



REQUEST FOR QUOTATIONS

RFQ NUMBER: RFQ/SASSETA/2627111

CLOSING DATE: 07 September 2026

TIME: 09H00

DESCRIPTION: SASSETA Career Fair – Panel of five (5) Career Counsellors and Aptitude Testing from the date of appointment until 31 March 2027

COMPULSORY BRIEFING: Yes ☐ No ☒

FOR COMPLETION BY SERVICE PROVIDER:

NAME OF BIDDING COMPANY: _____

CONTACT PERSON: _____

CONTACT NUMBER: _____

CSD REGISTRATION NUMBER: MAAA _____

NB.: Bidders are required to return the SASSETA attached Standard Bidding (SBD) forms and not submit SBD forms from other entities.

The SASSETA logo and other intellectual property rights are owned by SASSETA and are protected by applicable intellectual property laws. Unless authorized in writing, you are prohibited from using the SASSETA logo or any of its intellectual property in any manner whatsoever. Any unauthorized use of the SASSETA logo may result in legal action.

NB: If you receive any suspicious calls asking for payment to secure an award or that the outcome can be influenced in your favour, please immediately inform the SASSETA Anti-Corruption Hotline at 0800 162 111 for further investigations.

DOCUMENTS IN THIS BID DOCUMENT PACK

Bidders are to ensure that they have received all pages of this document, which consist of the following documents:

1. Terms of references
2. Invitation to Quote (SBD 1) (requires the attachment of proof of authority)
3. Pricing Schedule (SBD 3.3)
4. Bidder's Disclosure (SBD 4)
5. Preference Points Claim form in terms of Preferential Procurement Regulations 2022 (SBD 6.1).
6. Documents required for claiming Specific Goals
7. Submission Checklist

NB.: DOCUMENT SUBMISSION

Bidders are to complete and submit all Standard Bidding Documents (SBD) forms mentioned above from bullet 2 to 5.

Bidders must be registered on the National Treasury Central Supplier Database (CSD) by the closing date and time of this request for quotation. Bidders are to provide SASSETA with their CSD registration number.

1. TERMS OF REFERENCE

1.1. INTRODUCTION AND BACKGROUND

- 1.1.1. The Safety and Security Sector Education and Training Authority (SASSETA) is one of the twenty-one (21) Sector Education and Training Authorities (SETAs) established in terms of the Skills Development Act (Act 97 of 1998) as amended. SASSETA's licence has been renewed until 31st March 2030. SASSETA is classified as a schedule 3A Public Entity in terms of the Public Finance Management Act, (Act 1 of 1999, as amended). SASSETA reports to the Department of Higher Education and Training.
- 1.1.2. SASSETA has adopted a comprehensive Career Development Support Plan as part of its strategy to expand access to career guidance and development services throughout South Africa. The Plan provides for the rollout of localised Career Fairs, Career Expos and related interventions, particularly targeting rural, township and under-resourced communities.
- 1.1.3. These interventions are intended to expose learners to career opportunities, facilitate informed career choices and strengthen pathways into post-school education and training. To provide SASSETA with access to qualified service providers to deliver professional career guidance interventions, while supporting the achievement of SASSETA's strategic objectives.

1.2. PURPOSE

- 1.2.1. SASSETA requires to appoint a panel of five (5) suitable and experienced Career Counsellors and Aptitude testing Service providers on an ad hoc basis, nationally from the date of appointment until 31st March 2027.

1.3. SCOPE OF WORK AND DELIVERABLES

- 1.3.1. **The appointed service provider(s) will be responsible for the following:**
 - 1.3.1.1. Conduct individual and group career counselling sessions for learners, unemployed youth, and other SASSETA beneficiaries.
 - 1.3.1.2. Facilitate aptitude testing during SASSETA career guidance events, school visits, exhibitions, community outreach programmes, and advocacy initiatives across South Africa as required. In addition, interpret assessment results accurately and provide comprehensive feedback to individual participants and, where appropriate, to groups.
 - 1.3.1.3. Administer and interpret recognised career assessment and aptitude testing tools, where applicable.
 - 1.3.1.4. Provide all assessment materials, equipment, software, licences, resources necessary to conduct the aptitude testing services and ensure that services are delivered in accordance with recognised ethical standards and best practices in psychological and aptitude assessment.

