RFP NUMBER:	RFP/SASSETA/25261118/3
DESCRIPTION:	Appointment of a Panel of Markers for Assessment Scripts
PUBLISH DATE:	06 November 2026
CLOSING DATE:	07 December 2026
CLOSING TIME:	11h00 am
COMPULSORY BRIEFING SESSION DATE	26 November 2026 at 9h00 – 11h00 virtually via Microsoft (MS) teams – **Prospective Bidders are to join the meeting via SASSETA Website www.sasseta.org.za** Prospective Bidders are to join the meeting by 9h14. Bidders will not be accepted into the meeting from 9h15 on the day of the briefing session. Bidders to make all necessary arrangements to attend this Compulsory Briefing session virtually via Microsoft (MS) teams. **Non- attendance will lead to automatic disqualification**
VALIDITY PERIOD:	120 days from the closing date
PREFERENCE POINT SYSTEM	80/20
BID RESPONSES TO BE SUBMITTED ELECTRONICALLY ONLY	Proposals to be submitted electronically via email to **markers@sasseta.org.za** quoting the reference RFP/SASSETA/252611118/3
ATTENTION:	Ms. Lebo Hlombe

The email address (**markers@sasseta.org.za**) is for the submission of tender proposals only and will be accessed by SASSETA after the tender closing date and time.

Queries related to this tender are to be sent to **scm01@sasseta.org.za** no later than 12h00 on 27 July 2026

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

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

DOCUMENTS IN THIS BID DOCUMENT PACK

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

SECTION A

1. RFP Submission Conditions and Instructions
2. Terms of Reference
3. Selection Process

SECTION B

1. Invitation to Quote (SBD 1)
2. Pricing Schedule (SBD 3.3)
3. Bidder's Disclosure (SBD 4)
4. Preference Points Claim form in terms of Preferential Procurement Regulations 2022 (SBD 6.1)
5. Submission Checklist
6. General Conditions of Contract (Annexure A)
7. Functionality Evaluation Criteria (Annexure B)

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

1. RFP SUBMISSION CONDITIONS AND INSTRUCTIONS

1.1 FRAUD AND CORRUPTION

1.1.1 All Service Providers are to take note of the implications of contravening the Prevention and Combating of Corrupt Activities Act, Act No 12 of 2004 and any other Act applicable.

1.2 COMPULSORY BRIEFING SESSION

1.2.1 There will be a compulsory briefing session for this Request for Proposal.
Date: 26 November 2026
Time: 9h00 -11h00
Venue: Virtual Microsoft (MS) Teams meeting
NB.: Prospective Bidders to join the meeting by 9h14 on the day of the briefing session. **Prospective Bidders will not be accepted into the meeting from 9h15. Bidders to make necessary all necessary arrangements to attend this Compulsory Briefing session**.

Non-attendance of the compulsory briefing session will lead to automatic disqualification.

1.3 CLARIFICATIONS/QUERIES

1.3.1 Any clarification required by a bidder regarding the meaning or interpretation of the Terms of Reference, or any other aspect concerning the bid, is to be requested in writing (e-mail) from **Ms Lebo Hlombe** on **scm01@sasseta.org.za** by **11H00** on the **26 November 2026.** The bid **number** should be mentioned in all correspondence. **Telephonic requests for clarification will not be accepted**.

1.4 SUBMITTING BIDS

1.4.1 Proposals to be submitted electronically only via email to:
markers@sasseta.org.za (**maximum size of the email 30MB)**

1.4.1.1 Bidders are advised to compress their email submission(s) to a maximum of 30MB file/folder. **Any submission(s) exceeding 30MB will be automatically rejected by the server**.

1.4.1.2 Submission(s) can be made through email and WeTransfer. Bidders are advised NOT to set an expiry date on the submission(s) made. If a Bidder's response is found to have expired during the evaluation period, it will be considered non-responsive. Bidders who chose to submit via WeTransfer are encouraged to ensure that they have a license for the platform as without it, the submission will automatically expire within seven (7) days.

