



the dtic

Department:  
Trade, Industry and Competition  
REPUBLIC OF SOUTH AFRICA

## REQUEST FOR PRICE QUOTATION

### For office use only:

Reference No:	DTIC/HR/HIA/25
Date RFQ Issued:	18 September 2025

Request for Quotation on behalf of the Department of Trade, Industry and Competition (**the dtic**)

**The dtic** hereby invites suitable service providers to provide the department with a quotation for Harassment Investigation and Advisory services in accordance with the Terms of Reference (Scope of work).

### Service Provider Details

To be completed by the service provider:

Name of service provider	
CSD service provider Number	MAAA
Contact person	
Email address	
Telephone number	

### Enquiry and Closing Details

#### For office use only:

Contact person	Maryjane Makatola
E-mail address	MMakatola@thedtic.gov.za
Telephone number	012 394 3997
Closing date and time for quotation	29 September 2025 (16:00)
Quotations to be e-mailed to <b>the dtic</b> provided email	RFQs@thedtic.gov.za

### Terms and Conditions

1. Quotations should be dated and signed preferably on the company's letterhead.
2. Quotations received after the closing date and time will not be considered.
3. Quotations received will be evaluated firstly on pre-compliance evaluation, then on functionality evaluation (**IF APPLICABLE**), and thereafter 80/20 point scoring basis. The 80 points will be for price and 20 points for preferential procurement specific goals.
4. No quotation will be considered from service providers employed by the state.
5. **Quotations should be valid for a minimum period of 120 days from the date the RFQ closed.**
6. All prices quoted must be VAT inclusive, service providers not registered for VAT must indicate this clearly on their quotation. For VAT vendors, if no indication is provided quotations will be evaluated as VAT inclusive.
7. **The attached SBD 1, SBD 4, RFQ with POPIA consent form must be completed in full and submitted together with the quotation.**
8. Bidders who wish to claim for preferential procurement points applicable to this RFQ must ensure that the **SBD 6.1** claim form is completed and accompanied by the relevant proof required. Failure on the part of the bidder to complete table 1 of SBD 6.1, it will be interpreted to mean that preference points for specific goals are not claimed irrespective of the relevant proofs attached.  
**HDI(Race, Women and People with disabilities)**
  - Submit proof of disability (Letter from General Practitioner/specialist with regard to your disability is required to substantiate a claim)
  - Proof of Race and women-attach latest CSD report**Small Medium Micro Enterprises (SMME's)**
  - Sars return indicating annual turnover/ B-BBEE certificate/ CIPC B-BBEE certificate / Sworn Affidavit fully completed as per B-BBEE guide paragraph 17**Local Procurement (Provincial / Municipal)**



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- Proof of address (municipal rates/ bank statements/ lease agreement / affidavit or any latest statement not older than three months containing proof of address)
- B-BBEE compliance based on Section 10 of the B-BBEE Act (Act 53 of 2003 as amended by Act 46 of 2013)**
- B-BBEE certificate/ CIPC B-BBEE certificate / sworn Affidavit fully completed as per BBBEE guide paragraph 17
9. ***Failure on the part of a service provider to submit proof or documentation required in terms of this RFQ to claim points for specific goals with the RFQ, will be interpreted to mean that preference points for specific goals are not claimed.***
  10. Service providers who wish to render services to **the dtic** must register on CSD and ensure banking details are verified.
  11. All prices quoted MUST be firm for the duration of the contract. Where Rate of Exchange is applicable, conditions must be stipulated on the quotation.
  12. **the dtic** reserves the right to appoint more than one service provider as deemed necessary, furthermore the department reserves the right not to appoint.
  13. Price offered by the service provider scoring the highest points must be reasonable and market related

**Please note:**

#### **EVALUATION CRITERIA**

Bids will be evaluated as per section 18.1 (First phase) and 18.2 (Second phase) of the ToR.



