

REQUEST FOR QUOTATION (RFQ)

RFQ Description : Assets Disposal
Award Period/ Duration : 3 years
Closing Date and Time : 07 October 2026 at 12:00PM
Briefing Session Date and Time : N/A
Site Inspection : N/A

SECTION 1: INSTRUCTIONS TO BIDDERS**1.1 Important dates**

STEP No.	DESCRIPTION	DUE DATE
1	Release of RFQ	25 September 2026
2	Query window period	25–30 September 2026
3	Closing date for submission of RFQ	7 October 2026 at 12h00pm

1.2 General Terms

- The validity period of received quotations will be for a period of 90 days.
- Any information Sasria received from the other quoting entities will not be disclosed without prior written consent from the bidder concerned.
- Sasria will pay 30 days after the receipt of an undisputed invoice.
- Where Sasria will hold a compulsory briefing session, the entities which intend to submit quotes must ensure that they have signed an attendance register for such a briefing session.
- Responses must be returned strictly in accordance with this RFQ document.
- Scoring of received bids will be in line with the Preferential Procurement Policy Framework Act (PPPFA) and Sasria Procurement Policy.
- Quotations which are submitted after the closing date and / or time will not be accepted.

1.3 Clarification and Communication

- a) Bidders may only communicate on this RFQ in writing and for the purpose of additional information which is not clarified in the specifications. All enquiries should be addressed using the email address procurement@sasria.co.za and the RFQ number and description **must** be on the email subject line for ease of reference.
- b) Request for clarity or information on the RFQ may only be requested until **30 September 2026**. Any responses to queries or for clarity sought by a bidder will also be sent to all the other entities which have responded to the RFQ.
- c) Bidders may not contact any Sasria employee on this RFQ other than the Procurement office. Contact will only be allowed between the successful bidder and Sasria Business Unit representative/s after the approval to award this RFQ.
- d) Contact with business unit will also only be permissible in the case of pre-existing commercial relations which do not pertain to the subject of this RFQ.

1.4 Disclaimers

Sasria reserves the right to:

- a) Negotiate with all or some of the shortlisted bidders.
- b) Not accept the lowest priced quote or award the RFQ to a bidder other than the highest scoring bidder.
- c) Cancel this RFQ.
- d) Award parts of the RFQ to different bidders, or not to award the RFQ at all.
- e) Award the RFQ as a whole or in part.

1.5 Protection of Personal Information

1.5.1 Use of Personal Information

- a) The Bidder voluntarily submits this RFQ/document containing personal information, for the purposes of Sasria's RFQ NO. **2026/29**
- b) Sasria is committed to protecting Bidder's privacy and recognises that it needs to comply with statutory requirements in collecting, processing and distributing of personal information.
- c) The Constitution of the Republic of South Africa provides that everyone has the right to privacy and the Protection of Personal Information Act 4 of 2013 ("POPIA") includes the right to protection against unlawful collection, retention, dissemination and use of personal information. In terms of section 18 of POPI, if personal information is collected Sasria, as responsible party, must take reasonably practical steps to ensure that the data subject is

made aware of the information being collected.

- d) In order to process RFQ No. **2026/29** and make an award to a successful Bidder, it is necessary for the Bidder to provide Sasria with personal information of the Bidder, which personal information includes, but is not necessarily limited to the Bidder's company's Director/Shareholder and registration details with relevant authorities such as SARS, CIPC, National Treasury, the required details of the Bidder's experience etc. This personal information is necessary for purposes of processing RFQ no. **2026/29** in the discharge of contractual and legislative obligations of Sasria.
- e) Sasria may be required, directly or indirectly, in terms of its regulatory obligations, to collect the information in order to report to the Minister representing its shareholder or other Government structures and for responsible record keeping, statistical and any other purpose.

