



TSHWANE AUTOMOTIVE SPECIAL ECONOMIC ZONE

AFRICA'S FIRST AUTOMOTIVE CITY

REQUEST FOR QUOTATIONS	
RFQ Description:	Provision for B-BBEE Verification Services to Tshwane Automotive Special Economic Zone (TASEZ)
RFQ Number:	TASEZ/RFQ 040/2025
Closing Date:	19/07/2025
Closing Time:	12h00
RFQ validity period:	90 Days
Compulsory Briefing:	N/A
Yes ☐	
No ☒	
TASEZ Enquiry Details:	Enquiries to be sent on or before 28/07/2025 to elizabeth@tasez.co.za
Name:	Elizabeth Mahlangu
Contact Numbers:	N/A
Email Address:	elizabeth@Tasez.co.za
Delivery Address:	elizabeth@Tasez.co.za

Table of Contents

1. BACKGROUND.....

2. INVITATION TO SUBMIT A QUOTATION

3. SCOPE OF WORK

4. CONTACT AND COMMUNICATION.....

5. LATE SUBMISSION.....

6. EVALUATION OF BIDS

7. VALIDITY PERIOD OF THE RFQ

8. DURATION OF THE CONTRACT

9. PRICING SCHEDULE.....

10. SBD 1 FORM

3

3

3

3

4

5

10

11

11

12

List of Tables

Table 1: Tender Returnables Requirements to be submitted for Evaluation.....

Table 2: Administrative Requirements.....

Table 3: Pricing Schedule

4

5

11

1. BACKGROUND

TASEZ wishes to appoint a suitable qualified, appropriately registered, and experienced service provider for the verification of the contributor status level of TASEZ in respect of the B-BBEE compliance requirements for a period of 1 years (12 months) for the 2025/26 and 2026/27 financial years.

2. INVITATION TO SUBMIT A QUOTATION

Provide a quote for Provision for B-BBEE Verification at Tshwane Automotive Special Economic Zone (TASEZ).

3. SCOPE OF WORK

The consultant will be required to perform the following: To conduct the B-BBEE audit and verify its contributor status level, to present findings at a debriefing session after verification. The verification of the B-BBEE Contributor status level to be completed by 31 January 2026 for the current financial 2025/26 and 31 December 2027 for the financial year 2026/27. Completing the DTIC BBBEE scorecard information. The provision of a valid B-BBEE certificate stating the level achieved, within the agreed timeframe. Bid proposal format TASEZ requires the service provider to provide the Bid Proposal in the following format: - Detailed Approach Information containing the specific steps, the proposed scorecard that will be used, resources and timing associated with the approach for the delivery of the services. Deliverables and turnaround times this section should include a list of deliverables and the associated turnaround times that are aligned to the services required as set out in the paragraph above.

4. CONTACT AND COMMUNICATION

- 4.1. All communication and enquiries shall be **in writing** (via email), to the following email address, elizabeth@tasez.co.za. TASEZ will communicate with all Bidders where clarity regarding this RFQ is sought.
- 4.2. **Clarification questions from bidders will be closed two (2) days before date of closure on the RFQ.**
- 4.3. Any communication to an official in respect of the RFQ between the closing date and the award of the contract by the Bidders is prohibited.
- 4.4. If a Bidders finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in this RFQ or any other information provided by TASEZ (other than minor clerical matters), the Bidders must promptly notify TASEZ in writing of

such discrepancy, ambiguity, error or inconsistency in order to afford TASEZ an opportunity to consider what corrective action is necessary (if any).

- 4.5. Any actual discrepancy, ambiguity, error, or inconsistency in the RFQ or any other information provided by TASEZ will, if possible, be corrected and provided to all Bidders without attribution to the Bidders who provided the written notice.
- 4.6. All persons (including Bidders) obtaining or receiving the RFQ and any other information in connection with the RFQ must keep the contents of the RFQ and other such information confidential and not disclose or use the information except as required for the purpose of developing a response to the RFQ.