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**the dtic - together, growing the economy**

the dtic Customer Contact Centre: 0861 843 384  
the dtic Website: [www.thedtic.gov.za](http://www.thedtic.gov.za)





## POPIA CONSENT FORM

The Bidder and the proposed team/ individuals proposed by the Bidding entity to perform work in line with the requirements stipulated in this request for quotation(RFQ) document, hereby give their consent to **the dtic** and its Officials involved in the evaluation / recommendation / award / drafting of SLA / verification of submissions, processing of purchase orders and invoices, to process our personal information for all purposes related to this request for quotation (RFQ) process and possible subsequent contract, in accordance with the provisions of the Protection of Personal Information (POPI) Act, 2013 (Act no. 4 of 2013) & Protection of Information Act, 1982 (Act no. 84 of 1982),

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

## PART A INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (DEPARTMENT OF TRADE, INDUSTRY AND COMPETITION)</b>					
BID NUMBER:	DTIC/HR/HIA/25	CLOSING DATE:	29 September 2025	CLOSING TIME:	16:00
DESCRIPTION	Harassment Investigation and Advisory services				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
Service provider are required to submit their proposal by email to RFQs@thedtic.gov.za					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	L Tjale		CONTACT PERSON	M Makatola	
TELEPHONE NUMBER	012 394 3575		TELEPHONE NUMBER	012 394 3997	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	LTjale@dtic.gov.za		E-MAIL ADDRESS	MMakatola@thedtic.gov.za	
<b>SUPPLIER INFORMATION</b>					
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]  <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
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

<b>1. BID SUBMISSION:</b>
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>
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. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
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: .....

## 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 interest<sup>1</sup> 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

---

<sup>1</sup> 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.

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 consortium<sup>2</sup> 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

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<sup>2</sup> 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.

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
SPECIFIC GOALS	20
<b>Total Points for Price and SPECIFIC GOALS</b>	<b>100</b>

- 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:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ \mathbf{Ps = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)} \end{array}$$

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:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \mathbf{Ps = 80 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)} \end{array}$$

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)
HDI (Race / Women/ People with disability )		2		
Local Procurement		6		
SMME's		2		
B-BBEE		10		

#### 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 propriety
- ☐ 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.

.....	
<b>SIGNATURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	.....
	.....
	.....
	.....



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REPUBLIC OF SOUTH AFRICA

## THE TERMS OF REFERENCE

*To request proposals for Harassment Investigator and Advisory services to Department of Trade, Industry and Competition (**the dtic**) employees for a period of three (3) years.*

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## **REQUEST FOR PROPOSALS:**

The Department of Trade, Industry and Competition (**the dtic**) invites interested service providers to submit proposals for Harassment Investigator and Advisory services for a period of three (3) years.

**NOTE:** Should a vendor have reason to believe that the specification / Terms of Reference (ToR) is not open to promote competition or that it is written based on a particular brand / product / entity; the vendor shall notify **the dtic** within five (5) calendar days after publication of the bid.

### **1. PURPOSE**

- 1.1 The purpose of the request is to obtain proposals from interested service providers who are competent and able to deliver harassment investigator and advisory services to **the dtic** for a period of three (3) years.

### **2. BACKGROUND**

- 2.1 The Department of Employment and Labour amended the Code of Good Practice on Handling Sexual Harassment in the Workplace of 2005 and replaced it with the Code of Good Practice on the Prevention and Elimination of Harassment in the Workplace which was Gazetted in March 2022. This led to the DPSA reviewing the Policy and Procedure on the Management of Sexual Harassment in the Public Service to the Policy on the Prevention and Elimination of Harassment in the Public Service World of Work.
- 2.2 **the dtic** is experiencing an increasing number of harassment cases reported, and this has raised a need for effective and professional handling of such cases in line with the Policy on Prevention and Elimination of Harassment. As part of implementing the policy, the department is required to appoint a Harassment Investigator, who will also serve as an Advisor in line with the policy's provisions. The department lacks investigative capacity in handling harassment related cases and the processes necessitated by the new Code. The department is also required to report on the progress implementation of the policy to the DPSA on annual basis.

### **3. OBJECTIVES**

3.1 The core objectives are:

- a) Conduct harassment investigations;
- b) Provide guidance and support to both the organisation and individuals involved in harassment-related matters.
- c) Prepare and submit a report with recommendations to be implemented and identify trends.

