RFQ2026/36

REQUEST FOR QUOTATION (RFQ)

RFQ Description	**Appointment of a Service Provider to Conduct an Independent Post-Implementation Architecture, Scalability and Security Compliance Review of the Rates Calculator Solution**
Award Period/ Duration	**: Three (3) Months**
Closing Date and Time	**: 25 November 2026 at 12:00PM**
Briefing Session Date and Time	**: N/A**
Site Inspection	**: N/A**

SECTION 1: INSTRUCTIONS TO BIDDERS

1.1 Important dates

STEP No.	DESCRIPTION	DUE DATE
1	Release of RFQ	09 November 2026
2	Query window period	09-23 November 2026
3	Closing date for submission of RFQ	25 November 2026 at 12:00PM

1.2 General Terms

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

1.3 Clarification and Communication

a) Bidders may only communicate on this RFQ in writing and for the purpose of additional information which is not clarified in the specifications. All enquiries should be addressed using the email address procurement@sasria.co.za and the RFQ number and description **must** be on the email subject line for ease of reference.

b) Request for clarity or information on the RFQ may only be requested until **23 November 2026**. Any responses to queries or for clarity sought by a bidder will also be sent to all the other entities which have responded to the RFQ.

c) Bidders may not contact any Sasria employee on this RFQ other than the Procurement office. Contact will only be allowed between the successful bidder and Sasria Business Unit representative/s after the approval to award this RFQ.

d) Contact with business unit will also only be permissible in the case of pre-existing commercial relations which do not pertain to the subject of this RFQ.

1.4 Disclaimers

Sasria reserves the right to:

a) Negotiate with all or some of the shortlisted bidders.

b) Not accept the lowest priced quote or award the RFQ to a bidder other than the highest scoring bidder.

c) Cancel this RFQ.

d) Award parts of the RFQ to different bidders, or not to award the RFQ at all.

e) Award the RFQ as a whole or in part.

1.5 Protection of Personal Information

1.5.1 Use of Personal Information

a) The Bidder voluntarily submits this RFQ/document containing personal information, for the purposes of Sasria's **RFQ.2026/36**

b) Sasria is committed to protecting Bidder's privacy and recognises that it needs to comply with statutory requirements in collecting, processing and distributing of personal information.

c) The Constitution of the Republic of South Africa provides that everyone has the right to privacy and the Protection of Personal Information Act 4 of 2013 ("POPIA") includes the right to protection against unlawful collection, retention, dissemination and use of personal information. In terms of section 18 of POPI, if personal information is collected Sasria, as

responsible party, must take reasonably practical steps to ensure that the data subject is made aware of the information being collected.

d) In order to process RFQ No **RFQ.2026/36** and make an award to a successful Bidder, it is necessary for the Bidder to provide Sasria with personal information of the Bidder, which personal information includes, but is not necessarily limited to the Bidder's company's Director/Shareholder and registration details with relevant authorities such as SARS, CIPC, National Treasury, the required details of the Bidder's experience etc. This personal information is necessary for purposes of processing RFQ no. **RFQ.2026/36** in the discharge of contractual and legislative obligations of Sasria.

e) Sasria may be required, directly or indirectly, in terms of its regulatory obligations, to collect the information in order to report to the Minister representing its shareholder or other Government structures and for responsible record keeping, statistical and any other purpose.

1.5.2 **Consent**

a) The Bidder (as data subject), by signing this document, hereby consents to the use of their personal information described herein and confirms that:

i. they have obtained all the necessary consent from their shareholders/directors or counterparts and/or employees, including the consent for Sasria to receive and process such personal information;

ii. information is supplied voluntarily, without undue influence from any party and not under any duress;

iii. the information which is supplied herewith is mandatory for the purposes of this RFQ No. **RFQ.2026/36** and that without such information, Sasria will not be able to process RFQ no. **RFQ.2026/36** and discharge legislative obligations;

b) Failure to provide the information will result in the objectives of the RFQ no **RFQ.2026/36** not being achieved, with the Bidder being disqualified also for RFQ no **RFQ.2026/36**

c) The Bidder acknowledges that it is aware that it has the following rights with regard to such personal information which is hereby collected in accordance with this consent. The right to:

i. access the information at any reasonable time for purposes of rectification thereof;

ii. object to the processing of the information in which case its response to RFQ No : **RFQ.2026/36** will terminate immediately on receipt of such objection;

iii. lodge a complaint to the Information Regulator.

