

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)				
BID NUMBER:	DSBD AAP 002/2025	CLOSING DATE:	26 JANUARY 2026	CLOSING TIME: 11:00 am

DESCRIPTION	REQUEST FOR A SUITABLE PROCUREMENT AGENT TO ASSIST THE DEPARTMENT OF SMALL BUSINESS DEVELOPMENT WITH PROCURING/ SOURCING, PAYING AND DISTRIBUTING ASSETS TO APPROVED BENEFICIARIES OF THE ASSET ASSIST PROGRAMME.
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BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)	
TENDER BOX ADDRESS	
Supply Chain Management	
77 MEINTJIES STREET	
1ST FLOOR, BLOCK G	
The dtic Campus SUNNYSIDE	
0001	

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		TECHNICAL ENQUIRIES MAY BE DIRECTED TO:	
CONTACT PERSON	Mr Nhlanipho Msane	CONTACT PERSON	Ms Rudzani Matodzi
TELEPHONE NUMBER	012 394 3014	TELEPHONE NUMBER	012 394 3014
FACSIMILE NUMBER	N/A	E-MAIL ADDRESS	N/A
E-MAIL ADDRESS	dsbdtenders@dsbd.gov.za	AND E-MAIL ADDRESS	dsbdtenders@dsbd.gov.za

SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX]
	<input type="checkbox"/> Yes <input type="checkbox"/> No				<input type="checkbox"/> Yes <input type="checkbox"/> No

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

<p>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>[IF YES ENCLOSURE PROOF]</p>	<p>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>[IF YES, ANSWER THE QUESTIONNAIRE BELOW]</p>
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QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.	

PART B
TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

(Proof of authority must be submitted e.g. company resolution)

DATE:



REQUEST FOR A SUITABLE PROCUREMENT AGENT TO ASSIST THE DEPARTMENT OF SMALL BUSINESS DEVELOPMENT WITH PROCURING/ SOURCING, PAYING AND DISTRIBUTING ASSETS TO APPROVED BENEFICIARIES OF THE ASSET ASSIST PROGRAMME.

DSBD AAP 002/2025

DATE OF ISSUE : 22 DECEMBER 2025

CLOSING DATE AND TIME : 26 JANUARY 2026

BID VALIDITY PERIOD : 120 DAYS

TENDER BOX ADDRESS

Supply Chain Management
77 MEINTJIES STREET
1ST FLOOR, BLOCK G
The dti Campus
SUNNYSIDE,
0001

1. PURPOSE

The Department of Small Business Development (DSBD) has developed the Asset Assist Programme (AAP) as a targeted intervention to provide financial support to qualifying MSMEs and co-operatives by facilitating access to critical assets, tools, and equipment. These assets are essential for productivity enhancement, operational efficiency, competitiveness, and enterprise sustainability. The project is estimated at R219 million (2025/26) and R660 million over the Medium Term Expenditure Framework. (MTEF).

To ensure the timely, transparent, and compliant procurement of the approved applicants required assets, the DSBD intends to appoint a suitably qualified and independent Procurement Agent. The appointed agent will be responsible for sourcing, paying and distributing assets to approved DSBD Asset Assist beneficiaries, in alignment with the programme's objectives and applicable supply chain management prescripts. This initiative will be implemented in accordance with the Public Finance Management Act (PFMA), 1999 (Act No. 1 of 1999), the National Treasury Regulations, the Preferential Procurement Policy Framework Act (PPPFA), and other relevant legislative and regulatory frameworks.

2. TERMS OF REFERENCE

This Terms of Reference outlines the scope of work, key deliverables, roles, and responsibilities of the appointed Procurement Agent. It is intended to provide a clear framework to guide the execution of duties in a manner that ensures accountability, legal and regulatory compliance, effective performance monitoring, and the achievement of value-for-money procurement. The ultimate objective is to support the efficient and transparent acquisition of goods and services for the benefit of approved beneficiaries under the AAP.