### **4. SCOPE OF WORK**

- 4.1 Serve as the first line of contact to complainants of alleged harassment providing staff neutral sounding board for airing concerns.
- 4.2 Provide consultation services to individuals who have allegedly experienced harassment.
- 4.3 Administer the test for harassment, preliminary assessment for mental distress and security concerns, and provision of advisory services.
- 4.4 Explain the disciplinary procedure and time frames to complainants and respondents in both formal and informal procedures.
- 4.5 Advise the complainant on the appropriate course of action, options, and support available.
- 4.6 Provide guidance (if necessary) on how to complete the appropriate grievance form.
- 4.7 Issue a written notice of complaint to the respondent and explain the protective measures available to the complainant and respondent.
- 4.8 Provide the respondent with a copy of this Policy and any relevant document on disciplinary rules and procedures of the Public Service and the Department.
- 4.9 Contribute to the development, coordination, and implementation of educational programmes and awareness-raising activities for the prevention and management of harassment in the department.
- 4.10 Advocate for research and other resources on violence and harassment to improve expertise on this issue.
- 4.11 Maintain confidential statistics and narrative reports on all harassment cases reported and handled.
- 4.12 Monitor and submit quarterly reports on all cases reported, resolved, and pending to the Head of Department or the individual designated to act on behalf of the Head of



Department. Such reports should use non-identifying statistical information to maintain confidentiality.

- 4.14 Produce a summary report to be issued to both the complainant and the perpetrator.

## 5. QUALIFICATIONS AND EXPERIENCE

- 5.1 The **Bidding Company** should comply with the following requirements:

- 5.1.1 The bidding company must have at least five (5) years' relevant experience in conducting harassment investigations and providing advisory services with regard to harassment.
- 5.1.2 Proof of relevant experience in delivering harassment investigation services and Advisory services with regard to harassment should be provided by means of projects. Bidders should preferably submit at least three (3) reference letters detailing the type of projects, the period of project, the magnitude of the project and the result of the project from former clients where similar harassment investigation and advisory services with regard to harassment were rendered.
- 5.1.3 The detailed projects should be submitted in the following format:

Name of organisation/client where similar harassment investigation and Advisory services with regard to harassment were rendered by the bidding company	Detailed description of the similar harassment investigation and Advisory services with regard to harassment rendered by the bidder	Contract period	Detailed Scope of Work	References (Name, telephone and email)

- 5.2 The proposed **dedicated Harassment Investigator and Advisor** must comply with the following requirements:
- 5.2.1 Qualification: NQF level 7 or NQF level 8 qualification in Law, specializing in labour law/Employee Relations related field as recognised by SAQA. A postgraduate qualification in labour law will be an added advantage.
- 5.2.2 The dedicated Harassment Investigator and Advisor must be registered and practicing attorney/lawyer with the Legal Practice Council of South Africa as an enrolled and admitted attorney/ lawyer. The bidder must submit a certified copy of the certificate of enrollment or admission as attorney/lawyer together with the bid as a proof. **FAILURE TO SUBMIT CERTIFIED COPIES OF CERTIFICATES AS PROOF WILL AUTOMATICALLY INVALIDATE A BID.**
- 5.2.3 Experience: 10 years' relevant managerial experience in harassment investigations and Advisory services with regard to harassment. General employee relations experience will be an added advantage.

- 5.2.4 Expertise: Computer literacy (MS Office packages), Project Management, Stakeholder Management, Strategic Capability and Leadership, Policy Formulation and implementation, Report Writing, Research, Influencing and negotiation, Results oriented and deadline driven.
- 5.2.5 Bidders should submit comprehensive CV's of the proposed dedicated Harassment Investigator and Advisor in the following format:

Name and ID numbers	Relevant qualification(s) and courses successfully completed	Number of years' relevant experience in <u>numerical</u> format (Only indicate the number of years performing this specific work / services).	Details of similar Projects and references to prove relevant experience and knowledge in the field of expertise.

NB: **the dtic** reserves the right to vet all documentation and information provided by bidders to verify their relevant experience and ability to perform the service.

