RFP NUMBER:	RFP/SASSETA/24251124/1
DESCRIPTION:	Appointment of a panel of two (2) service providers to render learner time and attendance management and learner payroll /stipend / disbursement solution to SASSETA for a period ending on 31 March 2030 with an option to extend for a further five (5) years
PUBLISH DATE:	06 November 2026
CLOSING DATE:	01 December 2026
CLOSING TIME:	11h00 am
COMPULSORY BRIEFING SESSION DATE	N/A
VALIDITY PERIOD:	120 days from the closing date
PREFERENCE POINT SYSTEM	80/20
BID RESPONSES TO BE SUBMITTED ELECTRONICALLY:	Proposals are to be submitted electronically via email to **attendance@sasseta.org.za** for the attention of Ms. Olivia Khoza, Quoting the reference (RFP/SASSETA/24251124/1)
ATTENTION:	Ms. Olivia Khoza
The email address **(attendance@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 scm04@sasseta.org.za. no later than 20 November at 12h00	

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. CV Template (Annexure B)
8. Pricing Schedule (Annexure C)

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 no compulsory briefing session for this tender

CLARIFICATIONS/QUERIES

1.2.1 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. Olivia Khoza** **scm04@sasseta.org.za** by **11:00am** on the **01 December 2026.** The bid number should be mentioned in all correspondence. **Telephonic requests for clarification will not be accepted**.

1.3 SUBMITTING BIDS

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

1.3.1.1 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**.

1.3.1.2 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.

1.3.1.3 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.

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

1.4 Closing date and time 01 December 2026 @11h00am

1.5 LATE BIDS

1.5.1 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

1.6 NEGOTIATION

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

1.6.2 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.

1.7 REASONS FOR REJECTION

1.7.1 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.

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

1.7.2.1 have abused the Supply Chain Management systems of SASSETA.

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

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

1.7.3 Such actions shall be communicated to the National Treasury

2. TERMS OF REFERENCE

2.1. INTRODUCTION AND BACKGROUND

2.1.1. SASSETA is one of the twenty-one (21) 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 Public Finance Management Act, (Act 1 of 1999, as amended). SASSETA reports to the Department of Higher Education and Training (DHET).

2.2. PURPOSE

2.2.1. SASSETA seeks to appoint a panel of two (2) service providers to render learner time and attendance management and learner stipend disbursement solution to SASSETA for a period ending 31 March 2030 with an option to extend for a further five (5) years.

2.3. SCOPE OF WORK AND DELIVERABLES

2.3.1. The required system is expected to produce the following end-to-end learner management and disbursement outcomes/outputs:

2.3.1.1. **Learner Management:**

a) Register all learners per project code.
b) Assign learners to Project Administrators and Project Managers
c) Recording of absenteeism, and uploading proof thereof
d) Record terminations of learners

2.3.1.2. **Stipend disbursement**

a) Calculation of stipend amounts
b) Generation of a payment upload file compatible with banking platforms (e.g. CSV)
c) Execution of payments to learners
d) Reconciliation of stipend payments
e) Reimbursement to the supplier by SASSETA of amount paid towards stipends.
f) Generate Stipend Disbursement reports.

2.3.1.3. **The Solution/system to meet the following functionalities:**

a) Ability to have upload functionality, to track absenteeism
b) Efficient and effective learner administration and reporting.

2.3.1.4. **Enrolment and attendance monitoring mechanism/device**

a) Cloud-based software system
b) Software System and/or biometric device centrally generate attendance and stipend reports
c) Scan using unique facial recognition biometric capabilities
d) The system must be able to detect abnormalities

e) Have wireless capabilities - the device must be able to connect to the internet and transmit attendance logging in real time i.e., it must be Wi- Fi enabled and cellular data enabled.
f) The system must be compatible with android/IoS/windows and major operating systems.
g) The device must be able to operate without electricity (e.g., batteries, solar power, etc.).
h) The device must be able to record data in an offline mode.
i) The device must be able to work under extreme conditions (e.g., high temperature and all-weather conditions).
j) The device must be able to record location (eg: GPS Coordinates) at the point of sign in and sign out, geofencing.
k) The system must have API capabilities.