3. LEGISLATIVE AND POLICY FRAMEWORK

The Procurement Agent must strictly adhere to the following applicable laws, policies, and regulations:

- 3.1 Public Finance Management Act (PFMA), 1999
- 3.2 Preferential Procurement Policy Framework Act (PPPFA), 2000
- 3.3 Treasury Regulations and Instruction Notes
- 3.4 Broad-Based Black Economic Empowerment (B-BBEE) Act
- 3.5 Constitution of the Republic of South Africa, Section 217
- 3.6 DSBD's internal SCM policies and Delegations of Authority
- 3.7 Supply Chain Management: A Guide for Accounting Officers/Authorities

4. OBJECTIVES OF THE ASSIGNMENT

- 4.1 Ensure cost-effective, compliant, and timely procurement of approved assets.
- 4.2 Facilitate efficient procurement that minimizes risk of irregular, fruitless, and wasteful expenditure.
- 4.3 Provide technical procurement support aligned with DSBD's operational requirements.
- 4.4 Strengthen programme credibility through transparent and auditable procurement processes.

5. SCOPE OF WORK

The Procurement Agent will be responsible for:

5.1. Pre-Procurement Planning

- 5.1.1 Developing procurement plans in consultation with DSBD based on approved beneficiaries and asset needs.
- 5.1.2 Advise on asset specifications (where required), ensuring market availability and affordability.

5.2. Sourcing and Procurement

- 5.2.1 Obtain comparable quotations and or market related prices per asset category.
- 5.2.2 Conduct fair and transparent selection of suppliers where possible

5.3. Logistics, Delivery and after care (warranties)

- 5.3.1 Coordinate timely delivery of procured items to approved beneficiaries.
- 5.3.2 Ensure inspection and acceptance of goods delivered by beneficiaries (signed delivery notes). Continues tracking of delivery until final destination where it reaches the beneficiary.”
- 5.3.3 Address delivery delays, defects, or incorrect items through supplier engagement.

5.4. Record-Keeping and Reporting

- 5.4.1 Develop and maintain comprehensive procurement records, including supplier quotes, evaluation memos, delivery receipts, and payment confirmations.
- 5.4.2 Submit monthly and ad-hoc reports to DSBD, including updated procurement status, challenges, and mitigation actions. Furthermore, ensure document retention for future audit purposes.
- 5.4.3 Prepare a final programme procurement close-out report.
- 5.4.4 The Procurement agent must retain records of procurement for ten(10) years before they are destroyed for reference if any eventuality arises.
- 5.4.5 The department reserves the right to request documents from the procurement agent at any given time during the life of the contract and beyond.

5.5 Integrated technology platform:

- 5.5.1 The Procurement Agent must implement and maintain a secure, integrated technology platform that provides end-to-end visibility and management of the procurement-to-delivery process. This platform must, as a minimum, enable: real-time order tracking, geo-mapping of deliveries, capture of photographic proof of delivery, beneficiary authentication, automated reporting to DSBD, and full audit trails.

6. DELIVERABLES

- 6.1 Procurement plans aligned to approved beneficiary lists.
- 6.2 Delivery schedule and tracking of goods report.

- 6.3 Monthly progress reports with full documentation.
- 6.4 Final close-out report with summary of all procured assets and supporting evidence.

7. DURATION AND TIMELINE

The appointment will be for a fixed term of 36 months.

8. NOTICE PERIOD & TERMINATION

The DSBD reserves the right to terminate the contract at its sole discretion, by providing thirty (30) days written notice should the appointed Procurement Agent fail to perform satisfactorily or be found in breach of the contract terms.

9. PERFORMANCE AND ACCOUNTABILITY

The Procurement Agent will be held accountable through:

- 9.1 Performance Monitoring: Monthly progress updates review meetings with DSBD SCM and Programme Management.
- 9.2 The quarterly reports should contain information on target attainment, challenges and mitigation strategies to address all of the above.
- 9.3 Compliance Checks: Random audits of procurement files by DSBD internal audit or external auditors.
- 9.4 Goods must be signed off and acknowledged through a delivery note between the Procurement agent and the beneficiary, and the agent submit such to the DSBD.
- 9.5 Stakeholder feedback upon delivery.
- 9.6 Non-Compliance Consequences: Breach of PFMA, procurement irregularities, or conflict of interest may result in contract termination and possible blacklisting on the National Treasury database.