## 6. DELIVERABLES AND METHODOLOGY

- 6.1 The Service Provider undertake to achieve the following deliverables as per TOR and Service Provider's proposal:
- 6.1.1 Develop and outline the approach for investigating the harassment complaint, ensuring it complies with organisational policies and legal requirements.
- 6.1.2 Ensure all involved parties sign confidentiality agreements to protect the privacy of the individuals and the details of the investigation.
- 6.1.3 Collect and document all relevant evidence, including interviews with the complainant, alleged harasser, witnesses, and any physical or digital evidence.
- 6.1.5 Provide recommendations for corrective or disciplinary actions based on the investigation's findings, following company policy and legal considerations.
- 6.1.6 Outline any necessary follow-up actions to prevent future incidents, including possible training or organizational policy changes.
- 6.1.7 Review current anti-harassment policies and provide guidance on any needed updates or improvements.
- 6.1.8 Develop and deliver training sessions on harassment prevention, investigation procedures, and reporting protocols.
- 6.1.9 Provide support and guidance to the accused, ensuring their rights are respected throughout the process.

- 6.1.10 Advise on appropriate conflict resolution or mediation when applicable, ensuring fair treatment for all parties involved.
- 6.1.11 Identify potential harassment risks within the workplace and advise on preventative measures.
- 6.1.12 Advise on monitoring systems to assess the ongoing success of harassment prevention efforts.

## **7. SKILLS TRANSFER**

- 7.1 The service provider **should provide** a plan on how they will impart knowledge and skills to **the dtic** officials in the Employee Relations and Employment and Equity and Transformation Teams on the process and legislative mandates without compromising independence, confidentiality and objectivity. The service provider should quantify the skills to be transferred, duration and how this will be measured.

## **8. DUE DILIGENCE**

- 8.1 The bidder must have current technical and logistical capacity to perform the work required. **the dtic** reserves the right to perform due diligence on facilities, resources and capacity of a bidder prior to the appointment of a service provider.

## **9. SPECIAL CONDITIONS**

- 9.1 A Service Level Agreement must be signed with the successful bidder before work commences. A contractual relationship will only commence once the Service Level Agreement is signed by both parties.
- 9.2 Proposed key staff members must participate actively and be available to perform services in accordance with the contract. In instances where a proposed key staff member is not available to perform services at a specific period in time, the bidder will be responsible to provide a replacement with similar qualifications and experience in order to guarantee the same standard of work to **the dtic**. Each team member's role must be clearly outlined in the project plan.
- 9.3 A project plan detailing the tasks, activities and target dates for the work to be undertaken should be submitted to **the dtic** within 10 working days after appointment of the successful Service Provider. Each team member's role must be clearly outlined in the project plan.

- 9.4 As previously indicated, **the dtic** reserves the right to vet all qualifications and other documentation provided by bidders to prove relevant qualifications, experience and expertise prior to the appointment of a Service Provider;
- 9.5 Copyright and intellectual property rights to all documentation, reports, etc. that emanate from this assignment will vest with **the dtic**.
- 9.6 This bid and all contracts emanating there from will be subject to the General Conditions of Contract issued in accordance with Treasury Regulation 16A published in terms of the Public Finance Management Act, 1999 (Act 1 of 1999). Special Conditions of Contract are supplementary to that of the General Conditions of Contract. Not all bids will contain special conditions of contract. Where, however, the Special Conditions of Contract are in conflict with the General Conditions of Contract, the Special Conditions of Contract prevail.
- 9.7 Proposals received (on the emails communicated) after the closing date and time will not be considered.
- 9.8 Bidders' attention is drawn to the fact that amendments to any of the Bid Conditions or setting of counter conditions by bidders may result in the invalidation of such bids.
- 9.9 The state 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.
- 9.10 The Procurement Officials of **the dtic** may communicate with bidders where clarity is sought after the closing date of the bid and prior to the award of the contract, or to extend the validity period of the bid, if necessary.
- 9.11 All communication between the bidder and the Procurement Officials of **the dtic** must be done in writing.
- 9.12 Bidders must ensure that they are registered on the Central Supplier Database of the National Treasury in order for bidders to be considered for bids.
- 9.13 Bidders must ensure that their tax matters are in order in line with the Preferential Procurement Policy Framework Act and the Treasury Regulations.
- 9.14 Bidders' whose tax matters are not declared to be in order will be disqualified.
- 9.15 Bidders' attention is drawn to the tax requirements stated on the SBD 1 form.
- 9.16 Where applicable acceptance of a bid will be subject to the condition that both the contracting firm and its personnel providing the service must be cleared by the appropriate authorities to the level of CONFIDENTIAL/SECRET/TOP SECRET (whichever one is stipulated in the relevant specification / ToR). Obtaining a

positive recommendation is the responsibility of the contracting firm concerned. If the principal contractor appoints a subcontractor, the same provisions and measures will apply to the subcontractor. Acceptance of the tender is also subject to the condition that the contractor will implement all such security measures as the safe performance of the contract may require.” (Minimum Information Security Standards. Chapter 5).

