



RFQ No.:	Contact Person:
BS/2026/RFQ1817	Jackie Kwinika
RFQ Issue Date:	Contact Details:
Request for quotation – 08 October 2026	011-805-9661
Closing Date: 13 October 2026 at 16h30 pm	Jackiek@bankseta.org.za
DESCRIPTION OF SERVICES/PRODUCTS REQUIRED:	
APPOINTMENT OF AN EXECUTIVE SEARCH AGENCY TO PROVIDE PROFESSIONAL EXECUTIVE SEARCH SERVICES FOR THE BANKSETA CEO POSITION.	

Part A: Request for Quotation Documentation

- ✓ Cover Letter;
- ✓ Terms of Reference / Specifications;

Part B: Returnable Documents and Schedules:

- ✓ **Returnable Documents which must accompany the quotation**
 - BANKSETA will check the tax status of the service provider on the CSD report
 - Bidders should be registered on CSD and submit a CSD Master Registration report.
- ✓ **Returnable Forms which must accompany the quotation**

The forms must be fully completed, signed and dated appropriately (see annexure)

 - SBD 4: Bidder's Disclosure
 - SBD 6.1 Preference Points Claim Form (complete the part that is applicable to the BANKSETA Preferential Procurement Policy) (NB. BANKSETA will not allocate points for BBBEE status Level Contributor)

PLEASE NOTE:

- ✓ Supplier must be registered on the National Treasury Central Supplier database;
- ✓ The quotation must be on the supplier's letterhead;
- ✓ Quotations must be in accordance with the specifications, unless otherwise stipulated;
- ✓ Where applicable, the official pricing structure must be used. Should the allocated pricing page / information be insufficient, you may include an additional copy of the price page;
- ✓ Suppliers must complete all the Returnable Schedules and also submit all the Returnable Documents.
- ✓ The quotation must be valid for 90 days.

Enquiries with regard to specifications may be directed to:

Name: Jackie Kwinika
Email : Jackiek@bankseta.org.za

Telephone No: 011 805 9661

RFQ CLOSING		
CLOSING DATE	CLOSING TIME	MODE OF SUBMISSION
13 October 2026	16h30 pm	ELECTRONIC PDF SENT TO: JACKIEK@BANKSETA.ORG.ZA COPY SCM@BANKSETA.ORG.ZA

1. BACKGROUND TO THE BANKSETA

BANKSETA is a statutory body established through the Skills Development Act of 1998 to enable its stakeholders to advance the national and global position of the banking and micro-finance industry. As guided by its mandate the BANKSETA is an agent of transformation and will promote employment equity and Broad Based Black Economic Empowerment through skills development.

For further details on the BANKSETA, visit www.bankseta.org.za and refer to the 2024– 2025 annual report under Media Center/publication/annual reports

<https://bankseta.org.za/wp-content/uploads/2024/12/BANKSETA-Annual-Report-2024-25.pdf>

2. BACKGROUND TO THE ASSIGNMENT

- 2.1 BANKSETA invites suitably qualified and experienced Executive Search Agencies to submit proposals for the provision of professional executive search services for the recruitment and appointment of a Chief Executive Officer (CEO).
- 2.2 BANKSETA seeks to appoint a service provider with demonstrable experience in executive search, senior leadership recruitment, executive assessment and placement of CEOs and/or senior executives, preferably within the public sector, statutory bodies, regulated entities, financial services or comparable governance environments.
- 2.3 Executive search must be a substantive/core capability of the service provider. The service provider must demonstrate the capacity to conduct a national search and, where justified by the approved search strategy, access relevant executive talent beyond the national market.
- 2.4 BANKSETA operates within a public-sector governance environment and is accountable to its stakeholders and relevant oversight structures. The CEO is a critical executive leadership position responsible for providing strategic and operational leadership in support of BANKSETA's statutory mandate, strategy, governance obligations and organisational performance.
- 2.5 The CEO recruitment process requires specialist executive search capability to support the identification, attraction, assessment and verification of suitably qualified candidates while ensuring that the Board and/or duly constituted Selection Committee retains responsibility for the appointment decision.

- 2.6 The service provider will be expected to operate as an independent search adviser and to provide objective, evidence-based advice throughout the assignment.

