NATIONAL YOUTH DEVELOPMENT AGENCY
OUR YOUTH. OUR FUTURE.

REQUEST FOR QUOTATION (RFQ)

To:	**All participating bidders**	**From NYDA**	**Mmabatho Tseko**
Date:	**27/08/2026**	**Number of Pages**	**27**
Contact details	**087 158 6378**	**Mmabatho.Tseko@nyda.gov.za**	
Project description	**Procurement of Review of Risk Management Division Policies, Frameworks, Strategies and Plans**		
RFQ number	**RFQ2026/076-06199/NYDA**		

CLOSING DATE: 03/09/2026 at 17:00
SUBMISSION EMAIL ADDRESS: Quotations2@nyda.gov.za

Issued by:
National Youth Development Agency
7 Naivasha Road
Sunninghill
2191

Name of Bidder: ……………………………………………………………………………………………………….

ADDRESS : ……….

LAND LINE : …………………………………………. Cell No: ……………………………………………..…

EMAIL: ……….

Contents

SBD 1

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (*NAME OF DEPARTMENT/ PUBLIC ENTITY*)					
BID NUMBER:	RFQ2026/076-06199/NYDA	CLOSING DATE:	03 September 2026	CLOSING TIME:	17:00
DESCRIPTION	**Request for Quotation – Review of Risk Management Division Policies, Frameworks, Strategies and Plans**				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT *(STREET ADDRESS)*					
NATIONAL YOUTH DEVELOPMENT AGENCY					
7 NAIVASHA ROAD					
SUNNINGHILL					

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		**TECHNICAL ENQUIRIES MAY BE DIRECTED TO:**	
CONTACT PERSON	**Quotations2**	CONTACT PERSON	**Mmabatho Tseko**
TELEPHONE NUMBER	**087 158 6345**	TELEPHONE NUMBER	**087 158 6378**
FACSIMILE NUMBER		FACSIMILE NUMBER	
E-MAIL ADDRESS	**Quotations2@nyda.gov.za**	E-MAIL ADDRESS	**Mmabatho.Tseko@nyda.gov.za**

SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		**OR**	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] ☐ Yes ☐ No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐Yes ☐No [IF YES ENCLOSE PROOF]		***ARE YOU A FOREIGN BASED SUPPLIER FOR** THE GOODS /SERVICES /WORKS OFFERED?*	☐Yes ☐No [IF YES, ANSWER PART THE QUESTION BELOW]	

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

PART B
TERMS AND CONDITIONS FOR BIDDING

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

2. TAX COMPLIANCE REQUIREMENTS	
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6	WHERE NO TCS 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: …………………………………………...

A. ADMINISTRATIVE COMPLIANCE

	QUOTATION DATA
1.	**EVALUATION PROCESS**
1.1	**<u>STAGE ONE:</u>** **ADMINISTRATION COMPLIANCE**
1.1.1	All quotes will be evaluated to determine compliance with quotation requirements and conditions. Quotes with obvious deviations from the requirements/conditions, will be eliminated from further adjudication. (a) Eligibility/mandatory requirements Quotes will only be compliant if bidder has submitted the following documents: • A proof that the bidder is in good standing with SARS. Such information will be verified through Central Supply Database (CSD) or using SARS efiling pin **prior** to the award of the bid. • SBD1 - Invitation to bid • SBD 4 (Bidders Disclosure) - A completed and duly signed declaration of Interest. Should a conflict of interest be declared or identified, the bid would be declared non-responsive • A completed and signed pricing schedule using the template provided. • Submission of the proposed project team, including the position/title and role of each team member, together with detailed CVs and certified copies of relevant qualifications. The proposed project team must include suitable qualified personnel with qualifications relevant to risk management, governance, policy development/review, compliance, internal audit, business continuity, legal, regulatory compliance, public administration, or related disciplines. • The CVs must clearly indicate the individual's qualification, professional membership where applicable, relevant experience and number of years' experience in policy review, risk management, governance, compliance or related areas. • Provision of at least three (3) signed reference letters, dated within the last three (3) years, from existing or previous clients, on the client's official letterhead and containing the client's contact details. The reference letters must demonstrate that the bidder has successfully undertaken policy reviews relating to risk management, governance, compliance, fraud and corruption prevention, business continuity, enterprise risk management, or related areas. • Each reference letter should indicate the nature and scope of the assignment and confirm that the services were satisfactorily completed. **Failure to provide any mandatory information required will results in the submission being considered non-responsive**
1.2	**<u>STAGE TWO</u>** **PRICE AND SPECIFIC GOALS** In order for the bidder to claim specific goals: • The bidder must indicate how they claim points for each preference point system in the SBD 6,1 form, and;