- 1.3.1.5. Prepare and submit detailed reports to SASSETA after each intervention, including attendance registers, assessment statistics, assessment outcomes (where applicable), summary findings, recommendations (electronically and/or hardcopy), challenges encountered and any other documentation required by SASSETA.

1.4. MANDATORY REQUIREMENTS

- 1.4.1. The proposed team leader to be a registered Psychologist with Health Professions Council of South Africa (HPCSA). Valid certificates to be attached/submitted. **Non-submission will lead to an automatic disqualification.**
- 1.4.2. The two (2) proposed additional resources to be a registered Psychologists with Health Professions Council of South Africa (HPCSA). Valid certificates to be attached/submitted. **Non-submission will lead to an automatic disqualification.**
- 1.4.3. Bidder to complete the attached CV template for the proposed team leader (**Annexure B**). **Non-submission will lead to an automatic disqualification.**
- 1.4.4. Bidder to complete the attached CV templates for the two (2) proposed additional resources (**Annexure C**). **Non-submission will lead to an automatic disqualification.**

1.5. SKILLS AND EXPERIENCE OF THE BIDDING COMPANY AND THE TEAM MEMBERS PROPOSED FOR THE ASSIGNMENT

- 1.5.1. The bidding company should demonstrate the following skills and experience:
 - 1.5.1.1. A minimum of three (3) assignments in Career Counselling and a minimum of (3) assignments in Aptitude Testing from different clients. **Reference letters must be on the client's letterhead, signed and clearly detailing the scope of work.**
 - 1.5.1.2. The team should demonstrate the experience and skills in the following:
 - 1.5.1.2.1. The team leader to demonstrate a minimum of three (3) assignments in Career counselling and a minimum of three (3) assignments in Aptitude Testing.
 - 1.5.1.2.2. Additional team member supporting the team leader to possess three (3) or more assignments in Career Counselling.
 - 1.5.1.2.3. Additional team member supporting the team leader to possess three (3) or more assignments in Aptitude testing.

1.6. TIMEFRAMES FOR DELIVERY OF THE WORK

- 1.6.1. The assignment will be from the date of appointment until 31 March 2027.
- 1.6.2. The services will be rendered on an ad-hoc basis. The Service Providers will be notified in advance of the location where the services are to be provided (nationally).

1.7. PRICING

- 1.7.1. Service Providers are requested to provide an all-inclusive cost of this project assignment with the following clearly indicated on SBD 3.3:
- 1.7.2. The bidder to ensure delivery of the project within the required timeframes stipulated in the terms of reference.
- 1.7.3. Where the contract requires the successful bidder to travel to a venue different from SASSETA, the following travel and disbursement processes will be undertaken:
 - Claim travel mileage costs applicable to this contract as per the Department of Transport rates
 - Book only economy class flights
 - Utilise cost-effective mode of transport such as Uber/Taxify/Gautrain or shuttle services when travelling to and from the airport
 - Hire Group A cars, otherwise, Group B for following SASSETA's approval on justifiable ground.
 - Book only Bed and Breakfast, Hotels, or other equivalent accommodations up to a Rand value of R1 400 per night per person (including dinner, breakfast and parking).
 - Submit all applicable invoices/receipts for the travel undertaken and also a google map of the trip where travel by private car was undertaken for payment.
- 1.7.4. All travel to be approved by SASSETA before being undertaken.

1.8. ACCOUNTABILITY AND REPORTING

- 1.8.1. The service provider will report directly to the Grants and Projects Manager for the duration of the assignment.

1.9. CONDITIONS OF CONTRACT (GCC) (ANNEXURE A)

- 1.9.1. Bidders are requested to initial each page of the General Conditions of Contract (GCC) (Annexure A) and submit their response to this Request for Quotations. The GCC will form part of the contract with the successful Bidder.

1.10. INTELLECTUAL PROPERTY

- 1.10.1. The service provider will be contracting with SASSETA. All products and data of this project, in whatever format raw or analyzed, will be the confidential information for utilization by SASSETA. All information and documents received from SASSETA, or stakeholders is to be kept confidential and may not be used or distributed in any format without the written approval of SASSETA. To this end, the service provider will be required to sign a confidentiality agreement within the Contract.

