

REQUEST FOR QUOTATIONS

01 OCTOBER 2025

**REQUEST FOR QUOTATIONS FOR RFQ FOR IMPLEMENTATION
OF BOARD EVALUATION ACTION PLAN SERVICES**

1. Purpose

- 1.1. To invite Service Providers to send quotations for RFQ for Implementation of Board Evaluation Action Plan Services

2. Considerations/background

- 2.1. The Railway Safety Regulator (RSR) has recently conducted a comprehensive evaluation of the Board and its five committees, namely the Safety Committee, Social and Ethics Committee, ICT Committee, Audit and Risk Committee, and Human Resources and Remuneration Committee. The purpose of the evaluation was to assess the effectiveness of the Board and its committees, identify areas for improvement, and develop an action plan to enhance overall governance.
- 2.2. The Railway Safety Regulator (RSR) seeks the services of a qualified and experienced service provider to facilitate the implementation of the Board Performance Evaluation report outcomes.

3. Scope of work / Specification

Specifications are as follows: RFQ for Implementation of Board Evaluation Action Plan Services

- 3.1. The service provider will be responsible for the implementation of the action plan, focusing on following development areas:
 - 3.1.1. **Training of Board members (inter alia re. Railway Safety Act):** The service provider must assist with the training of 12 (twelve) Board members about changes arising from, and the full implications of the Railway Safety Act No.30 of 2024 on the Board's corporate governance responsibilities. The training should

cover the changes in the regulatory landscape, and realignment of strategic objectives based on the expanded mandate in terms of the new Railway Safety Act No.30 of 2024.

- 3.1.2. **Revision of the Board Charter:** The service provider must assist with reviewing the Board Charter to align with the expanded mandate of the Railway Safety Act, No. 30 of 2024, applicable standards, and best practices.
- 3.1.3. **Composition and Meetings:** The Service provider must assist the Board to effectively adhere to a structured annual plan and calendar of meetings while ensuring that Board meetings (including special meetings), address strategic matters while avoiding the risk of compromising board independence from operational, day-to-day decision-making, in fulfilling its good governance responsibilities.
- 3.1.4. **Role Clarity (Board Deputy Chairperson):** Service provider must assist the Board to outline and clarify the role of the Deputy Chairperson and other role players in terms of good governance to ensure that this role is effectively fulfilled in accordance with the provisions of the Railway Safety Act No.30 of 2024.
- 3.1.5. **Role Clarity (Company Secretary):** The service provider must assist the Board to outline and clarify the role and responsibilities of the Company Secretary in relation to legislation and corporate governance from a best practice and applicable standards point of view.
- 3.1.6. **Membership Composition and Overlapping of Terms of Reference (ToRs) of Committees:** The service provider must assist the Board to review the membership composition of the committees including the terms of reference to improve diversity in qualifications and skillset and to ensure a balance of skills and a wider range of insights for decision making; and to consolidate overlapping committee roles and responsibilities for efficiency.

- 3.2. The Service Provider must be able to develop and provide a detailed methodology and framework to ensure successful integration of the evaluation outcomes into the ongoing governance practices, and that the implementation of the Action Plan translates into tangible improvements in board effectiveness and overall performance.

4. TEAM LEADER QUALIFICATIONS AND EXPERIENCE

- 4.1. 10+ years of experience in implementing board evaluations outcomes, preferably within the public sector or regulated industries.
- 4.2. Strong analytical and report-writing skills.
- 4.3. Expertise in facilitating board discussions, conflict resolution, and consensus-building.
- 4.4. A deep understanding of corporate governance principles and best practices, especially those relevant to the Railway Safety Regulator.

5. Proposal Requirements:

The proposal should include:

- 5.1. Company Profile demonstrating years of experience in implementing board evaluation outcome reports/ action plans in private or public sector including government entities: Team/ Project Leader CV to be submitted.
- 5.2. Team/Project Leader Qualifications: Submit certified qualification certificates in Masters in Business Administration / Business Management; or B.Com Law/LLB, Corporate Governance/Corporate Strategy Management, Chartered Accountant (SA), or a related field.
- 5.3. Proposed methodology.

- 5.4. Detailed work/project plan with clear milestones and deliverables within six (6) months from the date of appointment.
- 5.5. References from previous clients in the private or public sector.

6. Administrative / Compliance Requirements

- 6.1. Registration on National Treasury CSD report
- 6.2. Comprehensive quotation (prices must be VAT Inclusive)
- 6.3. Tax Pin & Tax clearance certificate
- 6.4. Fully Completed and signed Standard Bidding Documents (SBD) forms documents
- 6.5. A valid BBBEE certificate or sworn affidavit (on sworn affidavit indicate the day, month and year of the financial year period ie, 31 March 2022)
- 6.6. Valid company registration documentation that are issued by Companies & Intellectual Property Commission (CIPC)
- 6.7. A Copy of the identity document of the company owner(s)
- 6.8. Valid Medical Certificate
- 6.9. Valid South African Social Security Agency (SASSA) registration **(Where applicable)**
- 6.10. Valid National Council for Persons with Physical Disability in South Africa registration (NCPDSA)

Failure to submit valid documents listed above (No - 4.5, 4.6, 4.7, 4.8, 4.9, 4.10) for proof of claim specific goals as stipulated in Section 6 below will lead to the service provider not being awarded points for specific goal.