1.4.1.3 Bidders must not submit their responses via Google Drive or any other method that will compel SASSETA to request access and/or create an email address out of SASSETA's domain (sasseta.org.za). Such responses will be

considered non-responsive.

1.4.1.4 Bidders are advised to double check their submission(s) before responding to the bid.

1.5 Closing date and time 7 December 2026 @11h00

1.6 LATE BIDS

1.6.1 Bids received late shall not be considered. A bid will be considered late if it arrived only one second after 11h00 or any time thereafter. Bids arriving late will not be considered under any circumstances. Bidders are therefore strongly advised to ensure that bids be sent allowing enough time for any unforeseen events that may delay the delivery of the bid.

1.7 NEGOTIATION

1.7.1 SASSETA has the right to enter into a negotiation with a prospective service provider.

1.7.2 A contract will only be deemed to be concluded when reduced to writing in a contract form signed by the designated person responsible of both parties.

1.8 REASONS FOR REJECTION

1.8.1 SASSETA shall reject a bid for the award of a contract if the recommended bidder has committed a proven corrupt or fraudulent act in competing for the particular contract.

1.8.2 SASSETA shall disregard the bid of any bidder if that bidder, or any of itsdirectors:

1.8.2.1 have abused the Supply Chain Management systems of SASSETA.

1.8.2.2 have committed proven fraud or any other improper conduct in relation to such systems.

1.8.2.3 have failed to perform on any contract and the proof exists.

1.8.2.4 Such actions shall be communicated to the National Treasury.

2. TERMS OF REFERENCE

2.1 BACKGROUND

2.1.1 SASSETA was established on 1 July 2005. It is one of the twenty-one Sector Education and Training Authorities (SETAs) established in terms of the Skills Development Act (Act 97 of 1998) as amended. SASSETA's licence has been renewed until 31st March 2030. SASSETA is classified as a schedule 3A Public Entity in terms of the Public Finance Management Act, (Act 1 of 1999, as amended). SASSETA reports to the Department of Higher Education and Training.

2.1.2 The SASSETA has signed a Service Level Agreement (SLA) with Quality Council for Trades and Occupation (QCTO) which mandates SASSETA as QCTO delegated Development Quality Partner (DQP) as well as an assessment Quality Partner (AQP) to among other:

2.1.2.1 Develop, review and implement the roll-out of Occupational Qualifications (OQ) for implementations by delegated bodies.

2.1.2.2 Manage the implementation of External Integrated Summative assessment (EISA) examinations for Occupational Qualifications

2.1.3 Therefore, SASSETA wishes to appoint ETD Practitioners on request to conduct marking process candidate EISA/examination scripts

2.2 PURPOSE

2.2.1 The purpose of this request is to appoint ETD Practitioners to provide services of marking of EISA/examination scripts for SASSETA as and when required.

2.2.2 ETD Practitioners are needed to do the marking services to ensure qualifications are implemented and comply with the QCTO assessment requirements.

2.2.3 ETD Practitioners must be competent experts to ensure that candidate examination scripts are marked accordingly.

2.2.4 SASSETA will provide to the ETD Practitioners with the qualification memorandum and ensure that that candidate examination scripts are marked by ETD Practitioners leading up to resulting candidates for a qualifying for a competent certificate.

2.3 PRINCIPLES OF ASSESSMENTS

2.3.1 The appointed service providers (ETD Practitioners) will be required to adhere to the following:

2.3.1.1 Be people of integrity who will be honest, fair, objective, consistent and meticulous in their judgment;

2.3.1.2 Assess according to the memorandum, in adherence to the principles of assessment but with proper discretion;

2.3.1.3 Be responsible for judging the competence of a learner in meeting required standards;

2.3.1.4 Have a thorough knowledge of the field and material contents of the subject to be marked as well as the required standards;