- 9.17 The points scored for functionality, price and preferential goals will be rounded off to the nearest two (2) decimals.
- 9.18 In cases where the tender invitation is subject to a pre-qualification requirement based on sub-contracting, then it is the responsibility of the tenderer to select competent sub-contractors that meet all the requirements of the tender in order to ensure that the bidders tender is not jeopardized by the subcontractor during evaluation. Bidders are responsible for all due diligence on their subcontractors.
- 9.19 In cases where above market related prices are quoted the right is reserved to negotiate with the three preferred bidders (three highest on final points for price and preferential goals).
- 9.20 Bidders to take note that the award of the tender may be subject to price negotiation with the preferred bidder.
- 9.21 This bid is subject to the PPPFA and its Regulations and the dtic’s SCM Policy.
- 9.22 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 9.23 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 9.24 Bidders must submit concrete proof of the existence of joint ventures and/or consortium arrangements. **the dtic** will accept signed agreements as acceptable proof of the existence of a joint venture and/or consortium arrangement.
- 9.25 The joint venture and/or consortium agreements must clearly set out the roles and responsibilities of the Lead Partner and the joint venture and/or consortium party. The agreement must also clearly identify the Lead Partner, who shall be given the power of attorney to bind the other party/parties in respect of matters pertaining to the joint venture and/or consortium arrangement.

- 9.26 Regulation 13 (c) of the Public Service Regulations 2016 determines that an employee shall not conduct business with an organ of state or be a director of a public or private company conducting business with an organ of state unless such employee is in an official capacity a director of a company listed in schedule 2 and 3 of the Public Finance Management Act. **As this regulation prohibits public service employees from conducting business with an organ of state; either in a personal capacity or as a director of a private or public company non-compliance with this regulation will lead to automatic disqualification of a bid. the dtic** reserves the right:
- 9.27 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).
- 9.28 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).
- 9.29 To accept part of a tender rather than the whole tender.
- 9.30 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.
- 9.31 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.
- 9.32 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.
- 9.33 Award to multiple bidders based either on size or geographic considerations.
- 9.34 Bidders will be allowed to submit queries or request clarification **up to one week prior to the closing date of this request**. Thereafter no queries / clarification requests will be responded to.
- 9.35 Bidder may be requested to serve as a witness where requested by either party that participated in the investigation.

## 10. PRICE

- 10.1 The bid price must represent the total cost of the project which will be payable by **the dtic** to the appointed Service Provider upon satisfactory work delivery, in accordance with an agreed payment schedule which must be linked to set deliverables. The payment schedule will be stipulated in the SLA.
- 10.2 Bid prices are required in the form of hourly rates. The bid price must represent hourly rates of the Harassment Investigator and Advisor allocated to **the dtic**. Two fixed hourly rates, one for each year of the contract period, for Harassment Investigator and Advisor is required. Payment based on hourly rates will be payable by **the dtic** to the successful Service Provider upon satisfactory work delivery, in accordance with an agreed payment schedule which will be linked to set deliverables. Please see the attached SBD 3.3 on how pricing must be quoted. The average hourly rate will be used for price comparison purposes in the 80/20 point system. The pricing **MUST** be based on fixed prices. No price escalations will be considered. **Any price condition that contradicts the fixed price automatic disqualification of a proposal.**
- 10.3 The bid price must be inclusive of VAT and quoted in RSA currency.
- 10.4 Consultants will on be remunerated in accordance with cost containment measures determined by National Treasury of the dtic as communicated in Financial Circulars and/or the SCM Policy of the dtic. Rates of remuneration will be subject to negotiation, not exceeding the applicable rates as contained in the following guidelines:
- 10.5 The “Guide on Hourly Fee Rates for Consultants”, as issued by the Department of Public Service and Administration (DPSA); and/or
- 10.6 Remuneration guidelines issued by professional service organisations or regulatory bodies, as may be relevant. The rates as determined in the “Fee Parameter for Legal Practitioners” commensurate with number of practical years of experience as a Legal Practitioner in accordance with the approved rates of the Office of the State Attorney or and or “guidelines for fees”, in accordance with Legal Practice Council approved rates, and the successful service provider is required to invoice **the dtic**, on a monthly basis.

