

SASSA 01 (QO)

INVITATION FOR QUOTATIONS

**THE SOUTH AFRICAN SOCIAL SECURITY AGENCY INVITES QUOTATIONS FOR THE
PROVISION OF *description of works***

Project title:	<i>PROCUREMENT OF WOMEN'S WELLNESS PROGRAMME.</i>
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RFQ No:	RFQ:RO/05/08/2026	Closing Date:	26/08/2026
Closing time:	15:00	Validity period:	60 days

1. COMPLETION OF QUOTATION/BID DOCUMENTS:

- 1.1 All quotation documents must be fully completed and duly signed by an authorized person (Directors / Representative).
- 1.2 All quotations and fully completed Standard Bidding Documents (SBD) forms must be addressed to the South African Social Security Agency and must be emailed to QuotationsEC@sassa.gov.za or hand delivered in a sealed envelope marked with the RFQ number stated above.
- 1.3 **Service Providers that hand delivers their quotations must deposit it in the QUOTATION BOX situated at the reception at SASSA, BKB BUILDING ENTRANCE, CNR MERINO AND FITZPATRICK RD, QUIGNEY, EAST LONDON**
- 1.4 **NB: THE QUOTATION REGISTER AT THE RECEPTION MUST BE SIGNED AFTER QUOTATIONS ARE SUBMITTED.**
- 1.5 **Quotations that are emailed to any other email address other than the one mentioned above WILL not be considered.**
- 1.6 **Late quotations will not be accepted.**
- 1.7 This quotation is subject to the GCC (General Conditions of Contract) and any other special conditions of contract where applicable.
- 1.8 Quotations equal to or above R 2,000 Vat inclusive shall be evaluated on 80\20 preference point system.
- 1.9 The taxes of the successful supplier must be in order, or satisfactory arrangements must be made with the South African Receiver of Revenue (SARS) to meet the supplier's tax obligations prior to award.
- 1.10 Quotations must be accompanied by A COPY of the following documents:
 - 1.10.1 ID Copies of All Directors
 - 1.10.2 CK document (Company registration document)
 - 1.10.3 Valid SARS Tax Pin Document
 - 1.10.4 A valid BBBEE Verification Certificate from a verification agency accredited by the South African National Accreditation System (SANAS) or a valid BBBEE certificate issued by the Companies and Intellectual Property Commission (CIPC), or
 - 1.10.5 Exempted Macro Enterprise (EME's) and Qualifying Small Enterprise (QSE) must submit a Sworn Affidavit signed by EME's representative and attested by commissioner of oath



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South African Social Security Agency
Head Office

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Pretoria • Private Bag X55662 Arcadia • Pretoria 0083
Tel: +27 12 400 2000 • Fax: +27 12 400 2257
www.sassa.gov.za

1.11 Mandatory Requirements

1.11.1 Quotations submitted to SASSA by Suppliers should include the following information:

- a) Addressed to SASSA
- b) Letterhead of the Company / Company Stamp
- c) Company physical address
- d) Contact details
- e) Detailed Description of goods and services aligned with the specification issued and, where the specification is itemized, the quotation submitted must indicate price for each line item
- f) Total cost / price inclusive of VAT
- g) VAT registration number (where applicable)
- h) Company registration number
- i) Signature of Director / Representative

Quotations that do not comply with the above requirements will be disqualified

1.12 Administrative Requirements

- 1.12.1 Quotations submitted to SASSA need to include the validity period
- 1.12.2 Quotations submitted to SASSA need to include the delivery period
- 1.12.3 Submission of fully completed SBD 4 and SBD 6.1

SASSA reserves the right to negotiate with the service provider about the quotation price

2. **DESCRIPTION OF SERVICE REQUIRED:**

Description of Goods / Services	Quantity
PLEASE REFER TO THE ATTACHED SPECIFICATION/ TERMS OF REFERENCE	

NB: Please find attached Detailed Specification or Terms of Reference (TOR) and Standard Binding Document (SBD) Forms.

3. **ENQUIRIES RELATED TO DOCUMENTS MUST BE ADDRESSED TO:**

BUYER:		Telephone no:	
Cell no:	N/A	Fax no:	N/A

Name: N. Gqirana

Signature: 

Date: 24 August 2026



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Specification

WOMEN'S MONTH COMMEMORATION

SPECIFICATION FOR PROCUREMENT OF WOMEN'S WELLNESS PROGRAMME

1. DESCRIPTION

SASSA Eastern Cape Region will be hosting a Women's Wellness Programme as part of the commemoration of Women's Month.

The programme is intended to promote women's wellness, empowerment and employee engagement through a combination of wellness activities, educational sessions, social interaction and entertainment.

The event will be held in **East London** and will accommodate approximately **80 female employees**.