5. LATE SUBMISSION

- 5.1. Late responses to the RFQ will not be accepted.
- 5.2. All dates and times in this RFQs are in accordance to the South African standard calendar and time.**
- 5.3. Any time or date in this RFQ is subject to change at TASEZ's discretion. The establishment of a time or date in this RFQ does not create an obligation on the part of TASEZ to take any action or create any right in any way for any Bidders to demand that any action be taken on the date established.
- 5.4. The Bidders accepts that, if TASEZ extends the deadline for the RFQ submission (the closing date) for any reason, the requirements of this RFQ otherwise apply equally to the extended deadline

5.5. Tender Returnables Requirements

Bidders shall submit all tender returnable documents as indicated in the Table 1 below for evaluation purposes.

Table 1: Tender Returnables Requirements to be submitted for Evaluation.

Document that must be Submitted	Returnables for the RFQ
CIPC Documents- CIPC Registration Documents	
SBD 1 – Invitation to Bid	
B-BBEE Certificate or Sworn Affidavit	
Tax Pin	
Letter of Good Standing	
CSD Report	

Document that must be Submitted	Returnables for the RFQ
Certified copies of the Directors IDs	
SBD 4	

Failure to submit all tender returnable requirements (Completed and signed including attachments) Will result in submissions being deemed null and void and shall be considered non-responsive and therefore not considered further.

6. EVALUATION OF BIDS

Bids will be evaluated There will be **Three (3) stages** in the evaluation of the bids:

6.1. Responsiveness Assessment

This is the assessment of compliance with the minimum Administrative Requirements as detailed in **Table 2** below.

6.1.1. Stage 1: Administrative Requirements Criteria

Table 2: Administrative Requirements

Document that must be Submitted	Returnables for the RFQ
CIPC Documents- CIPC Registration Documents	CIPC Registration Documents
SBD 1 – Invitation to Bid	Invitation to Bid - Complete and sign the supplied document
B-BBEE Certificate or Sworn Affidavit	Original or certified B-BBEE Certificate or Sworn Affidavit.
Tax Pin	Bidders must ensure compliance with their tax obligations
Letter of Good Standing	
CSD Report	The Bidders must submit a valid CSD Report (Not older than 3 months).
SBD 4	Declaration of Interest – Complete & sign the supplied document

6.1.2. Stage 2 – Mandatory Requirements Criteria

6.1.2.1. This is the assessment of compliance with the minimum Administrative Requirements as detailed in **Table 3** below. No

points or score will be allocated in criteria, either Bidders comply or do not comply. No Points or score will be allocated in criteria.

6.1.2.2. Noncompliance or non-submission of any of these Mandatory Administrative Requirements will result in a disqualification.

Table 3: Mandatory Requirements

Description	Compliant	Non-Compliant
SBD 4 – Declaration of Interest		
SANAS Accreditation		

Stage 3 – Technical / Functionality Evaluation

Only bids that comply with the indicated Mandatory Administrative Requirements will be considered for the Technical / Functional Evaluation Stage.

The Technical / Functional Evaluation criteria for this bid is indicated in tables below including the scoring system and weight allocation that will be used for the evaluation of the bids. Bidder are required to achieve a minimum of **70 points** out of **100 points** to proceed to **Stage 4** (Price and B- BBEE).

Table 4: Company Experience

Company Experience (B-BBBEE Verification)

References	No. of Letters	Points Claimed
Attach reference or Testimonial letters issued by the bidder previous client for B-BBEE Consultancy services, completed on the referee's company letterhead. The letters should have contactable references. Service should have been completed within the past <u>5 years</u> . Each letter/s must meet ALL of the following requirements in order to be accepted for evaluation. The reference letter must: 1. Be on client's company letterhead.	5 Reference Letters	20
	4 Reference Letters	14
	3 Reference Letters	7
	2 Reference Letters	5

References	No. of Letters	Points Claimed
2. Be signed by an authorised client representative. 3. Stipulate the client contact details (name and phone number/email) 4. Stipulate the detailed description of actual services provided. 5. Stipulate the contract period. Letters that do not meet all the above requirements will not be considered.	No Reference Letters	0
Total Points Claimable		20

Table 5: Company Key Personnel Experience

Key Personnel Experience (CV of Account / Project Manager for B-BBEE Verification)

Personnel Experience	Level of Details	Points Claimed
Attach detailed Curriculum Vitae with a minimum experience as an Account / Project Manager of 05 years in the B-BBEE space. Provide name of the resource in the space provided. The Manager must demonstrate a very sound understanding of B-BBEE and the technical requirements.	Above 5 Years	20
	Greater than 2 years up to 5 years	15
	1-2 years	10
	0 Years	0
Name of proposed resource _____		
Total Points Claimable		20