	QUOTATION DATA
	• A BBBEE Certificate/Sworn Affidavit must be attached. **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.**
1.2.1	Price and Specific Goals evaluation will only be done to bidders who went pass Stage 1
1.3	**ADJUDICATION OF BID**
1.3.1	The bid shall be awarded at the sole and absolute discretion of NYDA. NYDA hereby represents that it is not obliged to award this bid to any bidder. NYDA is entitled to **retract** this bid at any time as from the date of issue and is not obliged to award this bid to the bidder that quotes the lowest.
1.3.2	A bidder shall be disqualified from bidding if any attempt is made either directly to solicit and/or canvass any information from any employee or agent of NYDA regarding this bid from the date the offer is submitted until the date of award of the bid.
1.4	**Awarding of contract**
1.4.1	This is the final stage of the evaluation process and will be based on the PPPFA Preference Point System of 80/20 where Price will amount to 80 points, and specific goals will amount to 20 points. The award of business will be made to a bidder who has scored the highest overall points for this stage of the evaluation, unless objective criteria exist, justifying an award to another bidder
1.4.2	NYDA reserves the right to award this bid in full or in Part.
1.4.3	**No service rendered or delivery to be made without a purchase order. Services rendered or goods delivered without a purchase order will not be paid for.**
1.4.4	**NB: SHOULD THE APPOINTED SERVICE PROVIDER DECIDE TO OUTSOURCE THE SERVICES OR WORK UNDER THIS RFQ, THEY MUST ENSURE THAT THEY DO NOT APPOINT A PERSON OR COMPANY OWNED BY A PERSON WORKING FOR THE STATE.** **FAILURE TO ADHERE TO THIS CLAUSE WILL LEAD TO DISQUALIFICATION AND CANCELLATION OF PURCHASE ORDER AND OR CONTRACT**

B. TERMS OF REFERENCE

Request for Proposals for the Review of Risk Management Division Policies, Frameworks, Strategies and Plans

1. Background

The National Youth Development Agency (NYDA) is a South African based Agency established primarily to tackle challenges that the South African youth are faced with. The NYDA was established by an Act of parliament, Act no. 54 of 2008 as amended. The existence of the NYDA should be located within the broad context of South Africa's development dynamics. Similar to many developing countries, South Africa has a large population of youth, those between the ages 14-35; represent 42% of the total population. Given the youthful nature of the South African population much of the socio-economic challenges faced by the nation, i.e. poverty, inequality and joblessness, poor health etc. are borne by the youth. The gravity of challenges South Africa is faced with, require multi - pronged efforts, that simultaneously promote the development of sustainable livelihoods, reduce poverty, inequality and prioritise the development of policies which create an enabling environment for youth development.

The NYDA plays a lead role in ensuring that all major stakeholder's i.e. government, private sector and civil society, prioritise youth development and contribute towards identifying and implementing lasting solutions which address youth development challenges. Furthermore, the NYDA designs and implements programmes aimed at improving lives and opportunities available to youth. These programmes could be clustered as follows:

At an individual level (Micro level), the NYDA provides direct services to youth in the form of information provision, career guidance services, mentorship, skills development and training, entrepreneurial development and support, health awareness programmes and involvement in sport.

At a Community level (Meso Level), the NYDA encourages young people to be catalysts for change in their communities through involvement in community development activities, social cohesion activities, national youth service programmes and dialogue.