2.3.1.5 Be able to detect plagiarism, evaluate logic and relevancy of answers

2.3.1.6 The following is a list of Occupational qualifications to be marked for the period of the contract:

No.	SAQA ID	Name of Occupational Qualification/ Part Qualification	NQF Level	Credits
1.	119432	Occupational Certificate: Family Law Practitioner	05	205
2.	118746	Higher Occupational Certificate: Close Protector	05	52
2.1.	118747	Part Qual: Transit Protection Driver	05	29
3.	118687	Occupational Certificate: Security First Line Manager	04	165
4.	117325	Occupational Certificate: Paralegal	05	330
5.	110866	Occupational Certificate: Security Officer	03	86
5.1	110903	Part Qual: Access Control Officer	03	25
5.2	110904	Part Qual: Asset Protection Officer	03	25
5.3	110867	Part Qual: Patrol Officer	03	42
6.	10527	OC: Non-Commissioned Police Official	06	250
7.	110351	OC: Military Police Official	06	264
8.	119282	OC: Correctional Service Manager	06	289
9.	119424	OC: Commissioned Officer	06	150
10.	118211	OC: Detective	06	171
11.	121688	OC: Traffic Officer	06	406
12.	121162	OD: Road Crash Investigator	06	376
13.	101875	OC: Road Traffic Safety Officer	04	390
14.	98928	OC: Correctional Officer	5	371
15.	98051	OC: Parole Board Member (Offender)	6	240

2.4 SCOPE OF WORK AND REQUIRED DELIVERABLES

2.4.1 **The ETD Practitioners are expected to:**

2.4.1.1 Mark EISA exam scripts using available script marking memo/model answers provided by SASSETA

2.4.1.2 Prepare and complete a markers report at the end of each marking session marksheet template will be provided by SASSETA;

2.4.1.3 Marker must attend a memo discussion meeting

2.4.1.4 pre-marking of exam scripts per SASSETA examination schedule.

2.4.1.5 The ETD Practitioners prepare and submit to SASSETA signed overall reports for OQ.

2.5 MANDATORY REQUIREMENTS

2.5.1 Bidders to note that this Bid will have two levels of mandatory requirements as follows:

2.5.1.1 **Phase one (1)**

2.5.1.1.1 The ETD Practitioners to submit a copy of ETDP SETA statement results for Assessor/Moderator or ODETD certificate

2.5.1.1.2 The ETD Practitioners submit proof of SASSETA Assessor/Moderator registration for the qualification applying for listed under 2.3.1.6.

NB! Non submission of the above-mentioned documents will lead to an automatic disqualification.

NB! International qualifications must be verified by SAQA and a copy of the letter confirming the validity of the qualifications must be attached.

2.5.1.2 **Phase two (2)**

2.5.1.2.1 Bidders are to submit the relevant certificate/document(s) and tick the qualification of interest in the table below:

No.	SAQA ID	Name of Occupational Qualification/ Part Qualification	Certificate / documents to be submitted	Bidders to tick the qualification applying for below
1.	119432	Occupational Certificate: Family Law Practitioner	LLB Degree qualification or higher	
2.	118746	Higher Occupational Certificate: Close Protector Close Protector	PSIRA Grade A qualification / NQF level 4 Security Qualification / VIP / security equivalent	
2.1	118747	Part Qual: Transit Protection Driver	PSIRA Grade A qualification / NQF level 4 Security Qualification or equivalent	
3.	118687	Occupational Certificate: Security First Line Manager	PSIRA Grade A qualification / NQF level 4 Security Qualification or equivalent	
4.	117325	Occupational Certificate: Paralegal	LLB Degree qualification or higher	
5.	110866	Occupational Certificate: Security Officer	PSIRA Grade A qualification / NQF level 4 Security Qualification or equivalent	
5.1	110903	Part Qual: Access Control Officer	PSIRA Grade A qualification / NQF level 4 Security Qualification or equivalent	
5.2	110904	Part Qual: Asset Protection Officer	PSIRA Grade A qualification / NQF level 4 Security	