1.5.2 **Consent**

- a) The Bidder (as data subject), by signing this document, hereby consents to the use of their personal information described herein and confirms that:
 - i. they have obtained all the necessary consent from their shareholders/directors or counterparts and/or employees, including the consent for Sasria to receive and process such personal information.
 - ii. information is supplied voluntarily, without undue influence from any party and not under any duress.
 - iii. the information which is supplied herewith is mandatory for the purposes of this RFQ No. **2026/29** and that without such information, Sasria will not be able to process RFQ no. **2026/29** and discharge legislative obligations.
- b) Failure to provide the information will result in the objectives of the RFQ no **2026/29** not being achieved, with the Bidder being disqualified also for RFQ no **2026/29**.
- c) The Bidder acknowledges that it is aware that it has the following rights with regard to such personal information which is hereby collected in accordance with this consent. The right to:
 - i. access the information at any reasonable time for purposes of rectification thereof.
 - ii. object to the processing of the information in which case its response to RFQ NO.: **2026/29** will terminate immediately on receipt of such objection.
 - iii. lodge a complaint to the Information Regulator.

1.6 Ethical Dealings

By submitting its bid, the bidder will be deemed to have confirmed that it is not involved in any form of unethical business practices, and hereby warrants that it shall adhere to all ethical standards required of it by virtue of the professional nature of its business.

1.7 CSD Registration

The bidder must be registered on CSD and be tax compliant.

1.8 Submission Format

- a) The quotation and all written material and attachments must be submitted in English. All price values must be stated in South African Rand values.
- b) Bidders are required to submit their Quotations electronically to Procurement Services Office at email address (procurement@sasria.co.za).
- c) The RFQ documents must be signed and completed by the authorized person acting on behalf of the bidding entity. The bottom of each page of the RFQ response documents must be signed or stamped with the bidder's stamp as proof that the bidder has read the RFQ documents and accepts the terms and conditions stipulated.

1.9 Evaluation Process

Proposals will be evaluated according to the following process:

Stage 1 – Governance

The evaluation during this stage is to ensure that all required documentation is received and duly completed and that all requisite requirements are complied with. During this stage all bidders that did not achieve the above requirements on documentation required, may be disqualified.

Stage 2 – Functionality/ Technical Evaluation

With regard to Functionality, the following criteria (set out in more detail in section 2 of this RFQ document) and the associated weightings will be applicable:

ELEMENT	WEIGHT
BIDDER'S EXPERIENCE	40
IT ASSET DISPOSAL AND DATA DESTRUCTION APPROACH	60

TOTAL	100
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Only bidders achieving a minimum score of 70% will be evaluated further in the next stage.

Stage 3 – Preference Point System

Bidders that achieved a minimum score of 70 points in stage 2 (technical criteria) will progress to this stage (stage 3) and will be evaluated on Price and Specific Goal(s) in accordance with the PPPFA Regulations. Specific Goals means specific goals as contemplated in section 2(1)(d) of the Act which may include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programmes of the Reconstruction and Development Programme as published in Government Gazette No. 16085 dated 23 November 1994.

Preference Point Allocation

Points will be calculated based on the preference points system as stipulated below:

CRITERIA	TOTAL POINTS ALLOCATED
Price	80
Specific Goal(s)	20
TOTAL	100 points

Criteria for Specific Goals

Below is the specific goal(s) allocated for this RFQ. Bidders are required to provide valid and sufficient proof as indicated in the table below to claim the preference points indicated.

Specific Goal to be measured	Points allocated out of a maximum 20.00 points	Proof required to allocate points
1. The tenderer is: a) An Exempted Micro Enterprise (EME) or	15.00	Sworn Affidavit
b) A Qualifying Small Enterprise (QSE) or	15.00	Valid B-BBEE certificate or Sworn Affidavit for QSE that are at least 51% black owned

c) A Generic enterprise	10.00	Valid B-BBEE certificate
d) A Generic enterprise (Prime Contractor) subcontracting at least 20% of the contract to either a EME or QSE.	15.00	1. Valid B-BBEE certificate and 2. A signed subcontracting agreement (between the Prime Contractor and Subcontracting parties) 3. Sworn Affidavit for EME or QSE that are at least 51% black owned
2. Additional points if the tenderer is at least 51% black Owned <i>(a Prime contractors B-BBEE certificate or Affidavit will be used in the case of subcontracting arrangements)</i>	5.00	Valid B-BBEE certificate or Sworn Affidavit