Table 6: CV OF HR Manager/ Consultant / Specialist (B-BBEE Verification)

Personnel Experience	Level of details	Points Claimed
Attach detailed Curriculum Vitae with a minimum experience of 05 years working experience and demonstrate understanding the B-BBEE management. Provide name of the resource in the space provided. It is expected that the resource should have knowledge of generally accepted HR Practices, Skills Development Verification, etc. Name of proposed resource _____	Above 5 Years	15
	Greater than 2 years up to 5 Years	10
	1-2 Years	5
	0 years	0
Total Points Claimable		15

Table 7: CV of Procurement Manager / Consultant / Specialist (B-BBEE Verification)

Personnel Experience	Level Of Details	Points Claimed
Attach detailed Curriculum Vitae with a minimum experience as a Procurement Manager/ Consultant/ Specialist of 05 Years. Provide name of the resource in the space provided. The resource must demonstrate a very sound understanding of B-BBEE and the technical requirements. Name of Proposed Resource _____	Above 5 Years	15
	Greater than 2 years up to 5 Years	9
	1-2 Years	7
	0 years	0
Total Points Claimable		15

Table 8: Company Key Personnel Qualifications

Qualifications of the Account / Project Manager (B-BBEE Verification)

Personnel Qualifications	Level of Details	Points Claimed
Personnel shall have any of the listed qualifications below: Financial Management/ Business Administration/ Human Resource.	Degree or above in any of the mentioned fields	10
	National Diploma in any of the mentioned fields	5
	Certificate in any of the mentioned fields	3
	No Submissions	0
Total Points Claimable		10

Table 9:Qualifications of the HR Manager/ Consultant/ Specialist (B-BBEE Verification)

Personnel Qualifications	Level of Details	Points Claimed
Project Implementation Strategy	Degree or above in any of mentioned fields	10
	National Diploma in any of the mentioned fields	5
	Certificate in any of the mentioned fields	3

	No submission	0
Total Points Claimable		10

Table 10: Qualifications of the procurement Manager/ Consultant / Specialist (B-BBEE Verification)

Personnel Qualifications	Level of Details	Points Claimed
The personnel shall have any of the listed qualifications below: Supply Chain Management/ Financial Management/ Business Administration	Degree or above in any of the mentioned fields	10
	National Diploma in any of the mentioned fields	5
	Certificate in any of the mentioned fields	3
	No Submission	0
Total Points Claimable		10

6.1.3. Stage 4 – Price and B-BBEE

6.1.3.1. Bidders must fully complete the Pricing Schedule in **Table 11** below. The bid will be evaluated on the 80/20 principle. Risk assessment will be conducted on the top **three (3)** Bidder using the Bidder' audited financial statement. Bidder to submit 3 years audited financial statements.

7. VALIDITY PERIOD OF THE RFQ

The validity period of this RFQ shall be **90 days** from the closing date.

8. DURATION OF THE CONTRACT

The duration of this request will be for a period of **12 Months**.

9. PRICING SCHEDULE

Tenderers shall complete the Pricing Schedule for all resources included in the schedule. All Hours are provisional and shall be substantiated i.e., accompanied by detailed activity-time schedules. In addition to the completion of the Pricing Schedule in table 4 below it is also a requirement that the hourly cost per resource be provided as indicated in Table 5.

Table 11: Pricing Schedule

Item	Deliverables	Estimated Hours	Rate per hour	Total
1.	B-BBEE Verification by a SANAS Accredited Verification Agency		R	R
2.	Disbursements (Please Indicate if applicable)		R	R
	Total Amount		R	R
	Add 15% VAT		R	R
	Total including VAT		R	R

10. SBD 1 FORM

PART A: INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
Bid Number:	TASEZ/RFQ040/2025	Closing Date:	30 July 2025	Closing Time:	12:H00 PM
Description:	Provision for B-BBEE Verification Services to Tshwane Automotive Special Economic Zone (TASEZ)				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).					