			Qualification or equivalent	
5.3	110867	Part Qual: Patrol Officer	PSIRA Grade A qualification / NQF level 4 Security Qualification or equivalent	
6.	10527	OC: Non-Commissioned Police Official	NQF 5 Policing / SAPS related qualification	
7.	110351	OC: Military Police Official	Bachelor's degree in Policing/ NQF 5 Military Police or Policing	
8.	119282	OC: Correctional Service Manager	NQF Level 5 or higher qualification in Correctional Services or related qualification	
9.	119424	OC: Commissioned Officer	NQF 5 qualification in the Policing field or higher	
10.	118211	OC: Detective	NQF 5 Military Police or Policing National Certificate: Policing NQF Level 5 or Higher or National Certificate: Resolving of Crime NQF Level 5	
11.	121688	OC: Traffic Officer	NQF Level 6 in Traffic Law enforcement or higher /Traffic Diploma issued by approved Traffic Training Centre / NQF Level 6 in Policing	
12.	121162	OC: Road Crash Investigator	NQF 6 or higher within the traffic law enforcement / forensic engineering or accident reconstruction/ Policing / law degree	
13.	101875	OC: Road Traffic Safety Officer	NQF Level 6 Road Safety related qualification	
14.	98928	OC: Correctional Officer	NQF Level 5 Qualification in Correctional Services or related qualification	
15.	98051	OC: Parole Board Member (Offender)	NQF Level 5 Qualification in Correctional Services or related qualification	

NB! Non submission of the above-mentioned document(s) for the chosen qualification of interest will lead to automatic disqualification. International qualifications must be verified by SAQA and a copy of the letter confirming the validity of the qualifications must be attached.

2.6 SKILLS AND EXPERIENCE OF THE PROPOSED MARKER FOR THE ASSIGNMENT

2.6.1 In line with the qualification (s) chosen above, Bidders are required to demonstrate the following experience:

2.6.1.1 **Occupational Certificate: Family Law Practitioner**

2.6.1.1.1 5 years in the legal field or higher

2.6.1.1.2 5 years assessor experience and registered with the SASSETA as an assessor

2.6.1.2 **Higher Occupational Certificate: Close Protector (Including Part -Qualifications- Transit Protection Driver)**

2.6.1.2.1 With a minimum of 3 years' work experience as Close Protector

2.6.1.3 **Occupational Certificate: Security First Line Manager**

2.6.1.3.1 With a minimum of 3 years' work experience in security environment or higher

2.6.1.4 **OC: Occupational Certificate: Paralegal**

2.6.1.4.1 With a minimum of 5 years' experience in legal environment

2.6.1.5 **OC: Security Officer (And 3 Parts Qualifications)**

2.6.1.5.1 With a minimum of 3 years working experience in security environment or Higher

2.6.1.6 **Occupational Certificate: Non-Commissioned Police Official**

2.6.1.6.1 Subject matter expert in this field, in-house specific programs related to area of responsibilities such as CSC related / Service Delivery in the SAPS / Crime Prevention / and Crime Investigation courses.

2.6.1.6.2 Experience: 3 year's basic operational or functional experience in

2.6.1.6.3 CSC / crime prevention / criminal investigation with firearm and tactical competencies or 3 year's training experience within the SAPS Academy

2.6.1.7 **OC: Military Police Official**

2.6.1.7.1 With a minimum of 3 years work experience in military police environment

2.6.1.8 **OC: Correctional Service Manager**

2.6.1.8.1 Minimum of five years' occupational experience in correctional environment

2.6.1.8.2 Occupational learning and development experience in related fields, evidence of active current practice, trained in assessment practice and recognised by the sector for experience and credibility.