At a Provincial and National level (Macro Level), through its policy development, partnerships and research programmes, the NYDA facilitates the participation of youth in developing key policy inputs which shape the socio-economic landscape of South Africa.

The National Youth Development Agency derives its mandate from the legislative frameworks, including the NYDA Act (54 of 2008 as amended), the National Youth Policy (2020-2030) and the Integrated Youth Development Strategy as adopted by the Youth Convention of 2006. The NYDA activities could be summarized as follows:

a) Lobby and advocate for integration and mainstreaming of youth development in all spheres of government, private sector and civil society.
b) Initiate, implement, facilitate and coordinate youth development programmes.
c) Monitor and evaluate youth development intervention across the board and mobilise youth for active participation in civil society engagements.

2. Background of the Project

The National Youth Development Agency (NYDA) is committed to maintaining an effective governance, risk management, compliance, ethics, business continuity, crisis management, fraud prevention, and insurance risk management environment that supports the achievement of its strategic objectives and legislative mandate. The Risk Management Unit is responsible for establishing, implementing, maintaining, and continuously improving governance frameworks, policies, strategies, plans, and procedures that promote sound corporate governance, effective enterprise risk management, regulatory compliance, business continuity, crisis preparedness, ethics management, fraud and corruption prevention, and insurance risk management across the Agency.

To ensure that these governance instruments remain relevant, effective, and aligned with the Agency's strategic objectives, legislative requirements, King V Principles, National Treasury guidelines, ISO standards, and other applicable best practice frameworks, the NYDA periodically reviews its Risk Management policies and related governance documents.

The existing policies require a comprehensive review to ensure they adequately address emerging risks, changes in the regulatory environment, evolving organisational requirements, and leading governance practices. The review process will also ensure consistency across all Risk Management Units policies, eliminate duplication, strengthen policy provisions where necessary, and enhance their practical implementation throughout the Agency.

The National Youth Development Agency (NYDA) therefore seeks to appoint a suitably qualified and experienced service provider to conduct a comprehensive review, update, and alignment of the following Risk Management Units governance policies and strategies:

1. NYDA Fraud & Corruption Prevention Strategy;
2. NYDA Fraud & Corruption Prevention Policy;
3. NYDA Enterprise Risk Management (ERM) Policy and Framework;
4. NYDA Compliance Management Policy;
5. Business Continuity Management Strategy and Plan;
6. Enterprise Crisis Management Plan;
7. Business Continuity Management Policy;
8. NYDA Insurance Risks and Liabilities Policy;
9. NYDA Confidential Handling Procedure;
10. NYDA Ethics Management, Fraud & Corruption Prevention Plan ;
11. Risk Management implementation plan.

The appointed service provider will be expected to review these documents against current legislation, applicable standards, governance best practices, and the Agency's strategic objectives, while engaging relevant stakeholders to ensure that the revised policies are practical, implementable, and responsive to the current operating environment.

3. Purpose

The purpose of this project is to appoint a suitably qualified and experienced service provider to undertake a comprehensive review, update, and alignment of the Risk Management Division's policies, strategies, and plans to ensure that they remain current, effective, and compliant with applicable legislative and regulatory requirements, recognised governance frameworks, and industry best practices.

The review will ensure that the policies adequately support the Agency's strategic objectives, strengthen governance and accountability, address emerging organisational and strategic risks, and provide clear guidance for implementation across the NYDA. The service provider will also ensure consistency, integration, and alignment between all Risk Management units policies while incorporating recent developments in Enterprise Risk

Management; Governance and Assurance; Ethics Management; Fraud and Corruption Prevention; Compliance Management; Business Continuity Management; Crisis Management; Insurance Risk Management; and Emerging governance and digital risk practices.