2.3.1.5. **Bidders to provide the following services:**

a) User demonstration and training for internal staff
b) Training video for the users
c) National Roll-out of the solution on SASSETA funded training projects.
d) Monthly reporting to SASSETA on all payments made to the learners.
e) Helpdesk support to address any queries.

2.3.1.6. **Disaster Recovery and Protection of Information**

a) SASSETA need the assurance that all the data and systems that are used to process its learner management and stipend disbursement business processes are protected against any form of loss or risk including but not limited to accidental loss, malicious loss, theft, unauthorised access, sabotage and most importantly privacy.
b) The service provider is required to provide a detailed proposal on how these risks can be mitigated to ensure that there is minimal or no damage arising from the aforementioned such occurrences.
c) The service provider to ensure compliance with the Protection of Personal Information Act (POPIA).

2.4. MANDATORY REQUIREMENTS

2.4.1. The bidder should:

2.4.1.1. Submit the team leader's experience on the provided CV template (Annexure B) as a mandatory requirement. **Bidders who do not complete and submit the CV template (Annexure B) will be automatically disqualified.**

2.4.1.2. Submit a proof of liquidity i.e., bank statement or financial assistance letter from a National Credit Regulator (NCR) registered financial institution as follows:

a) The bank statement should reflect a minimum closing balance of an average of R20 000 000 over the following months: August 2026, September 2026 and October 2026, or

b) bank guaranteed letter of R 20 000 000.00 or more; with a date of not older than 21 calendar days from the closing date of RFP; or

c) sponsorship letter from a credit offering company (registered with NCR and submit their registration certificate) of R20 000 000.00 or more; with a date of not older than 21 calendar days from the closing date of RFP.

NB: Failure to submit any of the above will lead to automatic disqualification. SASSETA reserves the right to confirm the validity or authenticity of external funding prior to appointment.

2.4.1.3. Be compliant to Payment Card Industry Data Security Standard (PCI-DSS) and submit the confirmation of the compliance. **Non submission will lead to automatic disqualification.**

2.4.1.4. Be compliant to Third-Party Payment Provider (TPPP) and submit the confirmation of the compliance certificate issued by the Payment Association of South Africa (PASA) or the South African Reserve Bank (SARB). **Non submission will lead to automatic disqualification.**

2.4.1.5. Ensure compliance to the Protection of Personal Information Act (POPIA) and submit a valid registration certificate with the Information Regulator of South Africa in the name of the bidding company. **Non-submission of a valid registration certificate(s) with the Information Regulator of South Africa will lead to automatic disqualification**.

2.4.1.6. Submit a PASA proof of bank sponsorship certificate. **Non-submission will lead to automatic disqualification.**

2.4.1.7. Submit the completed Annexure C (excel document) for pricing purposes and ensure that all items indicated on (Annexure C) are quoted for and no alterations are made. **Failure to submit a complete and unaltered Annexure C will lead to automatic disqualification.**

2.5. CONDITION OF AWARD

2.5.1. The shortlisted bidder to submit proof of Company Professional Indemnity at a minimum of R20 000 000 before the award of the bid within five (5) working days from SASSETA's request. **Non-submission by the due date will lead to disqualification.**

2.6. SUBMISSION REQUIREMENTS

2.6.1. The bidding company to:

2.6.1.1. submit a detailed proposal that includes the following:

- Implementation plan with activities
- Timeframes and resources

- Risk identification and mitigation plan

2.6.1.2. submit a minimum of three (3) signed reference letters that indicate the entity's ability to render a time and attendance management and disbursement solution. NB: Three (3) or more signed reference letters that indicate the entity's ability to render this type of service will score maximum points**.**

2.6.1.3. submit a comprehensive CV Template (Annexure B) of the team leader demonstrating management of a minimum of three (3) successful assignment / projects in time and attendance management solution. The CV Template (Annexure B) of the team leader demonstrating management of three (3) or more successful assignments / projects in management and stipend disbursement solution will score maximum points.