Please Note:

- Failure on the part of a tenderer to submit proof or documentation required in terms of this RFQ to claim points for specific goals with the quotation, will be interpreted to mean that preference points for specific goals are not claimed.
- Sasria reserves the right to require of a tenderer, 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 Sasria.
- Sasria reserves the right at its sole discretion, and at any time, to amend, deviate from, postpone, discontinue or terminate the transaction/procurement process without incurring any liability whatsoever to any other party.
- No commitment of any kind, contractual or otherwise shall exist unless and until a formal written agreement or purchase order has been executed by or on behalf of Sasria. Any notification of appointment or preferred service provider status by Sasria shall not give rise to any enforceable rights by the service provider. Sasria may cancel this RFQ any time prior to a formal written agreement or purchase order being executed by or on behalf of Sasria.
- Consortium or Joint Venture – to submit a valid consolidated B-BBEE certificate or Affidavit and a signed Consortium or Joint Venture agreement.
- Prime Contractor with Subcontractor(s)- Prime Contractor and Subcontractor(s) B-BBEE certificates or Affidavits are required and a signed subcontracting agreement.
- Individual bidder – must submit a valid B-BBEE certificate or Affidavit.

SECTION 2: TECHNICAL REQUIREMENTS AND EVALUATION CRITERIA

1. Background Information

Sasria has implemented an IT Asset Management process to ensure effective control and renewal, maintenance and disposal of IT assets. As part of the fixed asset verification process, certain assets are identified as obsolete, redundant or unserviceable and are therefore due for disposal. The disposal of assets involves removing these obsolete or redundant items from use and from the accounting records.

Sasria previously contracted a service provider to support the asset disposal process; however, that contract concluded in 2023. The IT asset disposal process is necessary to completely remove all traces of an asset from Sasria's records (derecognition) and to ensure secure data erasure

2. Scope of Work

Sasria seeks to appoint a service provider to provide secure IT asset disposal services for obsolete, redundant or unserviceable IT equipment for a period of three (3) years, on an as-and-when-required basis.

The services will include the secure collection, handling, transportation, data sanitisation, destruction, recycling and reporting of IT assets approved by Sasria for disposal during the contract period.

The appointed service provider must ensure that all data-bearing media, including hard drives, solid-state drives and removable storage media, is securely sanitised or physically destroyed in accordance with Sasria's information security requirements. Where required by Sasria, such data-bearing media must be destroyed on site and in the presence of an authorised Sasria representative. Complete devices and general e-waste must be securely collected, transported and processed off site at an authorised recycling, disposal or destruction facility.

The service provider must provide the required certificates, reports and supporting evidence for each disposal batch as set out in the Regulatory and Compliance Requirements and Minimum Deliverables and Proof Required sections of this RFQ.

The following are examples of asset categories that Sasria may dispose of from time to time. This list is not limited to these items and may include additional asset categories based on assets approved for disposal as and when required.

- Desktops
- Monitors
- TVs
- Laptops
- Printers
- Servers
- Power banks
- UPS units
- Peripherals/ Components (Docking Stations, Cables/ Mouse/ Keyboards, etc)

Regulatory and Compliance Requirements for Asset Destruction/Disposal

- The bidder must comply with all applicable South African legislation and regulations relating to information security, privacy, and disposal of electronic equipment and waste, including (where applicable) the Protection of Personal Information Act, 2013 (Act 4 of 2013) (POPIA).
- The bidder must implement secure data sanitisation prior to destruction of any device that may store or process information (e.g., laptops, desktops, servers, tablets, printers with storage, routers/switches with configuration storage, and removable media).
- Data sanitisation must be performed using industry-recognised methods appropriate to the media type (e.g., overwrite/cryptographic erase for HDD/SSD where applicable, degaussing for supported magnetic media, and physical destruction/shredding where required). Delete/reformat is not regarded as secure sanitisation.
- The bidder must maintain full chain-of-custody controls from collection to final disposal, including secure transport, controlled storage, and documented handover/acceptance at each stage.
- The bidder must ensure environmentally responsible handling of e-waste, including segregation and recycling through appropriately authorised downstream recyclers, and must not dispose of e-waste to landfill unless legally permitted.
- The bidder must comply with Sasria's internal information security and asset management requirements as communicated during onboarding and/or at purchase order stage (including any site access, confidentiality, and risk controls).