3. TERMS OF REFERENCE

3.1 The purpose of the appointment is to secure an experienced Executive Search Agency to support BANKSETA in delivering a rigorous, transparent and evidence-based CEO recruitment process.

3.2 The objectives are to:

- develop, in consultation with BANKSETA, a clear CEO Success Profile aligned to the organisation's strategic direction, mandate, governance environment and future leadership requirements;
- undertake an appropriate market-mapping and talent-identification exercise;
- identify and attract suitably qualified active and passive CEO candidates through a combination of direct search, professional networks and approved advertising;
- apply objective and appropriately validated executive assessment and due-diligence processes;
- provide the Board and/or duly constituted Selection Committee with clear, comparable and evidence-based candidate information;
- support interviews, selection, reference checking, offer management and appointment finalisation; and provide agreed post-appointment transition and onboarding support.

4. PRINCIPLES GOVERNING THE ASSIGNMENT

- Merit and suitability: candidates must be assessed against the approved CEO Success Profile and stated selection criteria.
- Fairness and consistency: the same approved interviews and assessment framework must be applied consistently to candidates.
- Transparency and auditability: key search activities, assessments, recommendations and decisions must be appropriately documented.
- Confidentiality: candidate and BANKSETA information must be protected throughout the assignment.
- Independence and objectivity: the service provider must disclose actual or potential conflicts of interest and provide objective professional advice.
- Inclusivity and diversity: the search strategy should seek access to a suitably broad and diverse pool of qualified candidates, consistent with applicable law and BANKSETA's transformation and employment-equity objectives.

5. SCOPE OF WORK

5.1 CEO Search Planning and Advisory

- 5.1.1 Conduct an inception meeting with the designated BANKSETA representatives and, where required, the Board and/or duly constituted Selection Committee to obtain a comprehensive understanding of the mandate, strategic priorities, organisational context, governance environment and leadership requirements.
- 5.1.2 Review the existing CEO job profile, minimum requirements, competency framework and other approved recruitment documentation.
- 5.1.3 Develop a CEO Success Profile, in consultation with BANKSETA, setting out the required qualifications, experience, leadership capabilities, strategic and operational competencies, governance capability, stakeholder-management requirements, behavioural attributes and other critical success factors.
- 5.1.4 Develop a detailed recruitment project plan setting out key activities, responsibilities, dependencies, milestones and indicative timelines.
- 5.1.5 Advise on the appropriate executive search methodology, candidate sourcing strategy, assessment approach and search risks.

- 5.1.6 Provide advice on market-related executive remuneration and relevant employment considerations where required, taking into account applicable public-sector remuneration frameworks and constraints.

5.2 Market Mapping, Advertising and Executive Search

- 5.2.1 Conduct a structured market-mapping exercise to identify relevant sources of CEO talent in sectors and organisations reasonably relevant to BANKSETA's mandate and operating environment.
- 5.2.2 Prepare a sourcing strategy that combines proactive executive search, professional networks, direct approaches and approved advertising.
- 5.2.3 Review and update the CEO advertisement for approval by BANKSETA.
- 5.2.4 Publish the approved advertisement through channels agreed with BANKSETA, which may include reputable national media, appropriate regional/local media, professional networks and digital platforms, subject to BANKSETA's requirements.
- 5.2.5 Conduct targeted executive search and headhunting nationally and, where supported by the approved search strategy, beyond the national market.
- 5.2.6 Identify, approach and engage suitably qualified active and passive candidates who may not have responded to the advertisement.
- 5.2.7 Demonstrate how the search strategy will support access to a suitably broad and diverse pool of qualified candidates.
- 5.2.8 Provide regular search progress reports, including the search activity undertaken, talent sources considered, candidate pipeline status, market feedback and any material risks or constraints.