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS):

Tshwane Automotive Special Economic Zone (Main Gate) Automotive Supplier Park 30 Helium Road. Rosslyn Ext 2 THE BID BOX IS AVAILABLE BETWEEN:					
SUPPLIER INFORMATION					
Name of Bidder					
Postal Address					
Street Address					
Telephone Number	Code		Number		
Cellphone Number					
Facsimile Number	Code		Number		
E-Mail Address					
VAT Registration Number					
		TCS PIN:		OR	CSD No:
B-BBEE Status Level	☐ Yes			B-BBEE StatusLevel	☐ Yes
VerificationCertificate [Tick Applicable Box]	☐ No			Sworn Affidavit	☐ No
If Yes, who was the Certificate Issued By?					
An Accounting Officer as Contemplated in the Close Corporation Act (CCA) and Name the Applicable in the Tick Box	☐	An Accounting Officer as Contemplated in the Close Corporation Act (CCA)			
	☐	A Verification Agency Accredited by the South African Accreditation System (SANAS)			
	☐	A Registered Auditor:			
		Name:			
[A B-BBEE Status Level Verification Certificate/Sworn Affidavit (For EMES& QSES) must be Submitted in Order to Qualify for Preference Points for B-BBEE]					
Are you the Accredited Representative in South Africa for the Goods /Services /WorksOffered?	☐ Yes ☐ No [If Yes Enclose Proof]	Are you a Foreign Based Supplier for the Goods / Services / Works Offered?		☐ Yes ☐ No [If Yes Answer Part B:3 Below]	
Signature ff Bidder		Date			
Capacity under which this Bid is Signed (Attach proof of authority to sign this bid, e.g., resolution of directors,etc.)					
Total Number of Items Offered		Total Bid Price (All Inclusive)			
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:			
Department/ Public Entity	TASEZ	Contact Person			
Telephone Number		Facsimile Number			
Facsimile Number	N/A	E-Mail Address			
E-Mail Address	elizabeth@tasez.co.za / procurement@tasez.co.za				

--

PART B: TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:	
1.1. Bids must be delivered by the stipulated time to the correct address. Late bids will not be accepted for consideration. 1.2. All bids must be submitted on the official forms provided– (not to be re-typed) or online 1.3. Bidders must register on the central supplier database (CSD) to upload mandatory information namely: (business registration/ directorship/ membership/identity numbers; tax compliance status; and banking information for verification purposes). B-BBEE Certificate or sworn affidavit for B-BBEE must be submitted to bidding institution. 1.4. Where a bidder is not registered on the CSD, mandatory information namely: (business registration/ directorship/ membership/identity numbers; tax compliance status may not be submitted with the bid documentation. B-BBEE certificate or sworn affidavit for B-BBEE must be submitted to bidding institution. 1.5. This bid is subject to the preferential procurement policy framework act 2000 and the preferential procurement regulations, 2017, the general conditions of contract (GCC) and, if applicable, any other legislation or special conditions of contract.	
2. TAX COMPLIANCE REQUIREMENTS	
2.1 Bidders must ensure compliance with their tax obligations. 2.2 Bidders are required to submit their unique personal identification number (pin) issued by SARS to enable the organ of state to view the taxpayer's profile and tax status. 2.3 Application for tax compliance status (TCS) or pin may also be made via e-filing. In order to use this provision, taxpayers will need to register with SARS as e-filers through the website www.SARS.gov.za. 2.4 Bidders may also submit a printed TCS together with the bid. 2.5 In bids where consortia / joint ventures / sub-contractors are involved; each party must submit a separate proof of TCS / pin / CSD number. 2.6 Where no TCS is available, but the bidder is registered on the central supplier database (CSD), a CSD number must be provided.	
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS	
3.1. Is the bidder a resident of the republic of South Africa (RSA)?	☐ yes ☐ no
3.2. Does the bidder have a branch in the RSA?	☐ yes ☐ no
3.3. Does the bidder have a permanent establishment in the RSA?	☐ yes ☐ no
3.4. Does the bidder have any source of income in the RSA?	☐ yes ☐ no
If the answer is “no” to all of the above, then, it is not a requirement to obtain a tax compliance status / tax compliance system pin code from the South African Revenue Service (SARS) and if not register as per 2.3 above.	

NB: failure to provide any of the above particulars may render the bid invalid.

--