2.7. TIMEFRAMES FOR DELIVERY OF THE WORK

2.7.1. This contract shall commence from the date of appointment and remain valid until 31 March 2030 with an option to renew for a further period, based on the SASSETA license.

2.7.2. The bidder to ensure the onboarding of learners is completed within a month per project;

2.8. PRICING

2.8.1. The service providers are requested to record itemised amounts on Annexure C pricing schedule template and record the total price on SBD 3.3.

2.8.2. All prices are to be inclusive of VAT (where applicable).

2.8.3. All annual prices will be subject to the Consumer Price Index (CPIX) annually on the anniversary of the contract.

2.8.4. The products/services will be requested/provided on an ad hoc basis.

2.8.5. Claim travel mileage costs applicable to this contract as per the Department of Transport rates.

2.8.6. Book only economy-class flights

2.8.7. Book Group A hire cars, otherwise Group B are to be used following SASSETA's approval

2.8.8. Utilise cost-effective mode of transport such as Uber/Taxify/Gautrain or shuttle.

2.8.9. services when traveling to and from the airport.

2.8.10. Book only Bed and Breakfast, Hotels, or other equivalent accommodations up to a Rand value of R1 400/ per night per person (including dinner, breakfast, and parking).

2.8.11. 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.

2.8.12. All travel to be approved by SASSETA before being Undertaken.

2.9. ACCOUNTABILITY AND REPORTING

2.9.1. The service provider will report directly to SASSETA Learning Program Managers for the duration of the contract.

2.9.2. Progress reports should be provided monthly, highlighting challenges experienced, recommendations and actions taken to resolve the incidents.

2.10. PENALTY FOR NON-PERFORMANCE

2.10.1. SASSETA reserves the right to enforce penalties, withhold payment, or take other remedial action should the appointed service provider fail to meet the agreed service levels, timelines, or deliverables as will be captured in the Service Level Agreement (SLA).

2.10.2. Final project timelines will be agreed upon with the appointed service provider and incorporated into the SLA. Failure to meet these agreed timelines may result in penalties as outlined in the SLA.

2.11. HANDOVER PROCESSES

2.11.1. On the expiry of this contract, the appointed service provider will be required to hand over all access credentials of all portals to SASSETA.

2.12. CONDITIONS OF CONTRACT (GCC) (ANNEXURE A)

2.12.1. Bidders are requested to initial each page of the General Conditions of Contract (GCC) (Annexure A) and submit their response to this Request for Quotations. The GCC will form part of the contract with the successful Bidder.

2.13. INTELLECTUAL PROPERTY

2.13.1. The service provider will be contracting with SASSETA. All products and data of this project, in whatever format raw or analysed, will be 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 any format without the written approval of SASSETA. To this end, the service provider will be required to sign a confidentiality agreement within the Service Level Agreement.

2.14. PROTECTION OF PERSONAL INFORMATION ACT

2.14.1. 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:

2.14.1.1. 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.

2.14.1.2. 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.

2.14.1.3. 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.

2.14.1.4. 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

3.1 Compliance requirements

3.1.1 All bids duly lodged will be examined to determine compliance with bidding requirements and conditions.

3.2 Conditions for selection/short listing

3.2.1 All submissions will be evaluated as follows:

3.2.1.1 **Phase 1 – Requirements items, Service Providers to:**

- Submit their proposal by the closing date and time. **Proposals submitted after the closing date and time will be disqualified from further evaluation.**

- Submit the team leader's experience on the provided CV template (Annexure B) as a mandatory requirement. **Bidders who do not complete and submit the CV template (Annexure B) will be automatically disqualified.**

- Submit a proof of liquidity (i.e., bank statement) or financial assistance letter from a National Credit Regulator (NCR) registered financial institution as follows:

  a) The bank statement should reflect a minimum closing balance of an average of R20 000 000 over of the following months: August 2026, September 2026 and October 2026, or
  b) bank guaranteed letter of R 20 000 000.00 or more; with a date of not older than 21 calendar days from the closing date of RFP; or
  c) sponsorship letter from a credit offering company (registered with NCR and submit their registration certificate) of R20 000 000.00 or more; with a date of not older than 21 calendar days from the closing date of RFP

  NB: Failure to submit any of the above will lead to automatic disqualification. SASSETA reserves the right to confirm the validity or authenticity of external funding prior to appointment.