## 11. THE DTIC OBLIGATIONS

- 11.1 **the dtic** Project Manager will serve as the contact person on all matters relating to the project.
- 11.2 **the dtic** Project Manager will review, evaluate and approve the services provided by the Service Provider against the Service Level Agreement on an ongoing basis and prior to payment is made.
- 11.3 **the dtic** will supply all reasonable, relevant, available data and information required and requested by the Service Provider for the proper execution of the services and such assistance as shall reasonably be required by Service Provider in carrying out their duties under this contract.
- 11.4 **the dtic** Project Manager will be responsible for the following arrangements:
  - (a) Create awareness of the intervention and the services.
  - (b) Report and monitor project progress.

## 12. SERVICE PROVIDER'S OBLIGATION

- 12.1 The Service Provider undertakes to act as an independent contractor in respect of the work;
- 12.2 To work closely with the Project Manager responsible for the project in **the dtic**;
- 12.3 Attend meetings when required by the Project Manager for the purposes of obtaining information or advice with regard to the work and assignments or any matters arising from or in connection therewith.
- 12.4 The Service Provider will be responsible for its own computers and technical literature to adequately perform all the functions.
- 12.5 The Service Provider must exercise all reasonable skill, care and diligence in the execution of the work and shall carry out their obligation in accordance with professional standards.
- 12.6 The Service Provider must, in all professional matters, act as a faithful advisor to **the dtic** as well as respecting the laws and customs of any country and provinces in which any business in relation to the project is conducted.
- 12.7 All information availed to the Service Provider in the course of the project must be deemed confidential and will remain the property of **the dtic**.



- 12.8 The Service Provider will be required to sign a confidentiality declaration form, undertaking to keep all the information at his/her disposal as a result of being awarded the contract by **the dtic** strictly confidential.
- 12.9 The Service Provider must not disseminate any information gathered during the conduct of the project, publicize or release media statements in relation to the assignment.
- 12.10 Any information gathered during the conduct of the assignment is the property of **the dtic** and may not be distributed without prior written approval of **the dtic**.
- 12.11 The Service Provider will be deemed to have been satisfied as to the correctness and sufficiency of the rates and prices set out in their bid for the services to be rendered and;
- 12.12 The Service Provider must plan and provide for all possible risks that may affect the delivery of the project on time and indicate what mechanisms are in place to manage such risks.

### **13. BID EVALUATION CRITERIA**

- 13.1 The 80/20 principle and two folder / file will apply in evaluating the proposals in accordance with the latest PP Regulations pertaining to the Preferential Procurement Policy Framework Act; Act no 5 of 2000. The reason for applying the two folder/file system is to ensure that price does not influence the evaluation of the functional proposals.

#### **13.1.1 Two folder system**

The two-folder system is based on the submission of the functional and financial proposals in two separate folders/files. No financial information may be contained in the functional folder as this will lead to automatic disqualification. Submission must be done as follows:

#### **13.1.2 Functional proposal**

The functional/technical proposal folder/file should only contain the functional/technical proposal, but **NO** financial information. **Financial information in a functional proposal will lead to automatic disqualification of that specific proposal.**

14. The bidders must submit their functionality/technical proposal and SBD 1, 4, 6.1 and General Conditions of Contract; as well as the relevant proof to substantiate claims for preference points must be submitted by email to [RFQs@thedtic.gov.za](mailto:RFQs@thedtic.gov.za). The functional/technical proposal folder/file should *only* contain the functional/technical proposal, but NO financial information. Financial information in a functional/technical proposal will lead to automatic disqualification of that specific proposal.

- **HID (Race, Women and People with Disabilities)** - submit proof of disability (A letter from a General Practitioner/specialist with regard to your disability is required to substantiate a claim).
- **Small Medium Micro Enterprises (SMMEs)** - SARS return indicating annual turnover/ B-BBEE certificate/ CIPC B-BBEE certificate / Sworn Affidavit.
- **Local Procurement (Provincial / Municipal)** - proof of address (municipal rates/ bank statements/ lease agreement/affidavit etc.).
- **B-BBEE compliance based on Section 10 of the B-BBEE Act** (Act 53 of 2003 as amended by Act 46 of 2013) - B-BBEE certificate/ CIPC B-BBEE certificate / Affidavit.

