this bid;
- b. seeks any assistance, other than assistance officially provided by a Government Entity, from any employee, advisor or other representative of a Government Entity in order to obtain any unlawful advantage in relation to procurement or services provided or to be provided to a Government Entity;

- c. makes or offers any gift, gratuity, anything of value or other inducement, whether lawful or unlawful, to any of the FP&M SETA's officers, directors, employees, advisors or other representatives;
- d. makes or offers any gift, gratuity, anything of any value or other Inducement, to any Government Entity's officers, directors, employees, advisors or other representatives in order to obtain any unlawful advantage in relation to procurement or services provided or to be provided to a Government Entity;
- e. accepts anything of value or an inducement that would or may provide financial gain, advantage or benefit in relation to procurement or services provided or to be provided to a Government Entity;
- f. pays or agrees to pay to any person any fee, commission, percentage, brokerage fee, gift or any other consideration, that is contingent upon or results from, the award of any tender, contract, right or entitlement which is in any way related to procurement or the rendering of any services to a Government Entity;
- g. has in the past engaged in any matter referred to above; or
- h. has been found guilty in a court of law on charges of fraud and/or forgery, regardless of whether or not a prison term was imposed and despite such bidder, member or director's name not specifically appearing on the List of Tender Defaulters kept at National Treasury.

## **20. MISREPRESENTATION DURING THE LIFECYCLE OF THE CONTRACT**

**20.1.** The bidder should note that the terms of its Tender will be incorporated in the proposed contract by reference and that the FP&M SETA relies upon the bidder's Tender as a material representation in making an award to a successful bidder and in concluding an agreement with the bidder.

**20.2.** It follows therefore that misrepresentations in a Tender may give rise to service termination and a claim by the FP&M SETA against the bidder notwithstanding the conclusion of the Service Level Agreement between the FP&M SETA and the bidder for the provision of the Service in question. In the event of a conflict between the bidder's proposal and the Service Level Agreement concluded between the parties, the Service Level Agreement will prevail.

## **21. PREPARATION COSTS**

The Bidder will bear all its costs in preparing, submitting and presenting any response or Tender to this bid and all other costs incurred by it throughout the bid process. Furthermore, no statement in this bid will be construed as placing the FP&M SETA, its employees or agents under any obligation whatsoever, including in respect of costs, expenses or losses incurred by the bidder(s) in the preparation of their response to this bid.

## **22. INDEMNITY**

If a bidder break FP&M SETAs the conditions of this bid and, as a result of that breach, the FP&M SETA incurs costs or damages (including, without limitation, the cost of any investigations, procedural impairment, repetition of all or part of the bid process and/or enforcement of intellectual property rights or confidentiality obligations), then the bidder indemnifies and holds the FP&M SETA harmless from any and all such costs which the FP&M SETA may incur and for any damages or losses the FP&M SETA may suffer.

## **23. PRECEDENCE**

This document will prevail over any information provided during any briefing session whether oral or written, unless such written information provided, expressly amends this document by reference.

## **24. LIMITATION OF LIABILITY**

A bidder participates in this bid process entirely at its own risk and cost. The FP&M SETA shall not be liable to compensate a bidder on any grounds whatsoever for any costs incurred or any damages suffered as a result of the Bidder's participation in this Bid process.

## **25. TAX COMPLIANCE**

No tender shall be awarded to a bidder who is not tax compliant. The FP&M SETA reserves the right to withdraw an award made, or cancel a contract concluded with a successful bidder in the event that it is established that such bidder was in fact not tax compliant at the time of the award, or has submitted a fraudulent Tax Clearance Certificate to The FP&M SETA, or whose verification against the Central Supplier Database (CSD) proves non-compliant. The FP&M SETA further reserves the right to cancel a contract with a successful bidder in the event that such bidder does not remain tax compliant for the full term of the contract.

## **26. TENDER DEFAULTERS AND RESTRICTED SUPPLIERS**

No tender shall be awarded to a bidder whose name (or any of its members, directors, partners or trustees) appear on the Register of Tender Defaulters kept by National Treasury, or who have been placed on National Treasury's List of Restricted Suppliers. The FP&M SETA reserves the right to withdraw an award, or cancel a contract concluded with a Bidder should it be established, at any time, that a bidder has been blacklisted with National Treasury by another government institution.

## **27. GOVERNING LAW**

South African law governs this bid and the bid response process. The bidder agrees to submit to the exclusive jurisdiction of the South African courts in any dispute of any kind that may arise out of or in connection with the subject matter of this bid, the bid itself and all processes associated with the bid.

## **28. RESPONSIBILITY FOR SUB-CONTRACTORS AND BIDDER'S PERSONNEL**

A bidder is responsible for ensuring that its personnel (including agents, officers, directors, employees, advisors and other representatives), its sub-contractors (if any) and personnel of its sub-contractors comply with all terms and conditions of this bid. In the event that The FP&M SETA allows a bidder to make use of sub-contractors, such sub-contractors will at all times remain the responsibility of the bidder and the FP&M SETA will not under any circumstances be liable for any losses or damages incurred by or caused by such sub-contractors.

## **29. CONFIDENTIALITY**

Except as may be required by operation of law, by a court or by a regulatory authority having appropriate jurisdiction, no information contained in or relating to this bid or a bidder's tender(s) will be disclosed by any bidder or other person not officially involved with the FP&M SETA's examination and evaluation of a Tender.

No part of the bid may be distributed, reproduced, stored or transmitted, in any form or by any means, electronic, photocopying, recording or otherwise, in whole or in part except for the purpose of preparing a Tender. This bid and any other documents supplied by the FP&M SETA remain proprietary to the FP&M SETA and must be promptly returned to the FP&M SETA upon request together with all copies, electronic versions, excerpts or summaries thereof or work derived there from.

Throughout this bid process and thereafter, bidder(s) must secure the FP&M SETA's written approval prior to the release of any information that pertains to (i) the potential work or activities to which this bid relates; or (ii) the process which follows this bid. Failure to adhere to this requirement may result in disqualification from the bid process and civil action.

### **30. THE FP&M SETA PROPRIETARY INFORMATION**

Bidder will on their bid cover letter make declaration that they did not have access to any the FP&M SETA proprietary information or any other matter that may have unfairly placed that bidder in a preferential position in relation to any of the other bidder(s).

### **31. AVAILABILITY OF FUNDS**

Should funds no longer be available to pay for the execution of the responsibilities of this bid (**RFP: JHB-FPM-02-25-26**), the FP&M SETA may terminate the Agreement at its own discretion or temporarily suspend all or part of the services by notice to the successful bidder who shall immediately make arrangements to stop the performance of the services and minimize further expenditure: Provided that the successful bidder shall thereupon be entitled to payment in full for the services delivered, up to the date of cancellation or suspension.