2.6.1.9 **OC: Commissioned Officer**

2.6.1.9.1 With a minimum of 5 years' experience in managerial capacity in the policing environment

2.6.1.10 **OC: Detective**

2.6.1.10.1 With a minimum 4 years' experience in policing, investigation and or detective

2.6.1.11 **Occupational Diploma: Traffic Officer**

2.6.1.11.1 With a minimum of 3 years' experience in Law enforcement environment

2.6.1.12 **Occupational Certificate: Road Crash Investigation**

2.6.1.12.1 With a minimum of 5 years' work experience in the road traffic safety

2.6.1.13 **OC: Correctional Officer**

2.6.1.13.1 Minimum three years' experience in industry for developers, markers or assessors; evidence there of required.

2.6.1.14 **OC: Parole Board Member (Offender)**

2.6.1.14.1 The ETD Practitioner CV demonstrate five (5) years work experience in correctional environment

2.7 TIMEFRAMES FOR DELIVERY OF THE WORK

2.7.1 The duration of this contract will be from date of appointment until 31 March 2030.

2.8 PRICING

2.8.1 Bidders to complete SBD 3.3 as attached to this request in full and to submit their own detailed quotation on their Company letterhead inclusive of VAT and any other costs as per the requirements of the

Terms of Reference. **Bidders to attach their quotation on the company letterhead in line with SBD 3.3**

2.8.2 **The value of this bid is estimated not to exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 system shall be applicable.**

2.8.3 **Where the contract requires the successful bidder to travel to a venue different from SASSETA, the following travel and disbursement processes will be undertaken:**

- Claim travel mileage costs applicable to this contract as per the Department of Transport rates
- Book only economy-class flights
- Book Group A hire cars, otherwise Group B are to be used for Service Providers outside of Gauteng.
- Utilise cost-effective mode of transport such as Uber/Taxify/Gautrain or shuttle services when travelling to and from the airport
- Book only Bed and Breakfast, Hotels, or other equivalent accommodations up to a Rand value of R1 400/ three (3) Star per night per person (including dinner, breakfast and parking).
- Submit all applicable invoices/receipts for the travel undertaken and also a google map of the trip where travel by private car was undertaken for payment.
- All travel to be approved by SASSETA before being undertaken

2.9 ACCOUNTABILITY AND REPORTING

2.9.1 The ETD Practitioners will report directly to ETQA Manager.

2.10 INTELLECTUAL PROPERTY

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

2.11 PROTECTION OF PERSONAL INFORMATION ACT

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

2.11.1.1 All requested bid information will be solemnly utilized for the purpose of the bid evaluation processes. The vendor hereby consents the information provided as part of this bid will be

utilized for supply chain processes of SASSETA and may be subject to multiple processing to enable the evaluation of this bid.

2.11.1.2 The vendor consents that the information collected will be retained for the duration of the evaluation and archived for records management purposes. The information will be disposed as per the SASSETA records management policies as prescribed by the national archives act. Furthermore, the information owner acknowledges that the information provided will be scanned into digital records which are retained on the SASSETA backup servers and that are replicated to backup media. SASSETA does confirm that the organization adopts industry best practice with regards to the safeguarding of digital records whether locally stored or retained in backup media.

2.11.1.3 SASSETA confirms that all submitted records will be retained in their original form and will not be altered with to preserve the quality and originality of information provided.

2.11.1.4 SASSETA confirms that the Information Officer is duly responsible for vendor information provided and exercises stringent measures to ensure that information is secured and solemnly utilized for the purpose of use. No vendor records will be distributed or utilized for any processes outside the current bid that the information has been requested for.

3. PROPOSED SELECTION CRITERIA FOR A MARKER

3.1 Compliance with minimum requirements

3.1.1 All bids duly lodged will be examined to determine compliance with Bidding requirements and conditions. Bids with obvious deviations from the requirements/conditions, will be eliminated from further evaluation.