1.6 Ethical Dealings

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

1.7 CSD Registration

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

1.8 Submission Format

a) The quotation and all written material and attachments must be submitted in English. All price values must be stated in South African Rand values.

b) Bidders are required to submit their Quotations electronically to Procurement Services Office at email address (procurement@sasria.co.za).

c) The RFQ documents must be signed and completed by the authorized person acting on behalf of the bidding entity. The bottom of each page of the RFQ response documents must be signed or stamped with the bidder's stamp as proof that the bidder has read the RFQ documents and accepts the terms and conditions stipulated.

1.9 Evaluation Process

Proposals will be evaluated according to the following process:

Stage 1 – Governance

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

- CSD Report
- Valid BBBEE certificate or Valid Sworn Affidavit
- Returnable SBD Forms

Stage 2 – Functionality/ Technical Evaluation

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

ELEMENT	WEIGHT
RELEVANT ARCHITECTURE OR SOLUTION REVIEW EXPERIENCE	30
SCALABILITY, PERFORMANCE AND TECHNICAL ASSESSMENT CAPABILITY	25
QUALIFICATIONS AND EXPERIENCE OF PROPOSED RESOURCES	20
PROPOSED METHODOLOGY AND APPROACH	15
RELEVANT INDUSTRY EXPERIENCE	10
TOTAL	**100**

Stage 3 – Preference Point System

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

Preference Point Allocation

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

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

Criteria for Specific Goals

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Proof required to allocate points.
The company is owned by Black people. • 100% company owned by people who are Black = 10 points • 51% - 99% company owned by people who are Black = 5 points • 0-50% company owned by people who are Black = 0 points	10 points	B-BBEE Certificate / Sworn-Affidavit / CIPC B-BBEE Certificate (in case of JV, a consolidate scorecard will be accept) as per DTIC guidelines
The company is owned by Black Women. • 30% -100% company owned by people who are black women = 5 points • 0 - 29% company owned by people who are black women = 0 points	5 points	B-BBEE Certificate / Sworn-Affidavit / CIPC B-BBEE Certificate (in case of JV, a consolidate scorecard will be accept) as per DTIC guidelines
The Company that is: An Exempted Micro Enterprise (EME) or A Qualifying Small Enterprise (QSE) that is at least 51% Black Owned	5 points	B-BBEE Certificate / Sworn-Affidavit / CIPC B-BBEE Certificate (in case of JV, a consolidate scorecard will be accept) as per DTIC guidelines

Please Note:

- Failure on the part of a tenderer to submit proof or documentation required in terms of this RFQ to claim points for specific goals with the quotation, will be interpreted to mean that preference points for specific goals are not claimed.
- Sasria reserves the right to require of a tenderer, either before a quotation is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the Sasria.

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

SECTION 2: TECHNICAL REQUIREMENTS AND EVALUATION CRITERIA

1. Background Information

Sasria SOC Ltd is a state-owned company and the only short-term insurer that provides cover to individuals and businesses that have assets in South Africa, as well as government entities against special risks such as strikes, riots, public disorder, civil commotion as well as terrorism. Sasria has implemented the Rates Calculator solution to support the calculation of rates and quotations. Following implementation, Sasria requires an independent post-implementation review to confirm whether the implemented solution and its supporting architecture are fit for current business requirements and able to support future growth. This engagement is limited to the Rates Calculator solution. The Customer Web Portal, and any broader review of its architecture, functionality or infrastructure, is excluded from the scope of this RFQ.

Review Objectives

This review is being commissioned to achieve the following objectives:

- Assess the implemented Rates Calculator solution and its supporting application, integration, hosting, data and security architecture.
- Determine whether the solution can support future growth in users, quotation volumes, Sasria products, data volumes, reporting and system integrations.
- Assess alignment with Sasria's Enterprise Architecture principles, technology standards, cloud strategy and governance requirements.
- Identify material architecture, scalability, security, integration, supportability, data and reporting gaps and risks.
- Provide practical recommendations, target architecture considerations and a prioritised implementation roadmap.

Information to be Made Available

Subject to availability and Sasria's confidentiality and access controls, the appointed service provider will be given access to:

- Rates Calculator Business Requirements Document
- Rates Calculator solution design, implementation and as-built documentation
- Functional, non-functional, integration, security, privacy, reporting and analytics requirements

- Relevant Sasria Enterprise Architecture principles, technology standards and cloud requirements
- Access to nominated Sasria stakeholders will be arranged for information-gathering and validation sessions.