5.3 Candidate Screening, Assessment and Shortlisting

- 5.3.1 Receive and manage applications and candidate information in accordance with agreed processes and applicable data-protection requirements.
- 5.3.2 Conduct preliminary screening against the approved minimum requirements and CEO Success Profile.
- 5.3.3 Verify qualifications and relevant employment information at the appropriate stage of the process.
- 5.3.4 Apply an objective, evidence-based executive assessment methodology appropriate to a CEO appointment. The proposed methodology may include structured leadership interviews, competency or behavioural assessment, psychometric assessment, simulations, case studies or other validated assessment tools, as appropriate to the assignment.
- 5.3.5 Assess shortlisted candidates against the approved CEO Success Profile and provide evidence supporting the assessment of each candidate's leadership, strategic, operational, governance, stakeholder-management and other relevant capabilities.
- 5.3.6 Prepare a longlist and recommended shortlist in accordance with the approved process.
- 5.3.7 Provide a comprehensive candidate report for each shortlisted candidate, including career history, relevant achievements, qualifications, experience, leadership capability, assessment outcomes, remuneration expectations where relevant, motivation for the role, references/status of verification, and identified areas requiring further consideration.
- 5.3.8 Where candidates are screened out at material stages, maintain an appropriate audit trail of the reason for non-progression against the approved criteria.

5.4 Interview and Selection Support

- 5.4.1 Assist with interview planning, scheduling and process coordination.
- 5.4.2 Prepare structured, competency-based interview guides and proposed questions aligned to the approved CEO Success Profile for consideration and approval by Board.
- 5.4.3 Provide professional recruitment and assessment support during interviews, without assuming the decision-making role of the Board and/or Selection Committee.
- 5.4.4 Support candidate calibration and comparative consideration against the approved criteria
- 5.4.5 Prepare interview and assessment outcome reports as agreed.

- 5.4.6 Provide such additional professional advice as may reasonably be required to support a fair and well-documented selection process.

5.5 Due Diligence, Verification and Appointment Support

- 5.5.1 Conduct or facilitate appropriate reference and employment checks for shortlisted/final candidates.
- 5.5.2 Facilitate verification of qualifications, professional memberships and other credentials relevant to the appointment.
- 5.5.3 Facilitate appropriate integrity, conflict-of-interest, reputational and other due-diligence checks relevant to a senior public-sector appointment, subject to applicable law and candidate consent.
- 5.5.4 Support the required security-vetting process, where applicable.
- 5.5.5 Identify and disclose any material adverse information arising from due diligence that may reasonably affect the candidate's suitability, subject to applicable legal requirements.
- 5.5.6 Assist with candidate engagement, offer management and negotiations, within parameters approved by BANKSETA.
- 5.5.7 Provide placement support until the appointment process has been finalised.
- 5.5.8 Conduct or facilitate appropriate media and adverse-media screening of shortlisted/final candidates to identify publicly available information that may reasonably be relevant to the candidate's suitability, integrity, reputation or appointment, subject to applicable law and candidate consent where required.

6. REQUIRED DELIVERABLES

- 6.1 Inception report and recruitment project plan.
- 6.2 CEO Success Profile and agreed assessment framework.
- 6.3 Search and sourcing strategy.
- 6.4 Market-mapping and talent-pool report.
- 6.5 Approved CEO advertisement and evidence of publication.
- 6.6 Executive search and sourcing progress reports.
- 6.7 Longlist and recommended shortlist reports.
- 6.8 Executive assessment methodology and candidate assessment reports.
- 6.9 Due-diligence, reference and verification reports.
- 6.10 Interview support documentation and outcome reports.
- 6.11 Final recruitment report, including a record of the search process and outcomes.
- 6.12 Placement and appointment completion report.

7. SERVICE PROVIDER MINIMUM REQUIREMENTS

Minimum Requirement	Acceptable Supporting Evidence	Evaluation / Section of the proposal (Bidder to indicate if they comply with the requirements)
1. At least 7-10 years' demonstrable experience in executive search and recruitment as a business capability	- Company profile indicating establishment date and Recruitment service and Executive Search service as a commodity. - CIPC registration /CSD report documents.	Comply / Not Comply
2. Demonstrable experience in recruitment and placement of DG, CEOs and/or C-Suite/Senior Executives	- List of completed DG, CEO, CFO, COO, CIO, Executive Director, Board Secretary or equivalent placements with contact details of the client. - At least three (3) completed DG / CEO placements.	Comply / Not Comply