3.2 Conditions for selection/short listing

3.2.1 All submissions will be evaluated as follows:

3.2.1.1 **Phase 1: Service Providers must:**

- Submit their responses/bidding documents by the closing date and time. **Responses/bidding documents submitted after the closing date and time will be disqualified from further evaluation.**
- Submit proof of qualifications/documents as specified under the mandatory requirements section (bullet 2.5) (Phase 1 and 2). **Non submission of the above-mentioned certificate/ documents will lead to an automatic disqualification. International qualifications must be verified by SAQA and a copy of the letter confirming the validity of the qualifications must be attached.**
- complete and submit all Standard Bidding Documents (SBD) forms of this document, namely: SBD 1, SBD 3.3, SBD 4, SBD 6.1.
- Be registered on the National Treasury Central Supplier Database (CSD) by the closing date and time of this request for quotation. Bidders are to provide SASSETA with a copy of their CSD registration report downloaded from the National Treasury CSD Website.
- Initial each page of the General Condition of Contract (Annexure A) and submit with the proposal

3.2.1.2 **Phase 2 – Functionality Evaluation**

3.2.1.2.1 Bidders who meet the mandatory items requirements above, will be evaluated on functionality requirements as per the Excel Spreadsheet on Annexure B in line with the qualification(s) applied for.

3.2.1.2.2 All proposals will be evaluated on the criteria provided in Annexure B. The proposals of all service providers will be rated on a scale of 0 to 2:

0: No attachment provided/ Unacceptable, does not meet set criteria
1: Satisfactory should be adequate for stated element
2: Very good, above average compliance to the requirement.

3.2.1.2.3 Bidders are required to meet a minimum threshold of 70% for functionality for them to be shortlisted for phase 3 of the evaluation. Bidders who do not score 70% for functionality will be disqualified from further evaluation.

3.2.1.3 **Phase 3 – Price and Specific Goals**

The value of this bid is estimated not to exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 system shall be applicable where 80 points will be allocated to price and 20 points for Specific Goals as follows:

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

3.2.1.4 **ADJUDICATION OF BID**

3.2.1.4.1 The Bid Adjudication Committee will consider recommendations of the Bid Evaluation Committee (BEC) and make a recommendation to the Award Authority to make the final award. The successful bidder will usually be the service provider scoring the highest number of point may be a lower scoring bid based on firm, verifiable and justifiable grounds or no award at all.

PART A - INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR THE REQUIREMENTS OF THE (*NAME OF DEPARTMENT/ PUBLICENTITY*)					
BID NUMBER:	**RFP/SASSETA/25261118/3**	CLOSING DATE:	**7 December 2026**	CLOSING TIME:	**11h00**
DESCRIPTION	**Appointment of a Panel of Markers for Assessment Scripts**				

PROPOSALS TO BE EMAILED:			
Proposals to be submitted electronically only via email to **markers@sasseta.org.za**			
BIDDING PROCEDURE ENQUIRIES MAY BEDIRECTED TO		**TECHNICAL ENQUIRIES MAY BE DIRECTED TO:**	
CONTACT PERSON	**Ms. Lebo Hlombe**	CONTACT PERSON	**Ms. Lebo Hlombe**
E-MAIL ADDRESS	**scm01@sasseta.org.za**	E-MAIL ADDRESS	**scm01@sasseta.org.za**

SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		**OR**	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] Yes No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] Yes No	

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BESUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]			
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	Yes No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE **GOODS /SERVICES /WORKS OFFERED?**	Yes No [IF YES, ANSWER PART B:3]

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS	
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	☐ YES NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	YES NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	☐ YES ☐ NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	YES NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	YES NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOTREGISTER AS PER 2.3 BELOW.

PART B
TERMS AND CONDITIONS FOR BIDDING

1.	**BID SUBMISSION:**
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILLNOT BE ACCEPTED FOR CONSIDERATION.
1.2.	**ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR INTHE MANNER PRESCRIBED IN THE BID DOCUMENT.**
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT(GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4.	**THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM(SBD7).**
2.	**TAX COMPLIANCE REQUIREMENTS**
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAXSTATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THESARS WEBSITE WWW.SARS.GOV.ZA.
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTYMUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6	WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIERDATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7	NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITHMEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BIDINVALID.

NAME OF SIGNATORY ……

SIGNATURE OF BIDDER: ……

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

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

CAPACITY UNDER WHICH THIS BID IS SIGNED:

……

(Proof of authority must be submitted e.g. company resolution)

DATE: ……...