4. Objectives

The objectives of the project are to:

- Conduct a comprehensive review of all Risk Management Units policies, strategies, and plans listed in the scope of work.
- Assess the adequacy, effectiveness, relevance, and alignment of each policy with applicable legislation, regulatory requirements, King V Principles, ISO standards, National Treasury guidelines, and recognised governance best practices.
- Identify policy gaps, inconsistencies, duplication, outdated provisions, and areas requiring enhancement.
- Review and update policy content to reflect current organisational structures, strategic objectives, governance arrangements, and emerging risk trends.
- Ensure consistency and alignment across all Risk Management units policies and governance documents.
- Develop revised policies that are practical, implementable, and support effective governance and operational decision-making.
- Submit clean and tracked-change versions of all reviewed documents together with a comprehensive policy review report outlining the review methodology, key findings, recommendations, and amendments made.

5. Scope of Work

The National Youth Development Agency (NYDA) seeks to source the quotations from the market to appoint a suitably qualified and experienced service provider to undertake a comprehensive review, benchmarking, revision, and alignment of the Risk Management Unit's governance documents to ensure that they remain relevant, legally compliant, strategically aligned, practical, and reflective of leading governance and risk management practices.

The scope of work shall include, but not be limited to, the following:

5.1 Project Inception and Planning

The service provider shall:

- Conduct an inception meeting with the NYDA Risk Management Units to confirm the project scope, methodology, timelines, reporting arrangements, communication protocols, and deliverables.

Develop and submit a detailed Project Plan outlining:

- Project activities;
- Deliverables;
- Milestones;
- Resource allocation;
- Risk management approach;
- Stakeholder engagement plan;
- Quality assurance processes; and
- Reporting timelines

5.2 Review of Existing Governance Documents

Conduct a comprehensive review of the following governance documents:

- NYDA Fraud & Corruption Prevention Strategy;
- NYDA Fraud & Corruption Prevention Policy;
- NYDA Enterprise Risk Management (ERM) Policy and Framework;
- NYDA Compliance Management Policy;
- Business Continuity Management Strategy and Plan;
- Enterprise Crisis Management Plan;
- Business Continuity Management Policy; and
- NYDA Insurance Risks and Liabilities Policy.
- Risk Management implementation plan

The review shall assess whether these documents remain appropriate, effective, integrated, practical and responsive to the Agency's operating environment.

5.3 Legislative, Regulatory and Best Practice Benchmarking

Benchmark the policies against applicable legislation, regulations, governance codes and recognised best practice, including but not limited to:

- Constitution of the Republic of South Africa;
- Public Finance Management Act (PFMA);
- Treasury Regulations;
- National Treasury Public Sector Risk Management Framework;
- National Treasury Compliance Frameworks;
- King V Report on Corporate Governance;
- ISO 31000 – Risk Management;
- ISO 22301 – Business Continuity Management Systems;
- ISO 37301 – Compliance Management Systems;
- ISO 37000 – Governance of Organisations;
- ISO 37001 – Anti-Bribery Management Systems (where applicable);
- Prevention and Combating of Corrupt Activities Act (PRECCA);
- Protected Disclosures Act;
- Public Interest Disclosure Frameworks;
- Promotion of Access to Information Act (PAIA);
- Protection of Personal Information Act (POPIA);
- National Disaster Management Framework;
- Public Service Anti-Corruption Strategy;
- Ethics Management Frameworks;
- Combined Assurance Frameworks;
- Any other applicable legislation, standards, codes, or governance guidance relevant to the NYDA.
- Constitution of the Republic of South Africa;
- Public Finance

The benchmarking exercise shall also compare the Agency's policies with governance practices

adopted by comparable Schedule 3A Public Entities and other leading public sector institutions.

5.4 Policy Maturity and Gap Analysis

Undertake a detailed analysis to determine:

- Alignment with current legislation and regulations;
- Alignment with the NYDA Strategic Plan and Annual Performance Plan;
- Alignment with organisational governance structures;
- Duplication, conflicting provisions and outdated content;
- Adequacy of governance structures and accountability mechanisms;
- Practicality and ease of implementation;
- Adequacy of monitoring, reporting and assurance mechanisms;

The outcome shall include a Gap Analysis Report identifying weaknesses, recommendations and priority areas for improvement.