1.11. PROTECTION OF PERSONAL INFORMATION ACT

1.11.1. All Service Providers are to take note of the implications of POPIA act and any other data privacy Act applicable that SASSETA complies to. In compliance to the act, please be advised that the following are applicable to the treatment of vendor information:

- 1.11.1.1. All requested bid information will be solemnly utilized for the purpose of the bid evaluation processes. The vendor hereby consents the information provided as part of this bid will be utilized for supply chain processes of SASSETA and may be subject to multiple processing to enable the evaluation of this bid.
- 1.11.1.2. The vendor consents that the information collected will be retained for the duration of the evaluation and archived for records management purposes. The information will be disposed as per the SASSETA records management policies as prescribed by the national archives act. Furthermore, the information owner acknowledges that the information provided will be scanned into digital records which are retained on the SASSETA backup servers and that are replicated to backup media. SASSETA does confirm that the organization adopts industry best practice with regards to the safeguarding of digital records whether locally stored or retained in backup media.
- 1.11.1.3. SASSETA confirms that all submitted records will be retained in their original form and will not be altered with to preserve the quality and originality of the information provided.
- 1.11.1.4. SASSETA confirms that the Information Officer is duly responsible for vendor information provided and exercises stringent measures to ensure that information is secured and solemnly utilized for the purpose of use. No vendor records will be distributed or utilized for any processes outside the current bid that the information has been requested for.

1.12. PROPOSED SELECTION CRITERIA

1.12.1. Functionality Evaluation

1.12.1.1. All proposals will be evaluated on the criteria provided in the table below. The proposals of all service providers will be rated on a scale of 0 to 2.

0: Required documents(s)/item(s) not submitted/Unacceptable.

1: Satisfactory. Should be adequate for the stated element.

2: Exceptional mastery of the requirement should ensure extremely effective performance.

ELEMENT	FUNCTIONALITY EVALUATION		FUNCTIONALITY WEIGHT	TOTAL SCORE
Suitability of the bidder:	Rating out of 2	Evaluation criteria		
The Bidding company to demonstrate a minimum of three (3) assignments in Career counselling and aptitude testing from different clients.	0	The bidding company has not undertaken any assignments/ has undertaken less than three (3) assignments and has submitted less than three (3) reference letters from different clients confirming the provision of both Career Counselling and Aptitude Testing services.	60%	
The Bidding Company to submit a minimum of three (3) signed reference letters from different clients (existing or previous).	1	The Bidding Company submitted three (3) references letters from different clients confirming the provision of both Career Counselling and Aptitude Testing services.		
Reference letters must be on the client's letterhead, signed and clearly detailing the scope of work, duration and impression the client has with the service provider.	2	The Bidding Company submitted four (4) or more reference letters from different clients confirming the successful provision of both Career Counselling and Aptitude Testing services.		
Suitability of the proposed team:	Rating out of 2	Evaluation criteria		
The team leader to demonstrate a minimum of three (3) assignments in Career counselling and aptitude testing.	0	The service provider did not indicate who the team leader for this assignment is/the proposed team leader has less than three (3) assignments in Career Counselling and Aptitude Testing services.	20%	
CV template (Annexure B) to demonstrate this experience.	1	The proposed team leader has completed three (3) assignments in providing Career Counselling and Aptitude Testing services.		
	2	The proposed team leader has completed four (4) or more assignments in providing Career Counselling and Aptitude Testing services		
Additional Team member 1 supporting the team leader demonstrates a minimum of three (3) assignments in Career counselling	0	The service provider did not indicate who the additional team member 1 for this assignment is/the proposed additional team member 1 have less than three (3) assignments in Career Counselling	10%	

ELEMENT	FUNCTIONALITY EVALUATION		FUNCTIONALITY WEIGHT	TOTAL SCORE
	1	The additional team member 1 has demonstrated three (3) assignments in providing Career Counselling.		
	2	The additional team member 1 demonstrated four (4) or more assignments in providing Career Counselling.		
Additional Team member 2 supporting the team leader demonstrates a minimum of three (3) assignments in aptitude testing. CV template (Annexure C) to demonstrate this experience.	0	The service provider did not indicate who the additional team member 2 for this assignment is/the proposed additional team member has less than three (3) assignments in Aptitude Testing services.	10%	
	1	The additional team member 2 demonstrated three (3) assignments in providing Aptitude Testing services.		
	2	The additional team member 2 demonstrated four (4) or more assignments in providing Aptitude Testing services.		
TOTAL POINTS			100%	

N/B: Bidders must score a minimum of one (1) on each element above to be considered for evaluation.