3. Demonstrable experience in comparable assignments involving public sector entities, statutory bodies, regulated entities, financial services or governance-intensive environments	• Reference letters from public entities, SETAs, SOEs, regulators, municipalities, departments, financial institutions or statutory bodies. (only reference letters from public sector will be accepted see minimum requirement)	Comply / Not Comply
4. Availability of a suitably experienced lead consultant/partner accountable for delivery	• Detailed CV of proposed Lead Consultant/Partner. • Professional qualifications. (State the minimum qualification?) • Years of experience (How many years of experience should be the minimum?) The bidder should provide the proposed Lead Consultant/Partner's detailed CV demonstrating at least seven (7) years' relevant executive search/recruitment experience, including experience in CEO/C-Suite assignments.	Comply / Not Comply
5. Capacity to conduct a national executive search and access relevant executive talent markets	• Methodology document outlining search approach. or • Description of candidate databases and networks. (either one submitted will be accepted)	Comply / Not Comply
6. At least 5-7 verifiable client references in a complex public sector environment for similar assignments completed within the last 5 years	• Signed reference letters for Executive Search services or Recruitment services. • Reference schedules containing client name, contact person, designation, email address and/or telephone number. • Evidence that assignments were completed within the past 5 years. The references should relate specifically to Executive Search assignments, rather than general recruitment services.	Comply / Not Comply
7. Demonstrable capability to undertake executive assessment, reference checking and due diligence	• Methodology document covering assessments, competency testing, psychometric assessments, reference checks, qualification verification, criminal checks, credit checks, and integrity screening. (all the assessment must be included in the proposal or the submission will be non-compliant) The bidder should demonstrate capability across the required executive assessment and due-diligence functions. The methodology should cover, as applicable, executive/competency assessment, reference checking, qualification verification, integrity/reputational due diligence and other appropriate checks, subject to applicable law and candidate consent.	Comply / Not Comply

8. DURATION OF THE APPOINTMENT

- 8.1 The appointment shall commence on the date specified in the contract and continue until completion of the CEO recruitment process and delivery of the agreed close-out deliverables.
- 8.2 The indicative recruitment timetable will be agreed during the inception phase and may be adjusted by BANKSETA where required by governance, statutory, operational or other legitimate considerations.

9. PRICING

- The quotations must be on the service provider/bidder's letterhead.
- The quotations should cover total cost for the scope of work as detailed above.
- No pricing adjustment will be allowed after closing date.

10. PRICE AND PREFERENCE POINTS

The RFQ will be evaluated using the following:

80/20 PRICE AND PREFERENCE POINT SYSTEMS

Points for Price	Preference Points Utilising BANKSETA Goals	Total Points
80	20	100

A maximum of 80 points is allocated for price using the following formula:

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

- P_s** = Points scored for price of bid under consideration.
- P_t** = Price of bid under consideration.
- P_{min}** = Price of lowest acceptable bid.

PREFERENCE POINTS UTILISING BANKSETA GOALS

In terms of Gazette 2721, the BANKETA has allocated preference points to be awarded to tenderers who meet certain BANKSETA Goals as follows:

	Specific Goals	80/20 Preference Point system
1.	Empowerment of black persons- Ownership by black persons – 51% threshold as explained below	7

	Specific Goals	80/20 Preference Point system
2.	Empowerment of Women - Women Ownership - Threshold 33% as explained below	4
3.	Youth Empowerment Youth Ownership – 33% Threshold as explained below	4
4.	Empowerment of Persons with Disabilities - Ownership of People with Disabilities – 10% threshold for Ownership and/or 5% threshold for Employment of Persons with Disabilities as explained below	2
5.	Promotion of small and medium businesses, co-operatives and non-governmental institutions in all areas- rural and urban areas – as explained below	3
	Total Points allocated towards specific goals	20

The Service provider should complete the BANKSETA preference point bidding form attached.

EXPLANATIONS

1.1 Black persons are as defined in Broad based black economic empowerment Act (B-BBEE) which currently means Africans, Coloureds and Indians and Chinese (via a court ruling)

(a) who are citizens of the Republic of South Africa by birth or decent; or

(b) who became citizens of the Republic of South Africa by naturalisation –

(i) before 27 April 1994;

(ii) on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalisation prior to that date.

1.2 Black Person Ownership points will be awarded to a Tenderer who have 51% or more black ownership. The shareholding will determine the ownership.

1.3 Women ownership points will be awarded to a Tenderer who have 33% or more women ownership who are South African citizens.