**15. Financial proposal**

15.1 The financial proposal and SBD 3.3 form must be must be submitted in a **SEPARATE** folder/file via email to [FinancialProposals@thedtic.gov.za](mailto:FinancialProposals@thedtic.gov.za) .

**N.B: FAILURE TO COMPLY WITH THE TWO FOLDER/FILE REQUIREMENT WILL AUTOMATICALLY INVALIDATE THE PROPOSAL.** Do not copy or send to the dtic official/s' email address/es. Only send the proposals to the emails indicated. Quotations and Proposals sent or copied to the dtic official/s' email addresses will not be considered.

17. **Failure on the part of a service provider to submit proof or documentation required in terms of this Request for Proposal (RFP) to claim points for specific goals will be interpreted to mean that preference points for specific goals are not claimed.**

18. All proposals will be evaluated in terms of the two-phase process once the pre-qualifying of bids received is done. All bid proposals received are subject to a

pre-qualification process to determine compliance with compulsory requirements/conditions. All bids that pass the pre-qualification process will then be evaluated as follows:

### 18.1. First phase: Functional evaluation:

This evaluation is based on the functional proposal submitted in a folder/file. For this phase, there is a cut-off score of 60% and only the proposals that score 60% and above during the functional evaluation will be considered during the second phase of evaluation.

### 18.2 Second phase: Price and Specific Goals:

During the second phase all Bids that scored 60% and above during the functional evaluation will be considered for the second phase where points will be calculated for price and specific goals in accordance with the PP Regulations pertaining to the Preferential Procurement Policy Framework Act, act no 5 of 2000 (PP Regulations, 2022).

## 19. Key scores

Score	Description
0 – Non-compliant	No evidence was provided to substantiate compliance.
1 – Poor	Unacceptable, does not meet set requirements.
2 – Average	Reasonable but not sufficient to fully satisfy the set requirements.
3 – Good	Fully complies with the set minimum requirements.
4 – Very Good	Above-average compliance with the set requirements
5 – Excellent	Meets and exceeds the set requirements.

### Phase 1: Functional Evaluation

No.	Criteria	Scoring Criteria	Weighting
1.	<b>Relevant Qualifications of the Harassment Investigator and Advisor staff member:</b>		
1.1.	Relevant qualifications of the proposed dedicated Harassment Investigator and Advisor (Qualifications must be in line with	5 = relevant PHD 4 = relevant masters	20

No.	Criteria	Scoring Criteria	Weighting
	the set requirement and elaborated upon in a CV. CV should be in table format as prescribed in the ToR)	3 = relevant NQF Level 7 or NQF Level 8 2 = relevant diploma 1 = relevant certificate 0 = No relevant qualifications	
<b>2</b>	<b>Relevant Experience of the Harassment Investigator and Advisor staff member:</b>		
	10 years of relevant managerial experience in harassment investigations and Advisory services with regard to harassment (Experience should be elaborated upon in CV. CV should be in table format as prescribed in the ToR)	5 = 15 years or more 4 = 10 to 15 years 3 = 10 Years 2 = 3 to 4 years 1 = less than 3 years 0 = No experience	<b>35</b>
<b>3</b>	<b>Experience of the Bidding Organisation:</b>		
	The bidding company must have at least 5 years' relevant experience in delivering similar Harassment Investigator and Advisory services. Proof of relevant experience in delivering similar Harassment Investigator and Advisory services should be provided by means of projects.	5 = 10 years or more 4 = 5 to 10 years 3 = 5 Years 2 = 3 to 4 years 1 = less than 2 years 0 = No experience	<b>25</b>
<b>4</b>	<b>Reference Letters</b>		
	Bidders should submit at least three (3) reference letters for projects and former clients where similar Harassment Investigator and Advisory services were rendered.  (Relevant Projects undertaken by the Bidding Company should be submitted in the table format as prescribed in the ToR).	5 = 5 or more 4 = 4 letters 3 = 3 letters 2 = 2 letters 1 = 1 letter 0 = No letter	<b>10</b>