Bidders must state in their proposal any additional documentation, system access, interviews or workshops required to complete the review, together with related assumptions and dependencies. Clarification questions may only be raised through the formal Procurement process.

2. Scope of Work

Sasria requests the services of an independent service provider to review the implemented Rates Calculator solution, available documentation and as-built design information against Sasria's approved Enterprise Architecture principles, relevant technology and integration standards, cloud and security requirements, documented business and non-functional requirements, and recognised architecture review practices. The review must identify material architecture, scalability, security, integration, supportability, data and reporting gaps. The following are excluded from the scope: redevelopment or re-implementation of the Rates Calculator; procurement of software licences or infrastructure; business process redesign beyond recommendations arising from the review; and user acceptance testing, production deployment, support or maintenance services after the review, unless separately agreed. The proposal must include the following:

- Understanding of the review requirements and scope.
- Proposed review methodology, workplan and timelines.
- Proposed team, roles and experience.
- Assumptions, dependencies and risks.
- Approach to identifying gaps and practical recommendations.
- Reporting and stakeholder engagement approach.
- Any optional services or exclusions.

No	Deliverable	Description
1.	Architecture Review Report	Assessment of the implemented Rates Calculator solution and supporting architecture, including application, integration,

		hosting and security architecture.
2.	Scalability Assessment Report	Assessment of future business growth, increased users, quotation volumes, product expansion, data volumes, reporting and integration needs.
3.	Enterprise Architecture Principles Compliance Assessment	Assessment of alignment to Sasria's Enterprise Architecture principles, technology standards, cloud strategy and governance expectations.
4.	Gap Analysis	Identification of gaps in the implemented solution, documentation, non-functional requirements, integration approach and scalability planning.
5.	Security and Compliance Assessment	Review of access control, authentication, POPIA, data protection, encryption, audit trails, logging and monitoring.
6.	Risk and Mitigation Report	Identification of key risks and recommended mitigation actions.
7.	Future-State Recommendations	Recommended improvements, alternative architecture considerations, technology recommendations and scalability options.

8.	Implementation Roadmap	Practical roadmap of recommended remedial actions, optimisation opportunities, priority areas and dependencies.
9.	Executive Presentation	Summary presentation of findings, risks, gaps and recommendations to Sasria stakeholders.

3. Technical Evaluation Criteria

3.1 Phase 1: Mandatory Requirements

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

The Mandatory Technical Requirements are as follows:

Mandatory Requirement		Comply	Not Comply
1	**The bidder must hold a valid and relevant architecture, cloud, technology or solution-review related company certification, partnership or accreditation applicable to the proposed review services.**		
Substantiation:	**The bidder must submit a valid certificate, partnership confirmation, accreditation letter or equivalent supporting document.**		

Note: Failure to submit mandatory documents/ requirements will lead to the bidder being disqualified and not considered for further evaluation.

Phase 2: Technical Requirements

Criteria description		Weighting
2.3.1	**RELEVANT ARCHITECTURE OR SOLUTION REVIEW EXPERIENCE** The bidder must provide a company profile, relevant project summaries and signed reference letters confirming completed Enterprise Architecture, Solution Architecture, architecture review or similar assessment engagements. **NB:** Letters must be on the client's letterhead, signed and include a contactable telephone number. Reference letters must not be older than five (5) years. The points will be allocated as follows: • 5 or more relevant completed engagements supported by 5 or more reference letters (**30 points) = 100%** • 3-4 relevant completed engagements supported by 3-4 reference letters **(21 points) = 70%** • 1-2 relevant completed engagements supported by 1-2 reference letters **(9 points) = 30%** • No relevant completed engagements and no reference letters **(0 points) = 0%**	30
2.3.2	**SCALABILITY, PERFORMANCE AND TECHNICAL ASSESSMENT CAPABILITY** The bidder must provide project evidence demonstrating practical assessment of the following seven technical areas for web-based or digital solutions: 1. Scalability 2. Performance 3. Integrations 4. Hosting 5. Security 6. Data and reporting 7. Maintainability and supportability **The points will be allocated as follows:** • Evidence covers 6-7 technical areas **(25 points) = 100%** • Evidence covers 3-5 technical areas **(17.5 points) = 70%** • Evidence covers 1-2 technical areas **(7.5 points) = 30**% • No relevant evidence **(0 points) = 0%**	25
2.3.3	**QUALIFICATIONS AND EXPERIENCE OF PROPOSED RESOURCES** This criterion assesses the qualifications and individual experience of the proposed lead architecture resource. The proposed lead architecture resource must have at least five years' relevant experience. The bidder must provide a detailed CV for this individual showing years of experience, relevant assignments, roles, responsibilities, project duration and qualifications. **The points will be allocated as follows**: • 10 or more years' relevant experience, supported by a relevant qualification at NQF Level 7 **(20 points) = 100%** • 7-9 years' relevant experience, supported by a relevant qualification at NQF Level 7 **(14 points) = 70**%	20