1.4 Youth ownership points will be awarded to a Tenderer who have 33% or more youth ownership being persons 35 years and below, determined at the date of tender/ RFQ closing. Youth ownership will be determined based on the shareholding of the members who are defined as youth and are South African citizens.

1.5 Persons with Disability Ownership points will be awarded to a Tenderer who have 10% or more shareholding by South African citizen persons with disability AND/OR to tenderers who employ 5% or more South African persons with disability on a permanent basis. Disability ownership will be determined by the shareholding of the enterprise owned by such a South African citizen person with disability OR by enterprises whose permanent staff complement consists of 10% or more South African citizen persons with disabilities. The disabilities need to be legally verifiable for points to be claimed.

An entity may only claim once under this category regardless of if it qualifies under both South African citizen persons with disabilities ownership and employment of South African persons with disability

1.6 Small and medium business includes all South African businesses, co-operatives and non-governmental organisations with annual turnover up to R10 million or alternatively, these entities are recently incorporated, have been operating for less than one year and are projected to have annual turnover of less than R10 million in the first year. The ownership of small and medium business, co-operatives or non-governmental organisations should be 100% South African citizens (or entities owned 100% by South Africa citizens).

1.7 An entity may claim points based on the same shareholding or persons in more than one category. For example black female disabled shareholders under 35 who is a SA citizen may lead a business to claim points under Empowerment of women and youth empowerment

1.8 False Information from Bidders

Should the BANKSETA ascertain that any bidder has submitted any false information, the BANKSETA may disqualify the bidder/service provider, cancel any award without prejudice to any other remedies available to BANKSETA and report the service provider to National Treasury.

The bidder/service provider will be given an opportunity to give reasons why BANKSETA should not take actions detailed above where false information has been submitted.

1.9 The points scored by a bidder in respect of the PREFERENCE POINTS UTILISING BANKSETA GOALS contribution will be added to the points scored for price to arrive at the overall score. Points will be rounded off to the nearest 2 decimals. If two or more tenders have scored equal total points, the contract will be awarded to the bidder scoring the highest number of points for the specified goals or PREFERENCE POINTS UTILISING BANKSETA GOALS contribution.

11. RFQ CONDITIONS

- a. BANKSETA reserves the right to withdraw or amend terms of reference by notice in writing by advertising in the media in which the RFQ was originally advertised prior to the closing date.
- b. BANKSETA reserves the right not to award this RFQ and the right to reduce the quantities awarded.
- c. BANKSETA reserves the right to verify the information submitted and request for further information during evaluation of the proposal.
- d. BANKSETA shall not be liable for any direct, indirect, consequential or other losses or damages including loss of profit that may be incurred by any person including, but not limited to, an Applicant, Short Listed Applicant or Successful Applicant, or any director, officer or associated company thereof, as a result of any reliance on or use of information supplied in response to this RFQ or as a result of the RFQ process contemplated in this RFQ document.
- e. BANKSETA makes no representations, undertakings or warranties whatsoever to any person in respect of the RFQ or any information contained in the RFQ.
- f. This RFQ is confidential and proprietary to BANKSETA and may not be used, reused, copied or distributed for any purpose, other than in relation to the RFQ process, without BANKSETA's prior written consent.
- g. POPIA - The Protection of Personal Information Act, ("POPIA") includes the right to protection against unlawful collection, retention, dissemination and use of personal information. BANKSETA complies with POPIA in collecting, processing and distributing of Personal Information, which include cooperation with the Regulator as provided for in the act.

12. REVIEW PROCESS

- a) In order to evaluate and adjudicate proposals effectively, it is imperative that applicants submit responsive applications. To ensure an application will be regarded as responsive it is imperative to comply with all conditions pertaining to the application and to complete all the mandatory fields and questionnaires.
- b) All applications duly lodged as per the submission requirements will be evaluated in accordance with the stipulated evaluation criteria.
- c) The validity period of proposals is **90 days** after closing.

13. REASONS FOR REJECTION

- a) Applicants shall not contact BANKSETA on any matter pertaining to the application from the time the application is closed to the time the application has been adjudicated..
- b) BANKSETA shall reject a submission if the applicant has committed a proven corrupt or fraudulent act in competing for a particular contract.