No.	Criteria	Scoring Criteria	Weighting
5	<b>DELIVERABLES AND METHODOLOGY</b>		
	The service provider is expected to outline and explain in detail the proposed methodology to conduct Harassment Investigator and Advisory services to <b>the dtic</b> in line with the scope of work and deliverables.		<b>10</b>
	<b>TOTAL</b>		<b>100</b>
	<b>MINIMUM THRESHOLD</b>		<b>60%</b>

***Bidders are required to submit evidence / documentation under annexures a - f, per criteria, as stipulated under annexures a-f for evaluation purposes to substantiate compliance to set criteria. If the evidence for a specific criterion is not found under the relevant annexure it will be deemed as not provided / non-compliant and evaluated and scored accordingly.***

## **PHASE 2: PRICE AND PREFERENCE POINTS**

	<b><u>80/20 PRINCIPLE</u></b>	<b>POINTS</b>
<b>1</b>	<u>Price</u>	<b>80</b>
<b>2</b>	<b><u>the dtic specific goals</u></b> <u>1.</u> Historically disadvantaged individuals (2) <u>2.</u> Local procurement (6) <u>3.</u> SME (2) <u>4.</u> B-BBEE (10)	<b>20</b>
	<b>MAXIMUM POINTS</b>	<b>100</b>

## **20. CONTRACTUAL PERIOD**

The contract period is three (3) years. The commencement and end dates will be specified in the Service Level Agreement.

## 21. SUBMISSION OF DOCUMENTS

The functional/technical proposals must be submitted to **RFQs@thedtic.gov.za**.

The financial proposal must be submitted to FinancialProposals@thedtic.gov.za

**Closing date and time:**

## 22. CONTACT DETAILS

Please direct all technical / terms of reference/specification questions to:

**Ms. M Makatola**

The Department of Trade, Industry and Competition (**the dtic**)

Email: [MMakatola@thedtic.gov.za](mailto:MMakatola@thedtic.gov.za)

Please direct all bid-related questions to:

**Mr. L Tjale**

The Department of Trade, Industry and Competition (**the dtic**): Bid Office

Email: [LTjale@thedtic.gov.za](mailto:LTjale@thedtic.gov.za)

**PRICING SCHEDULE**  
(Professional Services)

NAME OF BIDDER: .....RFQ NO. **DTIC/HR/HIA/25**  
CLOSING DATE: **29 September 2025**

OFFER MUST BE VALID FOR **120** DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY *(ALL APPLICABLE TAXES INCLUDED)
1.	TO APPOINT A SERVICE PROVIDER TO PROVIDE HARASSMENT INVESTIGATION AND ADVISORY SERVICES TO DEPARTMENT OF TRADE, INDUSTRY AND COMPETITION ( <b>THE DTIC</b> ) EMPLOYEES FOR A PERIOD OF THREE (3) YEARS.	
2.	Prices must be quoted in RSA currency and include VAT.	
3.	The contract will be based on hourly rates which <b>must be fixed</b> and **travel and accommodation costs which will be paid in line with National Treasury prescripts as and when required.	
4.	Clearly indicate the hourly rates applicable to this project (certified invoices must be rendered in terms hereof once payment is requested):	

ITEM	DESCRIPTION	RATE PER HOUR (VAT INCLUSIVE) YEAR 1	RATE PER HOUR (VAT INCLUSIVE) YEAR 2	RATE PER HOUR (VAT INCLUSIVE) YEAR 3
1	Harassment Investigator and Advisor	R	R	R

5. Total Hourly Rate of 3-year period (Year 1 + Year 2 + Year 3)/Divided by 3 = R..... for price comparison purposes.
6. Period required for commencement with project after acceptance of RFQ .....
7. Hourly rates quoted must be firm for the full period of the contract: **Accepted / Not Accepted**

**PROPOSALS BASED ON NON-FIRM PRICES WILL AUTOMATICALLY BE DISQUALIFIED**

8. \*\*Compliance with National Treasury Instruction on Cost Containment:
- 8.1 Claims for kilometers may not exceed the rates approved by the Department of Transport.
- 8.2 Parking expenses will not be for **the dtic's** account.
- 8.3 Travelling costs and time spent or incurred between the home and office of the consultants, including their staff and **the dtic** head office will not be for the account of **the dtic**.

*\*\* all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies. \*\*Expenses*