5.5 Review and Revision of Policies

Review, update and redraft each policy to:

- Reflect current legislation and governance requirements;
- Incorporate leading practices;
- Strengthen governance, oversight, and accountability mechanisms;
- Clarify roles, responsibilities and reporting requirements;
- Develop or update definitions and glossary of terms;
- Develop or update Process flow diagrams;
- Ensure consistency across all Risk Management Units governance documents;
- Eliminate duplication and conflicting provisions if necessary.

5.6 Capacity Building and Knowledge Transfer

Provide knowledge transfer session to officials within the Risk Management Units

covering:

- Key legislative amendments;
- Significant policy changes;
- Implementation responsibilities;
- Governance implications;

- Monitoring and reporting requirements;
- Practical application of the revised policies.

6. Deliverables

Performance specifications:

The appointed Service Provider should be able to deliver on the following:

- Legislative and Best Practice Benchmarking Report;
- Policy Maturity and Gap Analysis Report;
- Tracked-change versions of all reviewed documents;
- Eleven reviewed, updated and governance-ready Risk Management Units policies, frameworks, strategies and plans that are aligned with applicable legislation, governance codes and international standards and suitable for submission to Management, the Audit and Risk Committee and the Board for approval.
- Clean final versions of all policies ready for approval;
- Final Consolidated Policy Review Report summarising the review methodology, benchmarking outcomes, key findings, recommendations and amendments made.

7. Proposal Content

The proposal must provide an indication as to understanding of the performance specifications and the Service Provider's ability to provide the required services.

Specifically, the Service Provider must provide the following information:

- Demonstrate understanding of the requirements as per the performance specifications stipulated / scope.
- Provide proof that the Service Provider has experience and the necessary skill to provide the required services, including a detailed reference list indicating previous successful projects completed of the same nature.
- Provide the names and qualifications of the staff members who would be on this type of projects together with their detailed resumes indicating experience and number of years of experience in this specific industry.
- The review and updating process or methodology should be highlighted and clearly outlined.

8. Duration of the Service Level Agreement (SLA)

The NYDA will conclude a Service Level Agreement (SLA) / Engagement Letter (EL) with the appointed Service Provider.

9. Enquiries / Communications

Contact person for technical enquiries regarding the RFQ:

Dr. Ayanda Ntanda

Internal Audit and Risk Management

Email: Ayanda.Ntanda@nyda.gov.za

All clarifications or enquiries must be made in writing, 48 hours or more before the closing date. Telephonic requests for clarification will not be accepted. The NYDA will respond in writing within 48 hours of receipt of clarification or enquiries.

9.1 Compliance/Eligibility

Item No.	Description
1	Submission of the proposed project team, including positions/titles and roles, together with detailed CVs and proof of relevant qualifications. The CVs must demonstrate relevant experience in risk management, governance, policy development/review, compliance, internal audit, business continuity, or related disciplines.
2	Provision of at least three (3) signed reference letters, dated within the last three (3) years, from existing or previous clients, on official client letterhead and containing contact details. The references must demonstrate experience in conducting reviews of risk management policies, frameworks, strategies and/or plans.

9.2 Technical / Functionality Evaluation and Quality of Work

The evaluation of the functionality of the Request for Quotation (RFQ) will be evaluated as per the criteria contained in the table below:

EVALUATION OF FUNCTIONALITY AND TECHNICAL ABILITY				
Criteria		**Weight**	**Value**	**Score**
1. Methodology		40		
No methodology or approach indicated	Value 0			
Basic methodology A generic methodology or approach is provided but it does not adequately address the requirements of the TOR.	Value 1			
Methodology and approach Provides a methodology and approach describing how the policies will be reviewed.	Value 2			
Methodology, approach and implementation plan Provides: • methodology; • approach; • key activities; and • a high-level implementation plan.	Value 3			
Comprehensive methodology Provides: • methodology; • approach; • high-level implementation plan; • legislative and regulatory review; • benchmarking against relevant standards/best practice; • stakeholder consultation; • gap analysis; and • explanation of how the approach will achieve the TOR requirements.	Value 4			
Comprehensive and risk-based methodology Provides all of the above and additionally demonstrates: • a clear risk-based and evidence-based methodology; • stakeholder engagement approach; • quality assurance and review mechanisms; • treatment of confidential/sensitive information; • ethical considerations; • approach to validation and approval of revised policies; • knowledge transfer/capacity building; and • clear linkage between the methodology, deliverables and requirements of the TOR.	Value 5			
2. Cumulative relevant experience of the proposed personnel assigned to the project in risk management, governance, policy review, compliance, internal audit, business continuity, fraud and corruption prevention, or related fields		20		