14. FRAUD ALERT

- (a) The BANKSETA does not charge for any documents or information or any matter in regard to any procurement or any BANKSETA work.
- (b) The BANKSETA is aware of fraudsters approaching potential bidders purporting to be able to influence tenders or RFQ for a fee.
- (c) Some of these fraudsters may also try to impersonate BANKSETA staff and may have details of your bids which they obtain from the legislated tender reporting.
- (d) Bidders are warned that they should NOT pay any person or entity in regard to BANKSETA procurement. This will be viewed as participating in corrupt and fraudulent practices.
- (e) No one is able to influence any tender or RFQ outcome.
- (f) Any approaches from any person or entity in this regard should be reported to the BANKSETA fraud hotline on 0800 204 661 or tip-offs.
- (g) Bidders are requested to give as much detail as possible in any reports so the BANKSETA can investigate the matter and take action against the perpetrators.

Annexure – Documents to be completed and be submitted with quotation

SBD 4

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 I 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

Supplementary Disclosure Table: Directors' Employment and Ownership Status

This table is designed to complement the SBD 4 form by requiring bidders to disclose detailed information about their directors, especially regarding employment by the state and ownership status.

	Directors 1	Directors 2	Directors 3	Directors 4
Full Name				
Identity Number				
Position in Bidding Entity				
Employed by the State? (Yes/No)				
Name of State Institution (if applicable)				
Company of Employment				
Ownership Status in Bidding Entity (e.g., % Shareholding)				
Controlling Interest? (Yes/No)				
Contact Details (Phone & Email)				
Comment if any.				

Instructions for Contact Details Column:
Please provide accurate and current contact details for each director listed. This should include a valid phone number and email address to facilitate any necessary communication regarding the bid. Ensure that the contact information is up-to-date and accessible.

NAME

OCCUPATION

SIGNATURE

DATE

PREFERENCE POINTS CLAIM FORM IN **TERMS OF BANKSETA PREFERENCE POINTS CLAIM**

This preference form must form part of all bids invited. It contains general information a
NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS,

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- 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

- a) The value of this bid is estimated to **not exceed** R50 000 000 (all applicable taxes included) and therefore the **80/20** preference point system shall be applicable; or
- b) Either the 80/20 preference point system will be applicable to this tender

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) Preference points using BANKSETA's preference point system.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
PREFERENCE POINTS USING BANKSETA PREFERENCE POINTS SYSTEM	20
Total points for Price and Preference points must not exceed	100

1.5 Failure on the part of a bidder to complete and submit BANKSETA's preference points form together with the bid, will be interpreted to mean that preference points are not claimed.

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

2. DEFINITIONS

- (a) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (b) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (c) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (d) **“functionality”** means the ability of a bidder to provide goods or services in accordance with specifications as set out in the tender documents.
- (e) **“prices”** includes all applicable taxes less all unconditional discounts;
 - 1)
- (f) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (g) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 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

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

- P_s = Points scored for price of bid under consideration
- P_t = Price of bid under consideration
- $P_{\min}$ = Price of lowest acceptable bid

4. PREFERENCE POINTS CLAIMED

THE BIDDER SHOULD COMPLETE THE ATTACHED BANKSETA PREFERENCE POINTS CLAIM DOCUMENT

5. SUB-CONTRACTING

- 5.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES		NO	
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7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted%.
- ii) The name of the sub contractor

6. DECLARATION WITH REGARD TO COMPANY/FIRM

- 6.1 Name of company/firm:.....
- 6.2 VAT registration number:.....
- 6.3 Company registration number:.....

6.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One person business/sole propriety
- ☐ Close corporation
- ☐ Company
- ☐ Pty Limited

[TICK APPLICABLE BOX]

6.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

.....

6.6 COMPANY CLASSIFICATION

- ☐ Manufacturer
 - ☐ Supplier
 - ☐ Professional service provider
 - ☐ Other service providers, e.g. transporter, etc.
- [TICK APPLICABLE BOX]

6.7 Total number of years the company/firm has been in business:.....

6.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the BANKSETA preference points system, qualifies the company/ firm for the preference(s) shown and I / we 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 6.1, the contractor may be required to furnish documentary evidence

proof to the satisfaction of the purchaser that the claims are correct;

iv) If the bidder has been claimed or obtained preference points on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser 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 by the National Treasury 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.

