REQUEST FOR QUOTATION

The South African Qualifications Authority (SAQA) invites all interested parties to submit bids for requirements stipulated below:

DOCUMENT NUMBER:	**RFQ2026-27-33**
RFB ISSUE DATE	**17 July 2026**
RFB CLOSING DATE AND TIME:	**24 July 2026 @11:00am**
RFB VALIDITY PERIOD	**90 Days (from RFQ closing date)**
DESCRIPTION	**Appointment of a Service provider to supply, customize, deliver and install an asset Management software tool, professional services and maintenance and support.**
PERIOD	**36 Months**
BRIEFING SESSION	**21 July 2026 @ 11: 00 to 12:00 am** **SAQA House** **189 Lunnon Road** **Hillcrest Office Park-Lorie Place** **Pretoria**
RESPONSES/SUBMISSIONS	**All responses/submissions should be sent to** **rfq@saqa.co.za**
ENQUIRIES	**Please direct all enquiries to:** **Rfq@saqa.org.za or** **Mr Keshlen Naicker** **KNaicker@saqa.org.za**

SECTION 1: TERMS OF REFERENCE

1. INTRODUCTION

1.1. The National Qualifications Framework (NQF) Act, 67 of 2008 mandates SAQA to oversee the further development and implementation of the NQF, advance its objectives, and co-ordinate the three Sub-Frameworks.

1.2. The objectives of the NQF are designed to contribute to the full personal development of each learner and the social and economic development of the nation at large.

1.3. By implication, therefore, SAQA as the custodian of the NQF plays an influential role in the entire education and training sector.

2. PURPOSE

2.1. SAQA seeks the services of an experienced Service provider to submit quotations for the Supply, delivery and installation of a desktop and mobile application stand-alone Asset management software tool, professional services and maintenance and support.

2.2. The primary objective of the tool is to scan and manage asset verification processes.

3. SCOPE OF WORK

3.1. Supply, customize, delivery and installation of an Asset management software tool, professional services and maintenance and support. The application must be available to download on desktop and mobile (Apple Store and Google play).

3.2. The applications core function is to manage the asset verification process by facilitating the scanning of assets against the assets recorded on the system.

3.3. **During the quotation process the service provider must establish the following:**

- The service provider is required to assess the current asset tags for compatibility.
- Recommend and provide the specifications for the hardware and devices if required.

3.4. **Other specifications:**

- Able to request self/remote verification of assets from employees offsite
- Multiple data fields as per the asset register
- Report generated in MS Excel and Word
- Scanning asset codes/tags compatible with asset tags currently in use

- Email integration for escalations or other communication
- Offline capability and synchronization
- Be able to capture photos
- Scan assets according to location so that users can centrally keep location information up to date

4. DELIVERABLES

The Service provider is required to deliver the following:

4.1. Customize the application according to SAQA's requirements.

4.2. Provide an expert in norming and Sage 300 Accpac. (if required).

4.3. Provide customer support as and when required.

4.4. Assess compatibility with the current asset tags in use.

4.5. Provide relevant training for the staff.

4.6. **No online/remote implementations, the service provider is required to be onsite during the period of implementation until go-live.**

5. TIMELINE

5.1. The assignment is expected to be completed within a maximum of 60 business days from the date of appointment, thereafter only support and maintenance apply.

6. EXPERTISE REQUIRED

The selected Service provider should have:

6.1. Proven experience in asset management.

6.2. Possess staff/team lead with the necessary capability, experience, and qualifications to execute the assignment.

7. EVALUATION CRITERIA

The bid will be evaluated in two (2) stages:

a) Stage 1: Screening of administrative requirements

b) Stage 2: Screening of mandatory documents.

c) Stage 3: Demonstration of software

d) Stage 4: Price and preference points.

7.1. STAGE 1: SCREENING OF ADMINISTRATIVE REQUIREMENTS

Bidders must ensure that all standard bid documents are signed, and the Central Supplier Database (CSD) report or Unique Number or Supplier number from the CSD is attached to the proposal.

NB: BIDDERS ARE TO COMPLY WITH THE RFQ SPECIAL CONDITIONS

7.2. STAGE 2: SCREENING OF MANDATORY REQUIREMENTS

Service providers must comply with this section as it forms the basis of the evaluation of the Service provider's proposal.

Mandatory documents	Comply	Not Comply
1. Provide valid, signed letter or agreement from the OEM or OSM which confirms that the bidder is currently accredited by the OEM or OSM for the supply, installation, maintenance and support of the Asset Management Software tool.		
2. Provide 2 reference letters from clients where the similar project was successfully implemented (Reference letters must be on the company letter head and signed)		
3. Provide detailed CV of technical Account Manager to be used in this project. Technical Account Manager must have a minimum of 2 years' experience in implementing the solution.		
4. Provide detailed CVs of two technical resources to be used in this project. Resources must have a minimum of a year's experience in implementing the solution. Also provide certified copies of the resource's certification on IT Asset management / software Asset Manager or similar		

7.3. **STAGE 3:**

- The service provider must present a live demonstration of the tool, articulate the capabilities of the proposed solution. The presentation must cover project implementation, training, maintenance and support, service management and account management.

- Only service providers that qualify during the Mandatory Evaluation (Stage 2) will be evaluated on the tool demonstration. At this stage, the evaluation process will be based on the bidder's responses in respect of their Bids against Terms of Reference and quality.