N/B: Bidders need to obtain a minimum of 70% for functionality for them to be evaluated further on the 80/20 preference point system.

1.13. PREFERENCE POINT SYSTEM

Evaluation Criterion on Price and Specific Goals	
Relative competitiveness of proposed price	80
Specific Goals	20
TOTAL FOR PRICE AND PREFERENCE	100

1.14. CONDITIONS FOR SELECTION/SHORTLISTING

- 1.14.1. Price quoted to be valid for ninety (90) days from the closing date of RFQ;
- 1.14.2. The quotations are to be submitted in PDF Format;
- 1.14.3. The quotation to include the National Treasury Central Supplier Database (CSD) Supplier Number (MAAA)
- 1.14.4. Price quoted must be firm and must be inclusive of VAT;
- 1.14.5. A firm delivery period/date must be indicated;
- 1.14.6. Fully signed and completed SBD 1, 3.3, 4, 6.1, to be submitted with the proposal.
- 1.14.7. Quotations will be evaluated on:
 - Submission of mandatory documents,
 - Functionality requirements above,
 - meeting the specifications issued by the SASSETA,
 - The 80/20 preference point system for the rand value up to R1 000 000.00. 80 points will be allocated to price and 20 points will be allocated to specific goals.
- 1.14.8. **SASSETA issues this bid invitation in good faith; however, it reserves the right to:**
 - Cancel the Purchase Order or delay the selection process at any time, without explanation,
 - Not to select any of the respondents to this bid invitation, without explanation,
 - Exclude certain services, without explanation,
 - Enter into negotiation with a prospective service provider regarding any terms and conditions, including price(s), of a proposed contract, and
 - Not to accept the lowest of any quotation, offer, or bid.

1.15. ADDRESS WHERE QUOTATIONS ARE TO BE SENT

- 1.15.1. The quotation and all supporting documents are to be submitted no later than **(07 September 2026)** at **(09H00)** on the letterhead of your business and to be emailed to **(kmokone@sasseta.org.za)**

PART A - INVITATION TO QUOTE

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	RFQ/SASSETA/2627111		CLOSING DATE:	07 September 2026	CLOSING TIME: 09H00
DESCRIPTION	SASSETA Career Fair – Panel of five (5) career counsellors and aptitude testing from the date of appointment until 31 March 2027				
BID RESPONSE DOCUMENTS MAY BE SENT TO:					
kmokone@sasseta.org.za					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Karabo Mokone		CONTACT PERSON	Karabo Mokone	
E-MAIL ADDRESS	kmokone@sasseta.org.za		E-MAIL ADDRESS	kmokone@sasseta.org.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 (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 B:3]
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, 2022, 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.

NAME OF SIGNATORY:

SIGNATURE OF BIDDER:

N/B.: If a Company has one director as listed on CSD, the one Director MUST sign these documents on behalf of the Company. Any other member of the Company will require a Company Resolution to be attached to this submission signed by the duly Authorised Director.

N/B.: If the Company has more than one Director as listed on CSD, a signed Company Resolution must be attached to confirm that the one Director can sign on behalf of the Company. Any other member of the Company will require a Company Resolution to be attached to this submission signed by the duly Authorised Directors.

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:

PRICING SCHEDULE – FIRM PRICES
PRICING SCHEDULE

NAME OF BIDDER:	BID NO: RFQ/SASSETA/2627111
CLOSING TIME: 09H00	CLOSING DATE: 07 September 2026

(Professional Services)
 OFFER TO BE VALID FOR **90** DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
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1. The accompanying information must be used for the formulation of proposals.
2. All applicable taxes" include value-added tax (VAT), etc, where applicable.

The Quotation should detail the following:

No.	Details	Quantity	Amount (Inclusive of VAT – where applicable)
1.	Assessments and learner feedback	Per learner	R
2.	Laptop Hire (15" screen, ram 8gig, 256gig SSD hard drive, intel core i5)	Per learner	R
3.	Reporting	Per event report	R

The Quotation should detail the following for Career Counselling:

No.	Details	Quantity	Amount (Inclusive of VAT– where applicable)
1.	One-on-one counselling sessions	Per learner	R
2.	Group counselling sessions (2-25)	Per group	R
3.	Group counselling sessions (2-50)	Per group	R
4.	Reporting	Per event report	R

NB: A contingency amount of R300 000.00 will be available to cater for any other unspecified/additional task relating to the assignment.