WITNESSES

1.
2.

BANKSETA PREFERENCE POINTS CLAIM DOCUMENT

1.1 The service provider is requested to complete the form below accurately and fully to show the areas where it wishes to claim preference points.

It is the service providers responsibility to ensure that the form is accurately and fully completed:

1.2 For shortlisted service providers, BANKSETA may request additional information and evidence to support the preference points claimed.

1.3 An entity may claim points based on the same shareholding or persons in more than one category. For example, black female disabled shareholders under 35 who is a SA citizen may lead a business to claim points under Empowerment of women, youth empowerment and empowerment of persons with disabilities.

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

The BANKSETA will allocate preference points as follows:

No	Specific Goals	80/20 Preference Point system
1.	Empowerment of black persons- Ownership by black persons – 51% threshold as explained below	7
2.	Empowerment of Women - Women Ownership- Threshold 33% as explained below	4
3.	Youth Empowerment Youth Ownership – 33% Threshold as explained below	4
4.	Empowerment of Persons with Disabilities - Ownership of People with Disabilities – 10% threshold for Ownership and/or 5% threshold for Employment of Persons with Disabilities as explained below	2
5.	Promotion of small and medium businesses, co-operatives, and non-governmental institutions in all areas- rural and urban areas – as explained below	3
	Total Points allocated towards specific goals	20

1.4 Empowerment of black persons- Ownership by black persons Black Person Ownership

1.4.1 Black persons are as defined in Broad based black economic empowerment Act (B-BBEE) which currently means Africans, Coloureds, and Indians and Chinese:

- (a) who are citizens of the Republic of South Africa by birth or decent; or
- (b) who became citizens of the Republic of South Africa by naturalisation –
 - (i) before 27 April 1994.
 - (ii) on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalisation prior to that date.

Preference Point	Service Provider to INDICATE YES OR NO	No of Points per BANKSETA Preference point System	For BANKSETA USE Only Points Claimed
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Does the service provider wish to claim points under black ownership where 51% or more ownerships is by black people		7	
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IF YES please provide the following details

DETAILS OF BLACK OWNERS				
	Full Name of Black Owners	ID Number	Ownership Percentage (via shareholding)	Position in the Company
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
	TOTAL Black Ownership			

The service provider should include information and evidence to support the preference points claimed being IDs, CSD report, naturalisation records for owners not South African by birth..

1.5 Preference Points Claimed for Empowerment of Women – Through Women Ownership of the Entity- Threshold 33%

Women ownership points will be awarded to a Tenderer who have 33% or more women ownership, of the company or enterprise. The woman must be South African citizens.

Preference Point	Service Provider to Indicate YES OR NO	No of Points per BANKSETA Preference point System	For BANKSETA USE Only Points Claimed
Does the service provider wish to claim points under women ownership where 33% or more ownerships is by women who are South African citizens		4	

IF YES please provide the following details

DETAILS OF WOMEN OWNERS WHO ARE SOUTH AFRICAN CITIZENS				
	Full Name of Black Owners	ID Number	Ownership Percentage (via shareholding)	Position in the Company
1				
2				
3				
4				
5				
6				
	TOTAL WOMEN OWNERSHIP			

The service provider should include information and evidence to support the information shown for the preference points claimed being IDs copies, naturalisation records for owners not South African by birth and CSD report.

1.6 Preference Points Claimed for Empowerment of Youth Through Youth Ownership of the Service Provider /Enterprise– 33% Threshold

1.7.1 Youth ownership points will be awarded to a Tenderer who have 33% or more youth ownership being persons 35 years and below, determined at the date of tender/ RFQ closing. Youth ownership will be determined based on the shareholding of the members who are defined as youth and are South African citizens, .

Preference Point	Service Provider to Indicate YES OR NO	No of Points per BANKSETA Preference point System	For BANKSETA USE Only Points Claimed
Does the service provider wish to claim points under Youth Ownership – 33% Threshold. The youth should be South African citizens		4	

IF YES please provide the following details

DETAILS OF YOUTH OWNERS WHO ARE SOUTH AFRICAN CITIZENS				
	Full Name of Black Owners	ID Number	Ownership Percentage (via shareholding)	Position in the Company
1				
2				
3				
4				
5				
6				
	TOTAL YOUTH OWNERSHIP			

The service provider should include information and evidence to support the information shown for the preference points claimed being IDs copies, naturalisation records for owners not South African by birth and CSD report.