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER: ……	BID NO.: **RFP/SASSETA/25261118/3**
CLOSING TIME: **11h00**	CLOSING DATE: **7 December 2026**

OFFER TO BE VALID FOR ***120*** DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)

1. The accompanying information must be used for the formulation of proposals.

2. SASSETA is offering a fixed rate per script with annual escalations by CPIX for ensuing years on the 1st of April each year as follows:

NO.	DETAILS	Y1 – from date of appointment to 31 March 2027 Unit Costs (Incl. VAT, where applicable)
1	Cost for marking of EISA Paper and deliver as per the scope of work and deliverables on bullet 2.4 per script (1hr Paper)	R100,00
2	Cost for marking of EISA Paper and deliver as per the scope of work and deliverables on bullet 2.4 per script (2hr Paper)	R115,00
3	Cost for marking of EISA Paper and deliver as per the scope of work and deliverables on bullet 2.4 per script (3hr Paper)	R125,00
TOTAL CONSOLIDATED COSTS for year 1		**R340**

NB: Service providers MUST confirm acceptance/nonacceptance of the proposed cost below by ticking the applicable box:

Yes, we accept the rate per script costs as stated above ☐

No, we don't accept the rate per script costs as stated above ☐

Bidders are to record the name and surname of the proposed Marker on this assignment and ensure that a comprehensive CV of this member is attached to the proposal as follows:

NO.	ROLE IN THE TEAM	NAME AND SURNAME **(Bidders to indicate one name below). If more than one name is recorded, the first name (on top or on the side will be utilised for evaluation)**	IS THE CV ATTACHED *(circle the response below)*	IS THE QUALIFICATION ATTACHED (circle the response below)
1.	Marker		Yes/No	Yes/No

……	…….
Signature	**Date**
…….	…….....
Position	**Name of bidder**

To be signed by a duly authorised delegate.

1. PURPOSE OF THE FORM

1.1. Any person (natural or juristic) may make an offer 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**

If the available rows are insufficient, please attach the referenced table as an annexure or add additional rows.

2.3 Does the bidder, or any of the directors / trustees / shareholders / members / partners of the bidder have a relationship with any person who is employed by the institution procuring the required goods or services? **YES [ ] NO [ ]**

2.3.1 If YES, complete the details of the relationship with the person employed by the institution procuring the required goods or services in table below.

Name of person in bidder	**Name of person at institution**	**Nature of the relationship**

If the available rows are insufficient, please attach the referenced table as an annexure or add additional rows.

2.4 Does the bidder or any of its directors / trustees / shareholders / members / partners have any interest[1] in any other related enterprise / company / trust, whether or not that enterprise / company / trust is bidding[2] for this requirement?
YES [ ] NO [ ]

[1] Includes ‘‘beneficial interest’’ and ‘‘personal financial interest’’ as defined in the Companies Act 71 of 2008

[2] Includes open competitive bidding / limited bidding/ requests for quotations/ requests for proposals/ unsolicited bids

2.4.1 If YES, complete the details of the related enterprise / company / trust in the table below:

Registering authority	Name of related enterprise / company / trust	Registration number	Description of interest

If the available rows are insufficient, please attach the referenced table as an annexure or add additional rows.

3 GENERAL DECLARATION

I, ……....., the undersigned, in submitting the accompanying bid for this requirement, do hereby make the following statements, on behalf of the bidder, that I certify to be true and complete in every respect:

3.1 I have read and understand the contents of this disclosure.

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

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

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the institution procuring the required goods or services 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 INFORMATION PROVIDED IS CORRECT.

I ACCEPT THAT THE INSTITUTION PROCURING THE REQUIRED GOODS OR SERVICES MAY REJECT THE BID OR TAKE APPROPRIATE ACTION AGAINST ME, THE BIDDER AND ANY OF ITS DIRECTORS / TRUSTEES / SHAREHOLDERS / MEMBERS / PARTNERS IF THIS DECLARATION IS FOUND TO BE FALSE.