NB: The successful service provider will be reimbursed for travel in line with Department of Transport rates.

Bidders to ensure that the quoted prices are inclusive of all equipment, materials, stationery, etc. that maybe required.

Bidders are to record the name and surname of the proposed team on this assignment in the table below and ensure that comprehensive CV templates (Annexure B and C) of the members are attached to this proposal as follows:

NO.	Resource (Team Members)	NAME AND SURNAME (only one name to be recorded per role)	IS CV TEMPLATE ATTACHED <i>(Circle the response below)</i>		Copy of professional registration <i>(Circle the response below)</i>	
1.	Team Leader		YES	NO	YES	NO
2.	Team Member 1		YES	NO	YES	NO
3.	Team Member 2		YES	NO	YES	NO

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

(MUST be signed by a duly Authorised Delegate. A signed Company Resolution must be submitted).

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

- 1.1 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, 1996 (Constitution), and further expressed in the various applicable legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.
- 1.2 If a person is 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. DECLARATION ON EMPLOYMENT BY ORGAN OF STATE

- 2.1 Is the bidder, or any of the directors / trustees / shareholders / members / partners of the bidder employed by an organ of state, as defined in section 239 of the Constitution? **YES/NO**
- 2.2 If YES, furnish particulars of the names, individual identity numbers, in the table below:

Full Name	Identity Number	Name of organ of state

2.3 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.3.1 If so, furnish particulars:

.....

.....

.....

2.4 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**

2.4.1 If so, indicate all companies registered in the CSD in the table below:

Supplier registration number (MAAA)	Status (active/inactive/deleted)

Failure to disclose all CSD-registered active companies linked to all Directors will lead to disqualification.

3. GENERAL DECLARATION

I,, the undersigned, 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 understand the contents of this disclosure.

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found to be false.

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.

- 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.
- 3.5 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.
- 3.6 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.
- 3.7 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, 1998 (Act No. 89 of 1998) and or may be referred to law enforcement agencies for criminal investigation and or may be restricted from conducting business with the state for a period not exceeding 10 years in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004) or any other applicable legislation.

I CERTIFY THAT THE ABOVE IS CORRECT.

I ACCEPT THAT THE PROCURING INSTITUTION MAY REJECT THE BID OR TAKE APPROPRIATE ACTION AGAINST ME IF THIS DECLARATION IS FALSE.

.....
Signature

.....
Date

.....
Designation

.....
Name of bidder

SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE BID AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to invitations to quote:
- the 80/20 system for requirements with a Rand value of up to R1 000 000 (all applicable taxes included).
- 1.2 **To be completed by the organ of state**
- The applicable preference point system for this quotation is the **80/20** preference point system.
- a) The lowest acceptable quotation will be used to determine the accurate system once quotations are received.
- 1.3 Points for this quotation (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:**
- 1.5 The maximum points for this quotation are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

- 1.6 **Failure on the part of a bidder to submit proof or documentation required in terms of this bid to claim points for specific goals with the quotation, will be interpreted to mean that preference points for specific goals are not claimed.**
- 1.7 The organ of state reserves the right to request a bidder, either before a quotation 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. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

$$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

Ps = Points scored for the price of the quotation under consideration

Pt = Price of the quotation under consideration

Pmin = Price of lowest acceptable quotation

3.2 POINTS AWARDED FOR SPECIFIC GOALS

3.2.1 In terms of Regulations 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 quotation.

3.2.2 For the purposes of this quotation, the bidder 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 bid:

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

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

The specific goals allocated points in terms of this bid	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the bidder)
Black People Ownership (100%)	10.00	
Women Ownership (at least 30%)	5.00	
Black Youth Ownership (at least 30%)	3.00	
Black People with Disability (PWD)	2.00	
Total Points	20	

DECLARATION WITH REGARD TO COMPANY/FIRM

3.3 Name of company/firm.....

3.4 Company registration number:

3.5 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]

3.6 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 quotation, 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 bidding 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 bidder 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 BIDDER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

DOCUMENTS REQUIRED FOR CLAIMING SPECIFIC GOALS

1. As per bullet 1.6 and 1.7 of the Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022, bidders are required to submit the SASSETA verification document(s) in order to be allocated the specific goals claimed:
 - a) An Original/Certified copy of a valid B-BBEE Certificate or Sworn Affidavit.
 - b) Valid Companies and Intellectual Property Commission (CIPC) Company registration documents
 - c) Certified copy/ies of Identity documents of the Company Directors
 - d) CSD report
 - e) Medical certificate from a registered medical practitioner confirming the disability.