Minimum Deliverables and Proof Required

- The bidder must provide Sasria with proof of work completed for each disposal batch, including as a minimum a Certificate of Recycling, a Certificate of Hard-Drive/Data Destruction where applicable, supporting photographic evidence, and a disposal report confirming the assets collected, the destruction or recycling method applied, and the date and location of destruction or processing.
- The hard drive/data destruction certificate must include, as a minimum, Sasria's company information, the site/contact person, quantity of drives destroyed, serial numbers where available, and photographic evidence of the destroyed drives. Photographs may be general batch photographs but must be sufficient to support the quantity reflected on the certificate.
- A detailed disposal report per batch, including (as a minimum) Sasria asset tag/serial number, device type, disposition (reused/resold/recycled/destroyed), sanitisation or destruction method, and final downstream destination.
- Chain-of-custody documentation (collection note, transport manifest, handover/acceptance forms) to demonstrate continuous accountability for assets.

Confirmation of compliance with applicable health, safety, and environmental requirements during handling, storage, transport, and processing of e-waste (including batteries and UPS units)

3. Technical Evaluation Criteria

The evaluation during this level is based on technical criteria (Functionality). The technical evaluation will be conducted in 3 phases, as follows:

Phase 1: Mandatory Technical Requirements

The bidder must indicate its compliance / non-compliance to the requirements and should substantiate its response in the space provided below. If more space is required to justify compliance, please ensure that the substantiation is clearly cross-referenced to the relevant requirement. The Mandatory Technical Requirements are as follows:

Mandatory Requirement	Comply	Not Comply
The provider must hold valid and current licensing as a waste management entity, specifically for electronic and electrical waste (e-waste), as per the National Environmental Management: Waste Act (Act No. 59 of 2008). Bidder must submit proof of the valid certificate		
Substantiated		

Note: Failure to comply with Mandatory Requirements will lead to the bidder being disqualified, and not considered for further evaluation of the Other Technical Requirements

4. Technical Evaluation Criteria

Criteria description	Weighting
BIDDER'S EXPERIENCE The bidder must demonstrate relevant experience in disposing of obsolete or redundant IT Assets. 1. The bidder must provide relevant references letters of similar work done in the past 5 (five) years. • 4 reference letters (40points =100%) • 3 reference letters (32points =80%) • 2 reference letters (28points =70%) • 1 reference letter (12points =30%) • 0 reference letter (0points =0%)	40
2. IT ASSET DISPOSAL AND DATA DESTRUCTION APPROACH	60

	The bidder must provide a practical summary of how it will collect, handle, transport, process, recycle, dispose of and/or destroy obsolete IT assets approved by Sasria for disposal. This must include both general IT assets and data-bearing media such as hard drives, solid-state drives and removable storage media. Points will be allocated as follows: • Clear and practical approach covering general IT asset disposal, data sanitisation/destruction and on-site destruction were required, with clear confirmation of the proof that will be provided to Sasria for each completed disposal batch (60 points = 100%). • Approach covers most requirements but lacks detail on either general IT asset disposal, data-bearing media destruction, on-site destruction where required, or the proof that will be provided to Sasria for each completed disposal batch (48 points = 80%). • Approach is basic and provides limited detail on the proposed asset disposal and data destruction process (36 points = 60%). • Approach is unclear, generic or does not provide sufficient assurance on secure asset disposal and data destruction (24 points = 40%). • No approach provided, or the response does not address IT asset disposal and data destruction requirements (0 points = 0%).	
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SECTION 3: PRICING SCHEDULE

- Bidders are required to provide a detailed, comprehensive (all-inclusive) and fixed fee/price proposal i.e., all costs associated with the bidder's proposal must be clearly specified and included in the Total Bid Price.
- All prices must be VAT exclusive and must be quoted in South African Rand (ZAR).