…… ……

Signature Date

…… ……...

Designation 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

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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).

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.

(b) The lowest acceptable tender will be used to determine the accurate system once tenders are received.

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

(c) Price; and

(d) 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. **FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES**

2.1 POINTS AWARDED FOR THE PRICE

2.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

2.2 POINTS AWARDED FOR SPECIFIC GOALS

2.2.1 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.

2.2.2 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:

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

***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 bid	**Number of points allocated (80/20 system) (To be completed by the organ of state)**	**Number of points claimed (80/20 system) (To be completed by the bidder)**
Black People Ownership (at least 51%)	10	
Black Women Ownership (at least 30%)	5	
Youth Ownership (at least 30%)	5	
Total Points	**20**	

DECLARATION WITH REGARD TO COMPANY/FIRM

3.1. Name of company/firm…….

3.2. Company registration number: ……...

3.3. TYPE OF COMPANY/ FIRM

- ϒ Partnership/Joint Venture / Consortium
- ϒ One-person business/sole propriety
- ϒ Close corporation

- ϒ Public Company
- ϒ Personal Liability Company
- ϒ (Pty) Limited
- ϒ Non-Profit Company
- ϒ State Owned Company

[TICK APPLICABLE BOX]

3.4. 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:	……
	……
	……
	……

DOCUMENTS REQUIRED FOR CLAIMING SPECIFIC GOALS

As per bullet 1.6 and 1.7 of the Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022, bidders are required to submit the SASSETA verification document(s) in order to be allocated the specific goals claimed:

a) An Original/Certified copy of a valid B-BBEE Certificate or Sworn Affidavit.

b) Valid Companies and Intellectual Property Commission (CIPC) Company registration documents

c) Certified copy/ies of Identity documents of the Company Directors

d) CSD report

e) medical report (if any)

f) declaration letter signed by the bidder**.**

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

…… ……

Signature **Date**

…… ……

Position **Name of bidder**

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

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

BIDDERS ARE ENCOURAGED TO USE THE FOLLOWING CHECKLIST WHEN SUBMITITING THEIR BIDS:

NO.	DETAILS - Bidders are to set out their bid in the following format:	TICK BY BIDDER
1.	Part 1: Completed and signed the invitation to bid document (SBD 1) **To be signed by a duly Authorised Delegate.**	
2.	Part 2: Completed and signed pricing schedule (SBD 3.3) **To be signed by a duly Authorised Delegate.**	
3.	Part 3: Completed and signed the Bidder's disclosure (SBD 4). *(In case of a consortium/ joint venture, or where sub-Service providers are utilised, each party to the bid* to *complete and sign the declaration of interestdocument).* **To be signed by a duly Authorised Delegate**	
4.	Part 4: Completed and signed the Preference Points Claim form in terms of thePreferential Procurement Regulations 2022 (SBD 6.1) **To be signed by a duly Authorised Delegate. Not claiming points as perSBD 6.1 will lead to Specific Goals points not awarded**	
5.	Part 5: Submitted the General Conditions of Contract (initialed each page)	
6.	Part 6: Bidders National Treasury Central Supplier Database (CSD) forms indicating thevalidity of the bidder's registration	
7.	Part 7: Bidder's attached quotation on the Company letterhead inclusive of VAT and any other applicable costs in line with the SBD 3.3	
8.	Part 8: Bidder to submit mandatory requirements as required by Bullet 2.5 • The ETD Practitioners to submit a copy of ETDP SETA statement results for Assessor/Moderator or ODETD certificate • The ETD Practitioners submit proof of SASSETA Assessor/Moderator registration for the qualification applying for listed under 2.3.1.6.	
9.	Part 9: Bidders to submit the following documents. Non-submission of the below-mentioned documents (under 6) will lead to specific goal points NOT being awarded.	
	An Original/Certified copy of a valid B-BBEE Certificate or Sworn Affidavit.	
	Certified copy/ies of Identity documents of the Company Directors	
	CSD report	

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