10. REPORTING LINES

- 10.1 Direct Reporting: AAP Project Manager
- 10.2 Functional Oversight: DSBD Supply Chain Management Unit
- 10.3 Escalation Point: Chief Director – Funding Support and Coordination

10.4 Escalation Point: Deputy Director-General – Enterprise Development, Innovation, and Entrepreneurship

11. RISK MITIGATION AND CONFLICT OF INTEREST

11.1 The Procurement Agent must disclose any potential or actual conflict of interest upon appointment or at any time during the contract period.

11.2 The Procurement Agent must sign a Declaration of Interest, Confidentiality Agreement.

12. PROPOSAL AND BID SUBMISSION REQUIREMENTS

Bidders must include the following in their submission:

12.1 Company profile and registration documents (CIPC).

12.2 CVs of key team members.

12.3 Technical proposal including:

12.3.1 Understanding of the Terms of Reference

12.3.2 Work plan and methodology

12.3.3 Risk management approach

12.3.4 Financial proposal (pricing structure aligned to deliverables), Latest Financial Statements.

12.3.5 Complete all relevant SBD documents

13. TENDER/PROPOSAL EVALUATION CRITERIA

13.1 The 90/10 principle will be applied in evaluating the proposal. Please note that the proposals/bids will follow a three-phased evaluation process as follows:

14 PHASE 1: Preliminary evaluation (Compliance evaluation)

14.1 During this phase bid documents will be reviewed to determine compliance with Supply Chain Management documents and only those that have complied in terms of procurement requirements will move to Phase 2.

14.2 The bid proposal will be screened for compliance with administrative requirements as indicated below:

ITEM NO.	ADMINISTRATIVE REQUIREMENTS	CHECK/ COMPLIANCE
1.	SCM - SBD 1 - Invitation to Bid	Completed and signed
2.	Tax Compliance and CSD Registration	Attached CSD registration number/ Proof of CSD registration and/ or SARS Tax Pin
3.	SCM - SBD 3.3 – pricing schedule	Completed and signed
4.	SCM - SBD 4 – Bidders Disclosure	Completed and signed
5.	SCM - SBD 6.1 - Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022	Completed and signed
6.	In case of bids where Consortiums/Joint Ventures, Consortia/ Joint Venture agreements signed by both parties must be submitted with bid proposal	Joint Venture agreement completed and signed, if applicable

15 PHASE 2: FUNCTIONALITY CRITERIA

- 15.1 The bidder must score a minimum of 70%, during Phase 2 (functionality) to proceed to the next phase.
- 15.2 Bidders that score less than 70% will be regarded as non responsive and will not proceed.
- 15.3 The following values/ indicators will be applicable when evaluating functionality:

Measurement Matrix for Proposal

Rating	Definition	Score
Excellent	Exceeds the requirement. Demonstrates exceptional and comprehensive understanding of the requirements. Demonstrates by the bidder	5
Good	Satisfies the requirement: Demonstrates above average capability with additional benefits by the bidder of the relevant ability, understanding of the requirements.	4
Satisfactory/Acceptable	Satisfies the requirement. Demonstrates and adequate understanding and capability by the bidder.	3

- 15.4 Proposals will be evaluated based on the following functionality criteria totaling 100 points.:

No.	Functionality Criteria	Points Allocation Weight	Key score (1-5)	Total
	Relevant experience in sourcing and distribution of assets and or commodities	20		
1.	The bidder with proven 5 years experience. The bidder with five (5) or more contactable references on similar project that have been completed. It is a mandatory requirement for the procurement agent to provide reference letters.	5		