EVALUATION OF FUNCTIONALITY AND TECHNICAL ABILITY				
Criteria		**Weight**	**Value**	**Score**
No information provided	Value 0			
Less than 1 year experience	Value 1			
1 year – 2 years	Value 2			
3 years – 4 years	Value 3			
5 years – 6 years	Value 4			
6 years and more	Value 5			
3. Provision of at least three (3) signed reference letters, dated within the last three (3) years, from existing or previous clients, on official client letterhead and containing contact details. The references must demonstrate experience in conducting reviews of risk management policies, frameworks, strategies and/or plans.		20		
No references	Value 0			
1 - 2 references provided	Value 1			
3 - 4 references provided	Value 2			
5 - 6 references provided	Value 3			
6 - 7 references provided	Value 4			
More than 7 references provided	Value 5			
4. Activity based Implementation Plan		20		
No project plan	Value 0			
Project plan with timelines only	Value 1			
Project Plan with timelines and tasks	Value 2			
Project plan with timelines, tasks and people responsible	Value 3			
Project plan with timelines, tasks, people responsible and activity based budget	Value 4			
Project plan with timelines, tasks, people responsible, activity based budget and milestones	Value 5			
TOTAL	**100**			
Minimum Threshold	**70**			

NB: Any proposal not meeting a minimum threshold of 70 points on functionality will not be considered further.

$Pf = (So/Ms) \times Ap$

Where:

- Pf – is the percentage scored for functionality by bid under consideration.
- So – is the total score of the bid in question.
- Ap – is the percentage allocated for functionality.
- Ms – is the maximum score possible.

Confidentiality

All information generated, communication produced and data acquired under the auspices of this project remains the intellectual property of the National Youth Development Agency. Bidder(s) will be bound by the same clause of confidentiality and code of ethics as applicable to officials of the public service.

C. **Price schedule**

DESCRIPTION	QUANTITY	PRICE PER UNIT	TOTAL PRICE EXCLUDING VAT
Review of Risk Management Division Policies, Frameworks, Strategies and Plans	**01**	**R**	**R**
	Total Excluding VAT	**R**	**R**
	VAT	**R**	**R**
	Total Including VAT	**R**	**R**

COMPANY NAME : ____

SIGNATURE OF BIDDER: ____

CAPACITY : ____

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[1] 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 with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:
…………………………………………………………………………………………
…………………………………………………………………………………………

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.

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 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

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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.

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

May 2011

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	
SPECIFIC GOALS	
Total points for Price and SPECIFIC GOALS	**100**

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

(a) **"tender"** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

(b) **"price"** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;

(c) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

(d) **"tender for income-generating contracts"** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

(e) **"the Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20 **or** **90/10**

$$\boldsymbol{Ps = 80\left(1 - \frac{Pt - P\,min}{P\,min}\right)} \quad \text{or} \quad \boldsymbol{Ps = 90\left(1 - \frac{Pt - P\,min}{P\,min}\right)}$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20	or	90/10
$Ps = 80\left(1 + \frac{Pt - P\,max}{P\,max}\right)$	or	$Ps = 90\left(1 + \frac{Pt - P\,max}{Pmax}\right)$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

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

The specific goals allocated points in terms of this tender	Number of points allocated	Number of points allocated	Number of points claimed (90/10 system)	Number of points claimed (80/20 system)

	(90/10 system) (To be completed by the organ of state)	(80/20 system) (To be completed by the organ of state)	(To be completed by the tenderer)	(To be completed by the tenderer)
Youth Owned Institutions		10		
Women Owned Institutions		05		
Ownership by persons with disabilities		05		

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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