7. Functionality Evaluation Criteria -

7.1. The suitable service provider must demonstrate capacity and capability to execute this project by complying with the functionality criteria on the table below:

NO.	TECHNICAL EVALUATION CRITERIA	POINTS WEIGHTINGS	SCORING CRITERIA
1	Team Leader Experience Submit the team/project leader's detailed CV, indicating relevant experience in facilitating the implementation of Board Evaluation Outcome Report/s.	15	10 years or more = 15 points 8 years to below 10 years = 10 points 5 years to below eight = 5 points Below 5 years = 0 / or no points
2	Team Leader Qualifications Submit team /project leader's certified qualifications in Masters in Business Administration or Business Management or BCom Law/LLB or Corporate Governance/ Corporate Strategy Management; CA(SA) or relevant qualifications (foreign qualification to be verified by SAQA).	15	NQF 9 and above = 15 points NQF 8 = 10 points NQF 7 = 5 points NQF 6 = 2 points Below NQF 6 or no qualification = 0/no point

3	<p>Proposed Methodology</p> <p>The bidder must provide a detailed explanation of the methodology and project implementation plan which details how the recommendations of the evaluation report will be carried out.</p> <p>(Will be regarded as exceptional when it clearly defines the how part of the services tailored to the RSR and must demonstrate step-by step outline of how the implementation of action plan will be conducted).</p>	30	<p>Exceptionally defined methodology = 30 points.</p> <p>Moderately defined methodology = 20 points</p> <p>Poorly defined methodology = 5 points</p> <p>No methodology submitted =0 or no point</p>
4	<p>Project Plan</p> <p>Provide a detailed project plan showing timelines, milestones, and all deliverables of the implementation plan.</p>	20	<p>Exceptionally defined project plan = 20 points</p> <p>Moderately defined project plan = 10 points</p> <p>Poorly defined project plan = 5 points</p> <p>No project plan submitted =0 or no point</p>
5	<p>Reference Letters</p> <p>Provide client testimonials /references on providing services for implementation of board</p>	20	<p>5 written references = 20 points</p> <p>4 written references = 16 points</p> <p>3 written references = 12 points</p> <p>2 written references = 8 points</p> <p>1 written reference = 4 points</p>

	<p>evaluation/assessment recommendation outcomes (action plan) in the public or private sector. Reference letters must be on a client company letterhead with services rendered in the last 5 years, have a contact person details and must be signed. Purchase orders or appointment letters will not be accepted</p>		<p>No reference letters submitted =0 or no point</p>
	<p>Total</p>	<p>100</p>	

Service Providers must attain a minimum threshold of **70 points** or more to be considered for evaluation on the 80/20 Preference Point System.

Failure to attain the set minimum threshold will result in a disqualification.

8. Evaluation 80/20 Preference Point System

- 8.1. The price quotations will be evaluated in accordance with the pre-scripts of the Preferential Procurement Policy Framework Act (PPPFA) and its regulations, in particular Preference Procurement Regulation 2022 which stipulate **80/20 preference point system for acquisition of goods or services with Rand value equal to or below R50 million (inclusive of all applicable tax).**

8.2. A maximum of 80 points for price and 20 points for the specific goal specified on the request for quotation may be awarded to a Service Provider.

8.3. Points for the specific goal will be awarded as specified on the table below:

NO	SPECIFIC GOALS	PREFERENCE POINT (OUT OF 20)	PROOF OF CLAIM
1	An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which is at least 51% owned by black people	10	<ul style="list-style-type: none"> • Copy of the identity document of the owner(s) • A valid SANAS accredited BBEE certificate or a valid BBEEE sworn affidavit (whichever is applicable) • Central Supplier Database (CSD) report • Valid company registration documentation that are issued by Companies & Intellectual Property Commission (CIPC)
2	An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which is at least 51% owned by black women	5	<ul style="list-style-type: none"> • Copy of the identity document of the owner(s) • A valid SANAS accredited BBEE certificate or a valid BBEEE sworn affidavit (whichever is applicable) • Central Supplier Database (CSD) report

			<ul style="list-style-type: none"> Valid company registration documentation that are issued by Companies & Intellectual Property Commission (CIPC)
3	An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which is at least 51% owned by youth	3	<ul style="list-style-type: none"> Copy of the identity document of the owner(s) A valid SANAS accredited BBEE certificate or a valid BBEE sworn affidavit (whichever is applicable) Central Supplier Database (CSD) report Valid company registration documentation that are issued by Companies & Intellectual Property Commission (CIPC)
4	An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which is at least 51% owned by person(s) with disabilities	2	<ul style="list-style-type: none"> Copy of the identity document of the owner(s) A valid SANAS accredited BBEE certificate or a valid BBEE sworn affidavit (whichever is applicable) Central Supplier Database (CSD) report Valid company registration documentation that are issued by

			<p>Companies & Intellectual Property Commission (CIPC)</p> <ul style="list-style-type: none"> • Valid Medical Certificate • Valid South African Social Security Agency (SASSA) registration (Where applicable) • Valid National Council for Persons with Physical Disability in South Africa registration (NCPDSA)
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8.4. For Points to be awarded for the specific goals the proof for the claim for such goal must be submitted.

9. Technical Enquiries

9.1. **SCM Enquiries**

Mr. Fumani Mabunda

fumanim@rsr.org.za

9.2. **Project Manager Enquiries**

Ms. Koliswa Sheburi

koliswas@rsr.org.za

10. Closing Date and Time for responses to this request for quotation

10.1. The request will be **closed on 13 October 2025 at 12h00**. Responses may be emailed to fumanim@rsr.org.za