- Be compliant to Payment Card Industry Data Security Standard (PCI-DSS) and submit the confirmation of the compliance. **Non submission will lead to automatic disqualification.**

- Be compliant to Third-Party Payment Provider (TPPP) and submit the confirmation of the compliance certificate issued by the Payment Association of South Africa (PASA) or the South African Reserve Bank (SARB). **Non submission will lead to automatic disqualification.**

- Ensure compliance to the Protection of Personal Information Act (POPIA) and submit a valid registration certificate with the Information Regulator of South Africa in the name of the bidding company. **Non-submission of a valid registration certificate(s) with the Information Regulator of South Africa will lead to automatic disqualification**.

- Submit a PASA proof of bank sponsorship certificate. Non-submission will lead to automatic disqualification.

- Submit the completed Annexure C (excel document) for pricing purposes and ensure that all items indicated on (Annexure C) are quoted for and no alterations are made. **Failure to submit a complete and unaltered Annexure C will lead to automatic disqualification.**

- complete and submit all Standard Bidding Documents (SBD) forms mentioned above on page 2 of this document, namely: SBD1, SBD 3.3, SBD 4, SBD 6.1.
- Bidders to 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 your proposal.

3.2.1.2 **Phase 2 – Functionality evaluations**

- The proposals of all service providers will be rated on a scale of 0 to 1.

  0: Required document/item not submitted/ Unacceptable, does not meet set criteria
  1: Exceptional mastery of the requirement should ensure extremely effective performance.

ELEMENT	FUNCTIONALITY EVALUATION		FUNCTIONALITY WEIGHT	TOTAL SCORE
	Rating out of 1	**Evaluation criteria**		
Suitability of the proposed bidder				
The bidders to submit a detailed proposal including a project plan that includes the below: • Full proposal of the solution • Implementation plan with activities, timeframes and resources • Risk identification and mitigation plan	0	The bidder did not submit a detailed proposal including a project plan that includes all elements.	**40**	
	1	Bidder submitted a project plan which includes all elements: • Full proposal of the solution • Implementation plan with activities, timeframes and resources • Risk identification and mitigation plan		
Bidders submit a minimum of three (3) reference letters that indicate the entity's ability to learner time and attendance management and learner payroll /stipend / disbursement solution.	0	The bidder submitted less than three (3) designed reference letters indicating the entity's ability to render learner time and attendance management and learner payroll /stipend / disbursement solution.	**30**	
	1	The bidder submitted three (3) or more reference letters that indicate the entity's ability to render learner time and attendance management and learner payroll /stipend / disbursement solution.		
Bidder to submit a team leader's CV template (Annexure B) demonstrating management of a minimum of three (3) successful assignments / projects in learner time and attendance management and learner payroll /stipend / disbursement solution.	0	The CV Template (Annexure B) of the team leader not submitted/ has less than three (3) successful assignments / projects in learner time and attendance management and learner payroll /stipend / disbursement solution.	**30**	
	1	The CV Template (Annexure B) of the team leader demonstrates three (3) or more successful implementation of learner time and attendance management and learner payroll /stipend / disbursement solution.		
TOTAL SCORE			**100**	

N/B: Bidders need to obtain 100% threshold for functionality to be evaluated further on on due diligence. Bidders who fail to score 100% for functionality will be disqualified from further evaluation.

3.2.2 DUE DILIGENCE – TO ASSESS THE QUALITY OF WORK UNDERTAKEN AT ONE PREVIOUS CLIENT OF THE SHORTLISTED BIDDER WHERE A SIMILAR SOLUTION WAS RENDERED

SASSETA reserves the right to select the site where due diligence will be undertaken from one of the reference letters submitted. Service Providers are required to make arrangements with all their referees for a site where the biometric system has been fully implemented. SASSETA will also view the live/demo system that manages and disburses funds.