1.10 Preference Points Claimed for Empowerment of Persons with Disabilities - Ownership or Employment of People with Disabilities – 10% threshold for Ownership and/or 5% threshold for Employment of Persons with Disabilities of Youth Empowerment

2. 1.8.1 Persons with Disability Ownership points will be awarded to a Tenderer who have 10% or more shareholding by South African citizen persons with disability
3. AND/OR
4. to tenderers who employ 5% or more South African persons with disability on a permanent basis.
- 5.
6. Disability ownership will be determined by the shareholding of the enterprise owned by such a South African citizen person with disability.
7. OR
8. by enterprises whose permanent staff complement consists of 10% or more South African citizens

persons with disabilities. Any disabilities need to be legally verifiable for points to be claimed.

9. Kindly note that full points are awarded for either ownership of persons with disabilities or employment of persons with disabilities.

10.

11.

Preference Point	Service Provider to Indicate YES OR NO	No of Points per BANKSETA Preference point System	For BANKSETA USE Only Points Claimed
Does the service provider wish to claim points under Persons with Disability Ownership points will be awarded to a Tenderer who have 10% or more shareholding by South African citizen persons with disability AND/OR to tenderers who employ 5% or more South African persons with disability on a permanent basis.		2	

12.

13. IF YES please provide the following details

DETAILS OF OWNERS WHO HAVE DISABILITIES AND ARE SOUTH AFRICAN CITIZENS				
	Full Name of Persons with Disabilities Owners	ID Number	Ownership Percentage (via shareholding)	Position in the Company
1				
2				
3				
4				
5				
6				
	TOTAL PERSON WITH DISABILITIES OWNERSHIP			

14.

15. AND/OR

Total Number of Permanent Employees	Number of Permanent Employees with Disabilities	% Of Employees with Disabilities

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- 16.** . The service provider should include information and evidence to support the information shown for the preference points claimed being IDs copies, naturalisation records for owners not South African by birth and CSD report, employee list highlighting those with disabilities and a certification/report of the disability/ies.

1.9 Preference Points Claimed for Empowerment Small and Medium Enterprises Including Co-operatives and Non-Governmental Organisations in All Areas – Rural and Urban

1.9.1 Small and medium business includes all South African businesses, co-operatives, and non-governmental organisations with annual turnover up to R10 million or alternatively, these entities are recently incorporated, have been operating for less than one year and are projected to have annual turnover of less than R10 million in the first year. The ownership of small and medium business, co-operatives or non-governmental organisations should be 100% South African citizens (or entities owned 100% by South Africa citizens).

Preference Point	Service Provider to Indicate YES OR NO	No of Points per BANKSETA Preference point System	For BANKSETA USE Only Points Claimed
Does the service provider wish to claim points under small and medium business includes all South African businesses, co-operatives, and non-governmental organisations with annual turnover up to R10 million or alternatively, these entities are recently incorporated, have been operating for less than one year and are projected to have annual turnover of less than R10 million in the first year. The ownership of small and medium business, co-operatives or non-governmental organisations should be 100% South African citizens (or entities owned 100% by South Africa citizens).		3	

IF YES please provide the following details

DETAILS OF THE BUSINESS				
Dated Business Incorporated	Financial Year Ending	Turnover in Prior Financial Year of the Enterprise	Budgeted Turnover This Current Financial Year	Turnover to Date in Current Financial Year

The service provider should include information and evidence to support the information shown for the preference points claimed being IDs copies, naturalisation records for owners not South African by birth and CSD report, employee list highlighting those with disabilities and a certification/report of the disability/ies.

1.10 False Information from Bidders

Should the BANKSETA ascertain that any bidder has submitted any false information, the BANKSETA may disqualify the bidder/service provider, cancel any award without prejudice to any other remedies available to BANKSETA and report the service provider to National Treasury.

The bidder/service provider will be given an opportunity to give reasons why BANKSETA should not take actions detailed above where false information has been submitted.