Is the proposed bid price linked to the exchange rate?	Yes	No
<i>If yes, the bidder must indicate CLEARLY which portion of the bid price is linked to the exchange rate:</i>		

3

Payments will be linked to specified deliverables after such deliverables have been approved by Sasria.	Comply	Not Comply

4

	Comply	Not Comply
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Sasria reserves the right to consider the guidelines on consultancy rates as set out in the National Treasury Instruction 01 of 2024/2025: Cost Containment Measures, where relevant. The bidder must indicate if their proposed rates are in line with the provisions of the referenced National Treasury Instruction: Cost Containment Measures.		
Substantiate / Comments		

5 Costing Schedule

Activity/Deliverable	Unit Cost for Year 1 (VAT Excl.)	Unit Cost for Year 2 (VAT Excl.)	Unit Cost for Year 3 (VAT Excl.)
On-site hard-drive/removable-media destruction for media containing private, confidential or business-sensitive data, including certificates and photographic evidence			
Collection, transport and chain-of-custody documentation			
Off-site processing/recycling of laptops, desktops, servers and tablets			
Off-site processing/recycling of printers, monitors, switches, cabling and general e-waste			
Off-site processing/recycling of UPS units, batteries and devices containing lithium batteries			
Disposal report per batch, including asset list, serial numbers where			

Activity/Deliverable	Unit Cost for Year 1 (VAT Excl.)	Unit Cost for Year 2 (VAT Excl.)	Unit Cost for Year 3 (VAT Excl.)
available, disposition and downstream destination			
Rebate/buy-back value for functional equipment and general e-waste, where applicable			
Minimum collection requirement, if applicable, and any related cost implications			
Total Bid Price (VAT Excl.)			

Notes:

The bidder will be required to provide the services on a need basis over a period of three (3) years; hence there are no quantities indicated in this RFQ. The required services will be confirmed by Purchase Orders, which will be issued to the appointed service provider as and when Sasria requires the services during the contract period.

Price Declaration Form

Dear Sir,

Having read through and examined the Request for Quotation (RFQ) Document, RFQ no. **2026/29**, the Instructions, the Requirements and all other Annexures to the RFQ Document, we offer to provide asset disposal services for a period of three (3) years as per specification at the following total amount:

R..... (Excluding VAT)

In words

R..... (Excluding VAT)

We confirm that this price covers all requirements as specified in this RFQ. We confirm that Sasria will incur no additional costs whatsoever over and above this amount in connection with the provision of these items.

We undertake to hold this quote open for acceptance for a period of 90 days from the date of submission of quotes. We further undertake that upon final acceptance of our quote; we will commence with the provision of services/ goods when required to do so by the Sasria.

We understand that you are not bound to accept the lowest or any quote and that we must bear all costs which we have incurred in connection with preparing and submitting this quote.

We hereby undertake for the period during which this quote remains open for acceptance not to divulge to any persons, other than the persons to whom the bid is submitted, any information relating to the submission of this quote or the details therein except where such is necessary for the submission of this bid.

SIGNED

DATE

(Print name of signatory)

Designation

Declaration

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 RFQ, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- The information furnished is true and correct.
- The preference points claimed are in accordance with the requirements as indicated in paragraph 1.8 of this RFQ.
- In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.8, the contractor may be required to furnish documentary proof to the satisfaction of the Sasria that the claims are correct.
 - 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 –
 - disqualify the person from the tendering process.
 - recover costs, losses or damages it has incurred or suffered as a result of that person's conduct.
 - cancel the contract and claim any damages which it has suffered as a result of having to make less favorable arrangements due to such cancellation.
 - 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
 - forward the matter for criminal prosecution, if deemed necessary

FOR AND ON BEHALF COMPANY
OF: NAME

Tel No

Fax No

Cell No