No.	Functionality Criteria	Points Allocation Weight	Key score (1-5)	Total
	The bidder with proven 3 years experience. The bidder with three (3) or more contactable references on similar project that have been completed. It is a mandatory requirement for the procurement agent to provide reference letters.	4		
	The bidder with proven 2 years experience. The bidder with two (2) or more contactable references on similar project that have been completed. It is a mandatory requirement for the procurement agent to provide reference letters.	3		
2.	National Logistics & Distribution Capacity: Proof of nationwide logistic capacity - (inclusive of track records of delivery attach agreements or any arrangement)	20		
	The bidder must demonstrate a suitable network of logistics providers, including logistics project management, procurement capacity, and use of an integrated delivery management system (that they have worked with in the past) that exist in all nine (9) provinces (nationally) to ensure timeous delivery to beneficiaries of the programme (in a form of a relationship agreement).	5		
	The bidder must demonstrate a suitable network of logistics providers, including logistics project management, procurement capacity, and use of an integrated delivery management system (that they have worked with in the past) that exists in eight (8) provinces (nationally) to ensure timeous delivery of beneficiaries of the programme (in a form of relationship agreement,	4		
	The bidder must demonstrate a suitable network of logistics providers, including logistics project management, procurement capacity (that the have	3		

No.	Functionality Criteria	Points Allocation Weight	Key score (1-5)	Total
	worked with in the past) that exists in seven (7) provinces (nationally) to ensure timeous delivery to beneficiaries of the programme (in a form of a relationship agreement)			
3.	Supply Chain Leverage & After-Care: Capability to Leverage on supply chain & aftercare <ul style="list-style-type: none"> • <i>Mandatory: Supplier agreements showing pricing/warranty terms.</i> • Plan for warranty management & reverse logistics. 	15		
	5 Letters/agreements from suppliers/OEMs	5		
	4 Letters/agreements from suppliers/OEMs	4		
	3 Letters/agreements from suppliers/OEMs	3		
4.	Financial Capacity & Pre-Funding Model: Demonstrated financial capacity to implement the project	30		
	Demonstrate the financial capacity and provide latest and audited financial statements. Bank balance of at least R50 million & approved credit facility confirmed by the bank of at least R50 million.	5		
	Demonstrate the financial capacity with access to bank account with a balance of between R20 million & less than R50 million, & approved credit facility confirmed by the bank of between between R20 million & less than R50 million.	4		

No.	Functionality Criteria	Points Allocation Weight	Key score (1-5)	Total
	Demonstrate the financial capacity with access to bank account between R10 million & less than R20 million, & approved credit facility confirmed by the bank of between between R10 million & less than R20 million.	3		
5.	Integrated Technology Platform: Demonstrate capability <i>to provide an integrated technology solution that enables secure, transparent, auditable and verifiable end-to-end delivery of assets, with the following functionalities:</i> <ul style="list-style-type: none"> (i) <i>A system with Geo-mapping,</i> (ii) <i>photographic delivery evidence,</i> (iii) <i>beneficiary authentication and</i> (iv) <i>system-based reporting.</i> 			15
	Demonstrate capability to provide an integrated technology solution with all (4) four functionalities listed above.	5		
	Demonstrate capability to provide an integrated technology solution with (3) three functionalities listed above.	4		
	Demonstrate capability to provide an integrated technology solution with (2) two functionalities listed above.	3		
Total Points		100		
<i>A FUNCTIONALITY SCORE OF LESS THAN (70) POINTS WILL BE ELIMINATED FOR FURTHER EVALUATION</i>				

15.5 And only bidders that score 70 points and above on functionality will move to Phase 3, wherein an inspection and verification against the provided proposal is going to be done. This may lead to the reduction of the score based on what is accurate against the information provided. Where there is a material misrepresentation of facts based on the information presented, this may lead to disqualification.

16 Phase 3: Inspection and Verification

16.1 Only bidders that have scored at least 70 points and above out of 100 points on Functionality will be considered.

And only bidders that score 70 points and above out of 100 points on Inspection and Verification will move to Phase 4: Price and Specific Goals Contribution.

16.2 As per paragraph 15.10 above, bidders from phase 2 will be subject to mandatory site inspection and system demonstration referred to in paragraph 5.5. Where material misrepresentation is found, the bidder will be disqualified.

Rating	Definition	Score
Poor	Significantly below requirements	1
Inadequate	Below requirements	2
Good	Meets requirements	3
Very good	Above requirements	4
Excellent	Significantly above requirements	5

17 Phase 4: Price and Specific Goals Contribution

17.1 Only bidders that score at least 70 points and above out of 100 points on Inspection and Verification will be considered on this phase.