NB.: Non-submission of the documents required above will lead to specific goal points NOT being awarded.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

(To be signed by a duly Authorised Delegate. A signed Company Resolution must be submitted).

NB: If you receive any suspicious calls asking for payment to secure an award or that the outcome can be influenced in your favour, please immediately inform the SASSETA Anti-Corruption Hotline at 0800 162 111 for further investigations.

SUBMISSION CHECKLIST:

NO.	DETAILS	TICK BY BIDDER
1.	Part 1: - Completed and signed Invitation to Quote (SBD 1) (To be signed by a duly Authorised Delegate. A Company Resolution signed by all Directors of the Company must be submitted).	
2.	Part 2 Completed and signed Pricing Schedule (SBD 3.3).	
3.	Part 3 - Bidder's quotation on the company's letterheads with all applicable costs and delivery dates - Quotation MUST be in accordance with the specification. Quotation that is inconsistent with the specification will be disqualified.	
4.	Part 4: - Completed and signed Bidder's Disclosure (SBD 4). (In case of a consortium/ joint venture, or where sub-Service providers are utilised, each party to the bid <u>must</u> complete and sign the Bidder's Disclosure document).	
5.	Part 5: - Completed and signed Preference Points Claim form in terms of Preferential Procurement Regulations 2022 (SBD 6.1). Not claiming points for each preference point system on SBD 6.1 will lead to specific goal points not being awarded	
6.	Part 6: Bidders to submit their National Treasury Central Supplier Database (CSD) registration document.	
7.	Part 7: Bidder to submit Bidders are to initial each page and submit a General Conditions of Contract (GCC) document.	
8.	Part 8: Mandatory Requirements The proposed team leader to be a registered Psychologist with Health Professions Council of South Africa (HPCSA). Valid certificates to be attached/submitted. Non-submission will lead to an automatic disqualification.	
9.	Part 9: Mandatory Requirements The two (2) proposed additional resources to be a registered Psychologists with Health Professions Council of South Africa (HPCSA). Valid certificates to be attached/submitted. Non-submission will lead to an automatic disqualification.	
10.	Part 10: Mandatory Requirements Bidder to complete the attached CV template for the proposed team leader (Annexure B). Non-submission will lead to an automatic disqualification.	
11.	Part 11: Mandatory Requirements Bidder to complete the attached CV templates for the two (2) proposed additional resources (Annexure C). Non-submission will lead to an automatic disqualification.	

12.	Part 12: • The Bidding company to demonstrate a minimum of three (3) assignments in Career counselling and aptitude testing from different clients. • The Bidding Company to submit a minimum of three (3) signed reference letters from different clients (existing or previous). • Reference letters must be on the client's letterhead, signed and clearly detailing the scope of work, duration and impression the client has with the service provider.	
13.	Part 13: • The team leader to demonstrate a minimum of three (3) assignments in Career counselling and aptitude testing. • CV template (Annexure B) to demonstrate this experience.	
14.	Part 14: • Additional Team member 1 supporting the team leader demonstrates a minimum of three (3) assignments in Career counselling • Additional Team member 2 supporting the team leader demonstrates a minimum of three (3) assignments in aptitude testing. • CV template (Annexure C) to demonstrate the experience for both Team members.	
15.	Part 15: Bidders to submit the following: • An original/Certified copy of a valid B-BBEE Certificate or Sworn Affidavit. • Valid company and Intellectual Property Commission (CIPC) Company registration. • Certified copy (ies) of identity documents of the Company directors. • CSD report • Medical certificate from a registered medical practitioner confirming the disability. NB.: Non-submission of the below-mentioned documents will lead to specific goal points NOT being awarded.	

NB.: Bidders are required to return the SASSETA attached Standard Bidding (SBD) forms and not submit SBD forms from other entities.

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