ELEMENT		**FUNCTIONALITY EVALUATION**	**Weight**
Quality and Authenticity of previous system implemented	**Rating out 1**	Evaluation criteria	
✓ Bidder to demonstrate the system proposed in their RFP documentation. ✓ The system has been implemented and meets the requirements as mentioned under the scope of work in 2.3 above.	0	The system has not been implemented/the system has been implemented but does not meet the SASSETA requirements as mentioned under the scope of work in 2.3 above.	**100**
	1	The system has been implemented and meets the SASSETA requirements as mentioned under the scope of work in 2.3 above.	
TOTAL SCORE		**TOTAL SCORE**	**100**

NB: Bidders need to obtain obtain 100% for them to be shortlisted further. Bidders who do not meet the required threshold will be disqualified from further evaluation.

3.2.2.1 **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 SPECIFIC GOALS	**100**

3.2.2.2 **ADJUDICATION OF BID**

- The Bid Adjudication Committee (BAC) will consider the 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 points 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/ PUBLIC ENTITY*)					
BID NUMBER:	**RFP/SASSETA/24251124/1**	CLOSING DATE:	**01 December 2026**	CLOSING TIME:	**11h00am**
DESCRIPTION	**Appointment of a panel of two (2) service providers to render learner time and attendance management and learner payroll /stipend / disbursement solution to SASSETA for a period ending on 31 March 2030 with an option to extend for a further five (5) years**				

PROPOSALS TO BE EMAILED:
Proposals to be submitted electronically via email to attendance@sasseta.org.za for the attention of **Ms. Olivia Khoza**

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		**TECHNICAL ENQUIRIES MAY BE DIRECTED TO:**	
CONTACT PERSON	**Ms. Olivia Khoza**	CONTACT PERSON	**Ms. Olivia Khoza**
E-MAIL ADDRESS	**scm04@sasseta.org.za**	E-MAIL ADDRESS	**scm04@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 BE SUBMITTED 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 NOT REGISTER 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 WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR IN THE 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 TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS 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 PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / 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.
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 WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

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 submission signed 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 to confirm 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/24251124/1**
CLOSING TIME: **11h00**	CLOSING DATE**: 01 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, and each price below **must be inclusive of VAT (where applicable):**

BIDDERS TO RECORD THEIR PRICES ON ANNEXURE C (PRICING SCHEDULE)

i. Bidders are to ensure that all items indicated on **(Annexure C)** are quoted for and it is unaltered. **Incomplete and unaltered Annexure C will lead to automatic disqualification at phase 1 of the evaluation process.**
ii. Bidders are to submit Annexure C for evaluation purposes. Non-submission of Annexure C will lead to automatic disqualification.
iii. The template will sum up the total.
iv. Bidders are requested to input their costs only and sign off.
v. Bidders are required to submit this excel spreadsheet in Excel format for evaluation purposes and also a signed PDF version for audit trail purposes.
vi. Bidders to note the following:
   - All annual prices will be subject to the Consumer Price Index (CPIX) on the anniversary of the contract.
   - They will claim travel mileage costs applicable to this contract as per the Department of Transport rates.

For the purposes of evaluations and price comparisons, the total costs should be inclusive of Fixed once-off costs and Ad-hoc costs. Bidders are encouraged to confirm their price calculations before submission.

NB.: SASSETA is looking at leveraging cost by applying economies of scale on the number of learners to be allocated per category. Bidders to provide a cost for one (beneficiary) on all the categories mentioned on Annexture C.

The service provider will be responsible for arranging their travel, which will be reimbursed at cost by SASSETA. Rate per kilometre travelled will be reimbursed as per Department of Transport rates.