17.2 The 90/10 Preference points system will be applied using the below formula to calculate the price:

The bid price must be inclusive of VAT and quoted in RSA currency. The pricing should be all inclusive up to the point of delivery to the beneficiary. Management fee as a percentage of the actual spend.

#	90/10 PRINCIPLE	POINTS
1	Price	90
2	Specific goals status level of contribution	10
	Maximum points	100

Only qualifying quotations will be evaluated for 90/10 preference points, in terms of the preference point system described in the PPPFA.

Preference Points

Only bidders that score at least 90 points on the above out of 100 points on Functionality will be considered to the next phase, which will determine the bidder (s) to be recommended for approval by the delegated authority. The 90/10 Preference points system will be applied using the below formula to calculate the price:

The following formula will be used to calculate the points for price: Criteria	Points
Price Evaluation $Ps = 90 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$	90

Where,

Ps = Points scored for the comparative price of a bid under consideration

Pt = Comparative price of a bid under consideration

$Pmin$ = Comparative price of lowest acceptable bid

In terms of Regulations 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points will be awarded to a bidder for attaining the Specific goals status level of contribution by the table as set out in the Preference Points Claim Form (SBD 6.1).

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 preference point system is applicable, corresponding points must also be indicated as such.

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 claimed (90/10 system) (To be completed by the tenderer)
Enterprise Ownership (Evidence BBBEE certificate and CSD report)	1	
B- Black W- Women D- Disability Y- Youth	B,W,D, Y = 1 pts B,W, D =0.175pts B,W= 0.150pts B,Y= 0.125pts B=0.075 W= 0.050 D=0.025 None of the above=0	
Size of Enterprise (SMMES): MICRO, SMALL, MEDIUM ENTERPRISES	4 Micro = 4 Small = 3.6 Medium = 2 Large = 1.6	
Spatial (Rural/ Township/ City)	2 Rural = 2 Township = 1.2 City = 0.4	
Youth	3	

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

1. TERMS AND CONDITIONS

- 1.1. Only fully compliant National Treasury's Central Supplier Database (CSD) registered service provider's proposals will be considered.
- 1.2. The completed SBD 4 and 6.1 documents attached to this RFP must be completed and returned with the quotation.
- 1.3. No late quotations will be accepted under any circumstances.
- 1.4. Suppliers must complete and return all the required documents, failing which, the supplier's quotation will be declared invalid

18 CONFIDENTIALITY AND DATA PROTECTION

The Procurement Agent will handle sensitive procurement information, beneficiary data, and supplier documents. As such, they must ensure:

- 18.1. Compliance with the Protection of Personal Information Act (POPIA).
- 18.2. Secure handling, storage, and transmission of records.
- 18.3. No disclosure to third parties.

19 DISCLAIMER

- DSBD reserves the right not to appoint any bidder or to cancel the procurement process at any time when the need arises.
- DSBD will not reimburse any costs incurred during the preparation of proposals.
- The final award is subject to approval processes and due diligence checks.

20 IMPORTANT NOTICES

Submission of the bid must submit together in two envelopes, i.e., comprehensive proposals (**Envelope 1**) and financial proposal (**Envelope 2**).

21 PROPOSAL SUBMISSION

The deadline for the submission of proposals to DSBD is as follows:

Date : 22 December 2025

Closing Date : 26 January 2026

Time : 11:00

Through Address : Department of Small Business Development (DSBD) tender box

The dtic Campus

77 MEINTJIES STREET

3rd FLOOR, BLOCK G

the dti CAMPUS

SUNNYSIDE

0001

Direct all specific technical questions to:

Dumisa Mtengwane Email: DMtengwane@DSBD.gov.za	Mr. Mojalefa Mohoto Email: MMohoto@dsbd.gov.za	
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Direct all tendering processes questions to:

dsbdtenders@dsbd.gov.za	Ms. Rudzani Matodzi RMatodzi@dsbd.gov.za : 012 394 3014	Mr. Nhlakanipho Msane NMsane@DSBD.gov.za
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ANNEXURE A

Please note this checklist must be completed and submitted together with the **Financial Proposal** (Envelope 1)