- Threshold: Service providers who score less than 80 out of 100 points will not be considered for further evaluation Stage 4: Price and Specific Goals and will be disqualified.

CRITERIA	Weight	POINTS
1. **Remote Asset Verification** • Ability for employees working on-site or remotely verify assigned assets through a web or mobile application, with functionality to capture and attach photographs to asset records as supporting evidence during verification, inspection, or audit processes.	20%	• Not available= **0 points** • Partial functionality =**10 points** • Fully supported= **20 points**
2. **Configurable Assets data fields** • Supports multiple configurable data fields aligned with the organization's asset register, including mandatory and custom fields.	15%	• Non customizable fields= **0 points** • Partially customizable fields = **10 points** • Fully customizable fields= **15 points**
3. **Reporting capabilities** • Ability to generate standard and custom reports in Microsoft excel and Microsoft word format.	15%	• No reporting capabilities= **0 points** • Reporting capability in one format= **5 points** • Comprehensive reporting in both formats=**15 Points**
4. **Asset tag/barcode compatibility** • Compatible with existing asset tags, including barcode and or QR code scanning, without requiring replacement of current tags.	20%	• Not compatible = **0 Points** • Compatible with modifications= **10 points** • Fully compatible with existing asset tags= **20 points**
5. **Email integration** • Ability to send automated email notifications for escalations, reminders, approvals, verification requests and other communications	15%	• No email functionality=**0 points** • Partial email functionality=**10 points** • Fully configurable automated email workflow= **15 points**
6. **Offline functionality and Synchronization** • Mobile application functions without internet connectivity and synchronizes data automatically once connectivity is restored	15%	• Online only=**2 points** • Limited offline capability= **5 points** • Full offline functionality with reliable synchronization= **15 points**

7.4. **STAGE 4: PRICE AND PREFERENCE POINTS EVALUATIONS**

Price and Preference Points will be evaluated as follows:

All Service providers that have passed the mandatory requirements will be evaluated in terms of the 80/20 system prescribed by SAQA in line with PPR 2022 as follows:

a) **80** Points for pricing.
b) **15** preference points for the company that has at least 51% black ownership.
c) **5** preference Points for the company that has at least 30% black woman ownership.

NB: Bidders must submit the certified B-BBEE Certificates copies/Sworn Affidavits indicating ownership percentage to claim the preference points.

8. PRICE SCHEDULE

Pricing schedule for evaluation purposes

Description	Quantity	Metric	Rates	Costs (Quantity multiplied by rates)
1. Licence fees	3 Years	**Annual costs**	**R**	**R**
2. Training	20 hours	**Hourly rate**	**R**	**R**
3. Customization and set-up cost	1	**Once-off**	**R**	
4. Customer support	20 hours	**Hourly rate**	**R**	**R**
VAT			R	R
GRAND TOTAL (All inclusive)			R	R

Note:

- Pricing Schedule for evaluation purposes
- Only firm prices will be accepted.
- Invoicing of this project must be as per the price schedule.
- The service provider can only invoice or request payment on successful installation and implementation of the application once it is fully in use by SAQA. Under no circumstances will payment be made for whatever reason unless the software is fully commissioned to SAQA's satisfaction.

6 RFQ Special Conditions

6.1 Bidders should submit the recent National Treasury (CSD) Central Supplier Database's report.

6.2 Bidders are required to submit an original or certified copy of the B-BBEE certificate or Sworn Affidavit as per the B-BBEE Act. The SANAS Logo should be visible on the B-BBEE Certificate.

6.3 Bidders must complete, sign, and submit the attached SBD 4 and SBD 6.1 forms.

6.4 The proposal and required documents must be submitted using the PDF format only, through email to rfq@saqa.co.za

6.5 In Instances, where brand names are mentioned, SAQA will accept equivalent items that have similar specifications.

6.6 The National Treasury's General Conditions of Contract (GCC) will apply and is enforceable on this RFQ.

6.7 The RFQ will be evaluated in terms of the 80/20 system prescribed by the Preferential Procurement Policy Framework Act (PPPFA).

7 PROTECTION OF PERSONAL INFORMATION

8.1 In this clause, the words "personal information", "processing" and "responsible party" have the meanings ascribed to them in the Protection of Personal Information Act, 2013 (Act No.4 of 2013).

8.2 SAQA will comply with the Protection of Personal Information Act, 2013 (Act No.4 of 2013, (POPIA) by lawfully processing personal information submitted by bidders in accordance with the conditions of lawful processing as set out in POPIA.

8.3 All bidders must comply with their obligations as set out in POPIA for which they are a Responsible Party before sharing any information with SAQA.

8.4 SAQA will not be held liable for any non-compliance with the provisions of POPIA or unlawful processing or sharing of information by a bidder.

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.

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.

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

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).

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
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.

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).

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**

$$Ps = 80\left(1 - \frac{Pt - Pmin}{Pmin}\right) \text{ or } Ps = 90\left(1 - \frac{Pt - Pmin}{Pmin}\right)$$

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**

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration Pmax = Price of highest acceptable tender

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)
At least 51% black ownership		15		
30% black woman ownership.		5		

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.

……………………………………….
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME: ……………………………………………………….

DATE: ……………………………………………………….

ADDRESS: ……………………………………………………….

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