2. EVENT DETAILS

Description	Requirement
Event	Women's Wellness Programme
Date	28 August 2026
Location	East London, Eastern Cape
Number of attendees	80 ladies
Duration	Approximately 09h00 – 16h00

3. SCOPE OF REQUIREMENTS

The appointed service provider will be required to provide a complete event package comprising the following:

3.1 VENUE

The service provider must provide a suitable venue in East London that:

- Can comfortably accommodate a minimum of 80 guests.
- Is suitable for a professional Women's Wellness Programme.
- Provides sufficient seating and tables for all attendees.
- Has adequate lighting and ventilation.
- Has access to clean and suitable ablution facilities.
- Provides suitable space for catering and serving of meals.
- Provides a suitable area for entertainment and programme activities.
- Includes tables and chairs required for the event.
- Provides basic venue setup and cleaning before and after the event.

3.2 CATERING

The service provider must provide catering for **80 ladies** for the duration of the event.

The catering must include:

Breakfast / Arrival Refreshments

- A suitable breakfast/light breakfast option.
- Tea and coffee.
- Bottled water and/or suitable refreshments.

Lunch

- A substantial hot lunch suitable for a corporate event.
- At least two meat options, beef and roast chicken.
- Suitable side dishes/salads, two vegetable, two salads, samp and rice
- Dessert or a suitable sweet option.
- Provision for dietary requirements, including vegetarian options, where requested.

Drinks

- Bottled water.
- Assorted soft drinks/juice.
- Tea and coffee throughout the programme.



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South African Social Security Agency
Eastern Cape Region

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All food must be freshly prepared, hygienically handled and appropriately presented.

3.3 VENUE DÉCOR AND SET-UP

The service provider must provide professional and appropriate décor for a Women's Wellness Programme, including:

- Tablecloths and table settings.
- Centrepieces/table décor.
- Appropriate Women's Month-themed décor.
- Professional entrance or focal-point décor.
- Décor suitable for photographs and the event programme.
- General venue styling to create an attractive and welcoming environment.

The décor should be tasteful, professional and aligned with the theme of women's empowerment and wellness.

3.4 ENTERTAINMENT

The service provider must provide suitable entertainment for the event.

Entertainment may include:

- Live music and/or suitable background music.
- DJ services.
- A suitable live performance.
- Interactive entertainment appropriate for a professional women's event.

The entertainment must be suitable for the audience and must contribute positively to the atmosphere and enjoyment of the programme.

Where sound equipment is required, the service provider must provide the necessary sound system, microphones and basic technical equipment.

4. SERVICE PROVIDER RESPONSIBILITIES

The appointed service provider will be responsible for:

- Venue preparation and set-up.
- Décor installation and removal.
- Catering preparation, presentation and serving.
- Provision of all catering equipment required.
- Provision of tables, chairs and linen where required.
- Provision of entertainment and required sound equipment.
- Cleaning of the venue after the event.
- Ensuring that all services are delivered professionally and timeously.
- Ensuring compliance with applicable health and safety requirements.

5. COSTING

The quotation must provide a clear breakdown of costs for:

1. Venue hire
2. Breakfast
3. Lunch
4. Drinks
5. Décor
6. Entertainment
7. Any equipment or additional services required to deliver the event

No additional costs will be considered unless approved in writing by the designated SASSA representative prior to the event.

Compiled by

Ms. M. Volmink

Date: 19/09/2026



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Eastern Cape Region

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BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

- 2.2 Do you, or any person connected with the bidder, have a relationship

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

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

2.2.1 If so, furnish particulars:

.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....

3 DECLARATION

I, _____ the _____ undersigned,
 (name)..... in
 submitting the accompanying bid, do hereby make the following
 statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....	
Signature	Date
.....	
Position	Name of bidder

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

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

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

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

1.2 To be completed by the organ of state

- (a) The applicable preference point system for this tender is the 80/20 preference point system.

- 1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

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

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

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

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

- Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmin = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
 - (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
B-BBEE Status Level 1 - 2 contributor with at least 51% black women ownership	20	
B-BBEE Status Level 3 - 4 contributor with at least 51% women ownership	18	
B-BBEE Status Level 1 - 2 contributor with at least 51% black youth or disabled ownership	16	
B-BBEE Status Level 1 - 2 contributor	14	
B-BBEE Status Level 3 - 8 contributor with at least 51% youth or disabled ownership	12	
B-BBEE Status Level 3 - 4 contributor	8	
B-BBEE Status Level 5 - 8 contributor	4	
Non-compliant	0	
Note: In the event of a bidder claiming more than one specific goal category, SASSA will allocate points based on specific goal with the highest points		

Returnable document to claim points	Please tick below for the attached document
1. B-BBEE Certificate	
2. Sworn Affidavit (EME or QSE)	
3. CSD registration number	

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:	
	
	
	