	• 5-6 years' relevant experience, supported by a relevant qualification at NQF Level 6 **(6 points) = 30%** • Less than 5 years' relevant experience or insufficient evidence with no relevant experience **(0 points) = 0%**	
2.3.4	**PROPOSED METHODOLOGY AND APPROACH** The bidder must provide a methodology covering the review approach, workplan, timelines, assumptions, risks, deliverables, reporting and the approach to identifying gaps and practical recommendations. **The points will be allocated as follows**: • Complete, practical and coherent methodology addressing all the above required elements **(15 points) = 100%** • Methodology addresses most required elements with minor gaps **(10.5 points) = 70%** • Basic methodology with significant omissions (**4.5 points) = 30%** • No methodology submitted **(0 points) = 0%**	15
2.3.5	**RELEVANT INDUSTRY EXPERIENCE** This criterion assesses the bidder's company-level industry experience, rather than the individual experience assessed under criterion 2.3.3. The bidder must provide project summaries and references demonstrating engagements undertaken by the bidding company in financial services, insurance or a similar business environment. The engagement counts below refer to the bidding company's engagements. **The points will be allocated as follows:** • 4 or more relevant engagements **(10 points) = 100%** • 2-3 relevant engagements **(7 points) = 70%** • 1 relevant engagement **(3 points) = 30%** • No relevant industry evidence **(0 points) = 0%**	10
Threshold		**70**
Total		**100**

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

SECTION 3: PRICING SCHEDULE

1 Bidders are required to provide a detailed, comprehensive (all-inclusive) and fixed fee/price proposal i.e. all costs associated the bidder's proposal must be clearly specified and included in the Total Bid Price.

2 All prices must be VAT exclusive and must be quoted in South African Rand (ZAR).

3

Is the proposed bid price linked to the exchange rate?	Yes	No

If yes, the bidder must indicate CLEARLY which portion of the bid price is linked to the exchange rate:

4

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

5

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

6 **Costing Schedule**

Activity/ Deliverable	Resource(s)	Rate/Hour per resource	Number of hours	Total Cost (VAT Excl.)
Review of Rates Calculator documentation				
Architecture and technical design assessment				
Scalability and performance assessment				
Enterprise Architecture, Security, Integration and Data Review				
Enterprise Architecture principles alignment assessment				

Activity/ Deliverable	Resource(s)	Rate/Hour per resource	Number of hours	Total Cost (VAT Excl.)
Security, integration and data architecture review				
Findings and Recommendations				
Risk, gap analysis and recommendations report				
Post-review improvement and remediation roadmap				
Executive Presentation				
Executive presentation of findings				
Optional Services				
Optional post-review clarification session				
Disbursements				
Total Bid Price (VAT Excl.)				

Price Declaration Form

Dear Sir,

Having read through and examined the Request for Quotation (RFQ) Document, RFQ no**. RFQ.2026/36,** the Instructions, the Requirements and all other Annexures to the RFQ Document, we offer to conduct an Independent Post-Implementation Architecture, Scalability and Security Compliance Review of the Rates Calculator Solution as per specification at the following total amount:

R..... (Excluding VAT)

In words

R..... (Excluding VAT)

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

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

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

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

SIGNED _____ **DATE** _____

(Print name of signatory) _____

Designation _____

Declaration

I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the RFQ, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- The information furnished is true and correct;
- The preference points claimed are in accordance with the requirements as indicated in paragraph 1.9 of this RFQ
- In the event of a contract being awarded as a result of points claimed as shown in paragraph 1.9, the contractor may be required to furnish documentary proof to the satisfaction of the Sasria that the claims are correct;
    - If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
        - disqualify the person from the tendering process;
        - recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
        - cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
        - recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the audi alteram partem (hear the other side) rule has been applied; and
        - forward the matter for criminal prosecution, if deemed necessary

FOR AND ON BEHALF OF:	COMPANY NAME	
	Tel No	
	Fax No	
	Cell No	