R .....(TOTAL CONTRACT COST – incl. VAT (where applicable) as per Annexure C)

Bidders are to complete the name and surname of the three (3) proposed team members on this assignment and ensure that comprehensive CV Template (Annexure B) of these members is attached to the proposal as follows:

NO.	ROLE IN THE TEAM	NAME AND SURNAME (Bidders to indicate one (1) name below for evaluation purposes)	IS THE CV TEMPLATE (ANNEXURE B) ATTACHED *(Circle the response below)*
1.	1 X Team Leader/Project Manager		Yes/No

……. **.....**
Signature **Date**

……. **…….....**
Position **Name of bidder**

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

BIDDER'S DISCLOSURE

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 [ ]

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

[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

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

SBD 6.1

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)**
At least 100% Black People ownership	5	
At least 30% Black Women Ownership	4	
At least 30% Black youth ownership	4	
The Promotion of South African owned enterprises	7	
Total Points	**20**	

3. **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

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 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.

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

NO.	DETAILS	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 declaration. (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 interest document)* • **To be signed by a duly Authorised Delegate**	
4.	**Part 4:** Completed and signed the Preference Points Claim form in terms of the Preferential Procurement Regulations 2022 (SBD 6.1) **To be signed by a duly Authorised Delegate.**	
5.	**Part 5**: Submitted the General Conditions of Contract (initialled each page)	
6.	**Part 6:** Bidders to submit their National Treasury Central Supplier Database (CSD) registration document.	
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:** Submit a fully completed CV Template (Annexure B) for the Team Leader. **Non-submission of a completed Annexure B will lead to automatic disqualification.**	
9.	**Part 9:** Submit a proof of liquidity (i.e., bank statement) or financial assistance letter from a National Credit Regulator (NCR) registered financial institution as follows: ➢ The bank statement should reflect a minimum closing balance of an average of R20 000 000 over the following months: August 2026, September 2026 and October 2026, or ➢ bank guaranteed letter of R 20 000 000.00 or more; with a date of not older than 21 calendar days from the closing date of RFP; or ➢ sponsorship letter from a credit offering company (registered with NCR and submit their registration certificate) of R20 000 000.00 or more; with a date of not older than 21 calendar days from the closing date of RFP.	
10.	**Part 10:** Bidder to be compliant to Payment Card Industry Data Security Standard (PCI-DSS) and submit the confirmation of the compliance. **Non submission will lead to automatic disqualification.**	
11.	**Part 11:** Be compliant to Third-Party Payment Provider (TPPP) and submit the confirmation of the compliance certificate issued by the Payment Association of South Africa (PASA) or the South African Reserve Bank (SARB). **Non submission will lead to automatic disqualification.**	
12.	**Part 12:** Bidder to ensure compliance to the Protection of Personal Information Act (POPIA) and submit a valid registration certificate with the Information Regulator of South Africa in the name of the bidding company. **Non-submission of a valid registration certificate(s) with the Information Regulator of South Africa will lead to automatic disqualification**.	
13.	**Part 13:** Submit proof of bank sponsorship from any other commercial bank. **Non-submission will lead to automatic disqualification.**	

14.	**Part 14:** • Submit the completed Annexure C (excel document) for pricing purposes and ensure that all items indicated on (Annexure C) are quoted for and no alterations are made. **Failure to submit a complete and unaltered Annexure C will lead to automatic disqualification.**	
15.	**Part 15:** Submit a detailed proposal that includes the following: • Implementation plan with activities • Timeframes and resources • Risk identification and mitigation plan	
16.	**Part 16:** submit a minimum of three (3) signed reference letters that indicate the entity's ability to render learner time and attendance management and learner payroll /stipend / disbursement solution.	
17.	**Part 17:** Bidder to submit a team leader's CV template (Annexure B) demonstrating management of a minimum of three (3) successful assignments / projects in learner time and attendance management and learner payroll /stipend / disbursement solution.	
18.	**Part 18:** Bidders to submit: **NB.: Non-submission of the below-mentioned documents (under 12) will lead to specific goal points NOT being awarded.**	
	Valid Companies and Intellectual Property Commission (CIPC) Company registration documents	
	An Original/Certified copy of a valid B-BBEE Certificate or Sworn Affidavit	
	Certified copy of Identity document of company directors	
	CSD report	

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