Document that must be submitted	Non-submission may result in disqualification?	
Declaration of Interest – SBD 4	YES/NO	Complete and sign the supplied pro forma document
Preference Point Claim Form – SBD 6.1	YES/NO	Non-declaration and non-submission of the Sworn Affidavit and a valid BEE Certificate issued by a SANAS Accredited supplier will lead to a zero (0) score on BBBEE
Registration on Central Supplier Database (CSD)	YES/NO	The Service Provider must be registered on the CSD. If you are not registered proceed to complete the registration of your company prior to submitting your proposal. Visit https://secure.csd.gov.za/ to obtain your vendor number. Submit proof of registration.
Functional Proposal including Mandatory documents (Envelope 2)	YES/NO	Submit a functional proposal in line with the Terms of Reference including the SBD documents above.
Pricing Schedule (Envelope 1)	YES/NO	Submit full details of the pricing proposal

ToR Approved

YES

NO



THULISILE MANZINI

DIRECTOR GENERAL

DATE: 22-December-2025

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

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.

SBD4

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:

.....
.....

3 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 consortium² 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

² 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.

SBD4

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

**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

1. 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).

1.2 **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
OWNERSHIP	2
SIZE OF ENTERPRISE (SMMES): MICRO, SMALL, MEDIUM ENTERPRISES	8
SPATIAL (RURAL/ TOWNSHIP/ CITY)	4

YOUTH AND NON-YOUTH	6
TOTAL POINTS FOR PRICE AND SPECIFIC GOALS	100

1.5 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.

1.6 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.

2. 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).

3. 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:

80/20	or	90/10
$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$ or		$Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$

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:

80/20

or

90/10

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \text{ or} \quad Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. **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)
OWNERSHIP	1	2		
	Level 1 = 1 pts Level 2 = 0,125pts Level 3 = 0 pts Level 4 = 0 pts Level 5 = 0 pts Level 6 = 0 pts Level 7 = 0 pts Level 8 = 0 pts Non-compliant contributor= 0	Level 1 = 2 pts Level 2 = 1,75 pts Level 3 = 1,5 pts Level 4 = 1,25 pts Level 5 = 1 pts Level 6 = 0,75 pts Level 7 = 0,5 pts Level 8 = 0,25 pts Non-compliant contributor= 0		
Size of Enterprise (SMMES): MICRO, SMALL, MEDIUM ENTERPRISES	4	8		
	Micro = 4 Small = 3,6 Medium = 2 Large = 1,6	Micro = 8 Small = 5,6 Medium = 3,2 Large = 0,8		
Spatial (Rural/ Township/ City)	2	4		
	Rural = 2 Township = 1,2 City = 0,4	Rural = 4 Township = 2,4 City = 0,8		
Youth and Non-Youth	3	6		
	Youth = 3 None-Youth = 0,9	Youth = 6 None-Youth = 1,8		

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 proprietor
- 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:

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER: BID NO.:

CLOSING TIME ON

OFFER TO BE VALID FOR DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY INCLUSIVE OF <u>VALUE ADDED TAX</u>
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Please complete where applicable

1. The accompanying information must be used for the formulation of proposals.

2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of VAT for the project.

R.....

3. PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)

4. PERSON AND POSITION

HOURLY RATE	DAILY RATE
R.....

5. PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT

.....	R..... days

5.1 Travel expenses (specify, for example rate/km and total km, class of airtravel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....	R.....
.....	R.....
.....	R.....
.....	R.....

TOTAL: R.....

Name of Bidder:

5.2 Other expenses, for example accommodation (specify, eg. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
-----	R.....
-----	R.....
-----	R.....
-----	R.....

TOTAL: R.....

6. Period required for commencement with project after acceptance of bid
.....

7. Estimated man-days for completion of project
.....

8. Are the rates quoted firm for the full period of contract?
.....

9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.
.....
.....
.....

Any enquiries regarding bidding procedures may be directed to the –

(INSERT NAME AND ADDRESS OF DEPARTMENT/ENTITY)

Tel:

Or for technical information –

(INSERT NAME OF CONTACT PERSON)

Tel: