small business development
Department: Small Business Development
REPUBLIC OF SOUTH AFRICA

REQUEST FOR QUOTATION

Reference No:	

You are hereby requested to submit a quotation in respect of goods and services as per **Annexure A**, and/or attached Specification/Terms of Reference.

SUPPLIER DETAILS	
Name of supplier	
Contact person	
Fax number	
Contact number	

BUSINESS CLASSIFICATION

Turn over(TICK appropriate box below)

Please note that this information is compulsory and must therefore be provided. If uncertain use the attached schedule for guidance

Exempted Micro-Enterprises (EMEs) R0.00 to R10m				Qualifying Small Enterprises (QSE)	Large Company
Small	Micro	Medium	Cooperative	>R10m <R50m	>R50 million

ENQUIRIES AND SUBMISSION DETAILS	
Contact person	Nhlakanipho Msane
e-mail address	DSBDtenders@dsbd.gov.za
Telephone number	060 981 0616
Issue/Request date	**21 SEPTEMBER 2026**
Closing date and time	**02 OCTOBER 2026**

Terms and Conditions

#	REQUIREMENTS	COMMENTS
1	Quotations should be dated.	
2	Quotations should be valid for 30 days unless indicated otherwise.	
3	Does it comply with cost containment (Yes or No)	
3	All prices quoted must be VAT inclusive, if no indication is indicated prices will be evaluated as inclusive.	
4	Should you not be registered for VAT it should be clearly indicated on the quotation.	
5	Please indicate the delivery period and confirm whether the delivery period is firm.	
6	Please indicate whether the prices quoted are firm for the duration of the validity period of the quotation.	
7	Please indicate whether the quotation is strictly to specification and if not state deviations and reasons for deviating from the requested specifications.	
8	This quotation is subject to the **Department of Small Business Development's** general conditions of contract unless otherwise stated by the supplier.	
9	Quotations should be on the service provider's letterhead.	
10	**Failure to submit quotation on the closing date and time with all supporting documents MAY invalidate you quotation**	

Please note: *Quotations with an amount value of R2 000.00 and above but not exceeding R999 999.99 80/20 preference point system shall be applied where 80 points will be allocated towards price and 20 points allocated towards specific goals, Size of Enterprise, Spatial (rural/ Township/ City) and Youth.*

ANNEXURE A

REQUIREMENTS LIST

Item No	No of units	Item description	Value per item
1	1	RFQ to appoint a suitably qualified Legal Expert/Service Provider to undertake a comprehensive legal and regulatory assessment and develop practical legal options and pathways for the integration of traditional and existing cannabis and hemp growers into the formal cannabis value chain in South Africa.	
Compulsory documents to be returned.		**(a) Fully completed Standard Bidding Documents; SBD 4 and 6.1** **(b) Points for tender shall be awarded for Price and B-BBEE, SMMEs, Spatial (rural/ Township/ City) and Youth.** **To claim points following should be provided.** **i. For B-BBEE require a Certified copy of BEE Certificate/or Affidavit,** **ii. A Confirmation of SMMEs, take note of the above table (business classification)** **iii. For Spatial (Rural/ Township/ City) a Certified copy of your proof of residence 6 months**	

SCHEDULE 1

The new National Small Enterprise Act thresholds for defining enterprise size classes by sector, using two proxies

Column 1	Column 2	Column 3	Column 4
Sectors or sub-sectors in accordance with the Standard Industrial	**Size or class of enterprise**	**Total full-time equivalent of paid employees**	**Total annual turnover**
Agriculture	Medium	51 - 250	≤ 35,0 million
	Small	11- 50	≤ 17,0 million
	Micro	0 – 10	≤ 7,0 million

Mining and Quarrying	Medium	51 - 250	≤ 210,0 million
	Small	11- 50	≤ 50,0 million
	Micro	0 – 10	≤ 15,0 million
Manufacturing	Medium	51 - 250	≤ 170,0 million
	Small	11- 50	≤ 50,0 million
	Micro	0 – 10	≤ 10,0 million
Electricity, Gas and Water	Medium	51 - 250	≤ 180,0 million
	Small	11- 50	≤ 60,0 million
	Micro	0- 10	≤ 10,0 million
Construction	Medium	51 - 250	≤ 170,0 million
	Small	11- 50	≤ 75,0 million
	Micro	0- 10	≤ 10,0 million
Retail, motor trade and repair services.	Medium	51 - 250	≤ 80,0 million
	Small	11- 50	≤ 25,0 million
	Micro	0 – 10	≤ 7,5 million
Wholesale	Medium	51 - 250	≤ 220,0 million
	Small	11- 50	≤ 80,0 million
	Micro	0 – 10	≤ 20,0 million
Catering, Accommodation and other Trade	Medium	51 - 250	≤ 40,0 million
	Small	11- 50	≤ 15,0 million
	Micro	0 – 10	≤ 5,0 million
Transport, Storage and Communications	Medium	51 - 250	≤ 140,0 million
	Small	11- 50	≤ 45,0 million
	Micro	0 – 10	≤ 7,5 million
Finance and Business Services	Medium	51 - 250	≤ 85,0 million
	Small	11- 50	≤ 35,0 million
	Micro	0- 10	≤ 7,5 million
Community, Social and Personal Services	Medium	51 - 250	≤ 70,0 million
	Small	11- 50	≤ 22,0 million
	Micro	0 – 10	≤ 5,0 million

REQUEST FOR QUOTATIONS (RFQ) FOR THE APPOINTMENT OF A LEGAL EXPERT OR LEGAL SUPPORT INSTITUTION TO DEVELOP A FRAMEWORK ON LEGAL OPTIONS FOR THE RECOGNITION, PROTECTION AND REGULATED PARTICIPATION OF INDIGENOUS CANNABIS GROWERS IN SOUTH AFRICA'S FORMAL CANNABIS AND HEMP VALUE CHAIN.

DATE OF ISSUE: 21 SEPTEMBER2026

CLOSING DATE: 0 2 OCTOBER 2026

TIME: 11H00

Responses to be emailed to:

Email: DSBDtenders@dsbd.gov.za

Contents

1. PURPOSE

1.1. To appoint a suitably qualified legal expert, legal advisory firm, legal research institution, or multidisciplinary consortium to develop a comprehensive framework on legal options for the recognition, protection and regulated participation of indigenous and traditional cannabis growers in South Africa's formal cannabis and hemp value chain.

2. INTRODUCTION

2.1. The Department of Small Business Development (DSBD) is mandated to lead and coordinate an integrated approach to entrepreneurship and the development of micro, small and medium enterprises (MSMEs) and co-operatives, including strengthening inclusive participation in emerging economic value chains. DSBD has developed a broader Cannabis and Hemp Programme aimed at supporting inclusive participation across the value chain through farmer support, market access coordination, applied research, manufacturing support and the development of a special legal regime for traditional cannabis-growing regions.

2.2. This assignment will focus on feasible, constitutionally aligned and practically implementable legal pathways for indigenous cannabis-growing communities and historically significant cannabis-producing regions in South Africa.

3. BACKGROUND AND RATIONALE

3.1. South Africa has a long history of cannabis cultivation within traditional and rural communities. In areas such as the Pondoland belt, cultivation has historically formed part of local livelihoods, informal trade, cultural systems and community-based agricultural practices. Despite this history, many indigenous and traditional growers remain outside formal regulatory and commercial systems. Current arrangements do not adequately accommodate historical cultivation, indigenous seed systems, cultural knowledge or small-scale community-based production systems, and there is no clear differentiated pathway for traditional growers to transition into lawful commercial participation across the cannabis and hemp value chain.

3.2. Growers may face barriers relating to permits, compliance requirements, land tenure documentation, security requirements, seed registration, restrictions on trade, infrastructure, finance, market access, lack of recognition of traditional production systems, unclear institutional mandates and the absence of appropriate community or differentiated licensing models. A differentiated legal framework or special legal regime is therefore required to explore legally sound mechanisms that support inclusion, regulatory compliance, public safety, protection of indigenous knowledge and genetic resources, sustainable rural economic participation and access to lawful value chains, while maintaining appropriate regulatory oversight and product-quality standards.

4. OBJECTIVES

4.1. Overall Objective

The overall objective is to develop a consolidated legal options framework setting out feasible, constitutionally aligned and implementable pathways for recognising and integrating indigenous cannabis growers into the formal cannabis and hemp value chain in South Africa.

4.2. Specific Objectives

The specific objectives of the study are to:

4.2.1 Review the current legal and regulatory environment affecting cannabis and hemp production, trade, processing and participation in South Africa.

4.2.2 Identify legal and regulatory barriers affecting indigenous and traditional growers, informed by both legal analysis and the lived realities of growers.

4.2.3 Assess special legal regime options, including differentiated or tiered licensing, community or cooperative models, special cultivation zones, controlled research pathways, regulatory sandboxes, phased compliance and benefit-sharing mechanisms.

4.2.4 Conduct a comparative review of relevant international and regional models and identify lessons that are suitable for South African conditions.

4.2.5 Lead provincial grower workshops and targeted stakeholder consultations to test the practicality and legal feasibility of proposed options.

4.2.6 Develop practical pathways for integration of indigenous growers into lawful parts of the cannabis and hemp value chain.

4.2.7 Produce a consolidated legal options framework that distinguishes immediate measures available under existing law from medium- and longer-term reforms requiring regulatory or legislative change.

4.3. Research Questions

The study must answer the following questions:

4.3.1 What legal and regulatory barriers currently prevent indigenous cannabis growers from participating in formal value chains?

4.3.2 Can existing laws and instruments be used immediately to support controlled and lawful participation?

4.3.3 What gaps require new regulations, amendments, guidelines, exemptions, permits or statutory instruments?

4.3.4 Can differentiated or tiered licensing/permitting be created for traditional growers without weakening regulatory integrity?

4.3.6 What roles can traditional leadership structures, cooperatives, community trusts, grower associations, municipalities and other institutions play?

4.3.7 How can indigenous cannabis varieties, traditional knowledge and community interests be protected against misappropriation?

4.3.8 How can market access be supported while preserving public health, safety, traceability, product quality and environmental compliance?

4.3.9 What institutional arrangement is required to implement a special legal regime, and what options are suitable for immediate, medium- and long-term implementation?

5. RESEARCH METHODOLOGY AND SCOPE OF WORK

5.1. The service provider must use a mixed legal, policy and participatory methodology combining desktop legal research, policy and regulatory review, stakeholder interviews, provincial workshops, focus group discussions with growers, institutional consultations, comparative legal analysis and validation engagements. The methodology must be inclusive, ethical, evidence-based and accessible to growers.

5.2. Task 1: Inception, Work Planning and Stakeholder Mapping

Confirm the assignment scope, methodology, deliverables, timelines, reporting arrangements, stakeholder consultation approach, quality assurance, risk management and proposed structure of the final framework. Develop a stakeholder map and consultation tools covering growers, traditional leaders, regulators, government, research institutions, processors, off-takers, associations, cooperatives, civil society and other relevant market actors.

5.3. Task 2: Legal and Regulatory Diagnostic Review

Undertake a comprehensive review of national and subnational legal and regulatory arrangements affecting cannabis and hemp. The review must cover, at minimum: cannabis-related criminal law and private adult use; medicinal cannabis; plant improvement, seed registration and cultivar protection; agricultural production; traditional leadership and community governance; indigenous knowledge, intellectual property and access and benefit sharing; environmental and land-use requirements; land rights; public health; transport, storage and market access; fair market trade and value-added processing; and small enterprise and cooperative development. The diagnostic must identify gaps, overlaps, contradictions, risks, barriers and legal entry points.

5.4. Task 3: Provincial Fact-Finding Workshops and Stakeholder Consultations

Design, facilitate and document structured consultations with indigenous growers and relevant stakeholders. At a minimum, provincial consultations must cover the Eastern Cape, KwaZulu-Natal, Limpopo and the Northern Cape, with flexibility to include other provinces where evidence demonstrates strategic relevance. Workshops must gather evidence on production systems, land arrangements, seed use, knowledge systems, compliance barriers, market aspirations, risks and support needs, and must test proposed legal options with growers, traditional leaders, regulators, industry, researchers and relevant government institutions.

5.5. Task 4: Comparative Legal Review and Development of Legal Options

Review relevant international and regional models involving differentiated licensing, indigenous participation, social equity programmes, community cultivation, research exemptions, heritage cultivar protection, controlled cultivation zones, phased compliance, regulatory sandboxes and benefit-sharing. The review must identify what worked, what failed and what can realistically be adapted to South Africa. Each legal option must be assessed in terms of legal basis, policy rationale, implementation steps, institutional responsibilities, advantages, disadvantages, risks, mitigation measures, capacity and cost implications and likely timeframes.

5.6. The following options must be assessed, without limiting the expert from proposing additional options:

- Differentiated grower permits with proportionate and phased compliance requirements.
- Community or cooperative licensing models enabling shared infrastructure, testing, aggregation and contracting.
- Special cannabis cultivation zones in historically significant growing areas, subject to mapping, registration, traceability and oversight.
- Controlled research and conservation pathways for indigenous varieties, cultivar development, benefit-sharing and future commercialisation.
- Regulatory sandbox or pilot programmes with clear eligibility, time limits, reporting and safeguards.
- Phased compliance models linking registration to training, site verification, traceability, testing and progressive formalisation.
- Benefit-sharing and indigenous knowledge protection mechanisms, including prior informed consent, community protocols and safeguards against unauthorised commercial exploitation.
- Market-linked formalisation models connecting growers to lawful processors, research institutions or off-takers through controlled contracts.
- Tiered licensing categories based on cultivation scale, market participation, compliance capability and intended use.

5.7. Task 5: Integration Pathways and Drafting of the Special Legal Regime Framework

Identify practical pathways through which indigenous growers can participate in lawful value chains. For each pathway, identify legal requirements, institutional responsibilities, compliance standards, market linkages, support mechanisms and risk controls. The framework must address community interests and protection against exclusion or undue concentration in the cannabis and hemp economy. The draft framework must include the problem and policy context; legal and regulatory baseline; legal gap analysis; stakeholder and grower evidence; comparative lessons; legal options and feasibility assessment; recommended preferred option or combination of options; implementation roadmap; institutional roles and coordination; compliance and risk controls; market integration pathways; protection of indigenous knowledge and genetic resources; monitoring and evaluation; and recommendations for future policy, legislative or regulatory action.

5.8. Task 6: Validation, Finalisation and Governance Support

Present preliminary findings and draft legal options for validation by growers, regulators, traditional leaders, provincial partners, industry actors and other stakeholders. Revise the framework based on departmental, technical, legal and stakeholder comments and support presentations to internal governance structures, technical committees, senior management, intergovernmental forums and other structures identified by DSBD.

6. DELIVERABLES

6.1. The assignment will run from appointment during the 2026/27 financial year to final submission by March 2027, subject to procurement finalisation and contracting. The service provider must submit, at minimum, the following deliverables

No.	Deliverable	Minimum content	Indicative timing
1	**Inception Report**	Methodology, detailed workplan, stakeholder engagement plan, consultation tools, legal review approach, reporting schedule and risk management plan.	**Within 10 working days of appointment**

2	**Stakeholder Database and Consultation Plan**	Stakeholder map/database covering growers, traditional leaders, regulators, government departments, research institutions, industry, provincial stakeholders and relevant civil society organisations.	**Within 15 working days of appointment**
3	**Legal and Regulatory Diagnostic Report**	Assessment of the applicable legal and regulatory environment, including gaps, overlaps, contradictions, risks, compliance barriers and potential legal entry points relevant to the integration of growers into the formal value chain.	**November–December 2026**
4	**Provincial Consultation / Workshop Reports**	Separate reports on consultations undertaken, including participants, key issues raised, findings, proposed solutions and implications for the legal and regulatory options being considered.	**November 2026–January 2027**
5	**Comparative Legal Review Report**	Assessment of relevant international and regional legal/regulatory models, including lessons, limitations, risks and their potential adaptability to the South African context.	**December 2026–January 2027**
6	**Preliminary Findings Report**	Consolidation of the legal diagnostic, stakeholder evidence and comparative review, identifying key findings, constraints and preliminary legal and regulatory options.	**By 22 January 2027**
7	**Draft Legal Options Framework**	Detailed legal options and integration pathways, compliance requirements, institutional arrangements, risks, recommendations and an implementation roadmap. The framework should clearly assess the feasibility and implications of each option and identify a recommended pathway.	**By 5 February 2027**
8	**Validation Workshop and Report**	Presentation and testing of the Draft Legal Options Framework with relevant stakeholders. Report to capture stakeholder responses, areas of agreement/disagreement and how substantive comments will be addressed.	**8–12 February 2027**
9	**Revised / Draft Final Legal Options Framework**	Revised framework incorporating validation outcomes and DSBD comments, including the recommended legal pathway, institutional responsibilities, required legal instruments and implementation arrangements.	**By 19 February 2027**
10	**Final Legal Options Framework, Executive Summary and**	Final implementable legal options and recommended pathway; implementation roadmap; institutional roles; required legal/regulatory instruments; proposed next steps; concise executive summary and management-	**By 5 March 2027**

	Presentation	level presentation for governance and stakeholder briefings.	
11	**Evidence Pack**	Consolidated supporting evidence, including attendance registers, consultation tools, workshop programmes, stakeholder submissions, legal references, interview notes where appropriate, and supporting audit/performance evidence.	**With final submission – by 5 March 202**

NB. All deliverables must be submitted in editable formats. The Department will require Word, PDF and PowerPoint versions where appropriate. Consultation and supporting evidence must be maintained in audit-ready form. Participants must be informed that the assignment develops legal options for government consideration and does not itself grant licences, permits, amnesty, funding or immediate legal recognition

7. DSBD ROLES AND RESPONSIBILITIES

DSBD will:

7.1. Appoint a designated project manager and, where necessary, a project steering committee or technical reference group to oversee the assignment.

7.2. Provide strategic direction and available background documents, including the approved concept note, project plan, programme information and relevant stakeholder lists.

7.3. Facilitate access to relevant stakeholders where possible and coordinate participation by government departments, regulators, provincial stakeholders and other institutions.

7.4. Schedule regular progress and technical review meetings, monitor milestones and address challenges.

7.5. Review and approve deliverables and provide consolidated comments.

7.6. Coordinate internal governance and approval processes for the final framework.

7.7. Adjust and approve payment schedules linked to verified deliverables in accordance with the contract and applicable SCM requirements.

8. OBLIGATIONS BY SERVICE PROVIDER

The service provider will:

8.1. Lead the full technical, legal, consultative and drafting work required by these Terms of Reference.

8.2. Provide suitably qualified personnel and exercise appropriate professional skill, care, diligence, independence and impartiality.

8.3. Conduct legal and regulatory analysis; facilitate stakeholder consultations and provincial workshops; and draft, validate and finalise the legal options framework within agreed timelines.

8.4. Ensure outputs are professionally written, legally sound, evidence-based, practical and implementable, and clearly distinguish existing legal provisions from areas requiring legal or regulatory reform.

8.5. Maintain confidentiality, obtain informed consent where required, protect indigenous knowledge and sensitive community information, and declare actual or perceived conflicts of interest.

8.6. Manage stakeholder expectations appropriately and not represent the assignment as granting licences, permits, amnesty, funding or legal recognition.

8.7. Compile and submit attendance registers, consultation records, workshop reports, stakeholder submissions and other supporting evidence required for audit and performance reporting.

8.8. Identify and manage project risks, including weak stakeholder participation, legal uncertainty, political sensitivity, institutional overlap and governance delays.

8.9. Attend progress meetings as required and submit progress reports in accordance with the agreed reporting schedule.

8.10. Not publish or distribute project outputs without prior written approval from DSBD.

9. EVALUATION OF THE PROPOSAL

9.1. PHASE 1: PRELIMINARY EVALUATION (COMPLIANCE EVALUATION)

9.1.1. During this phase bid documents will be reviewed to determine compliance with Supply Chain Management documents.

9.1.2. The bid proposal will be screened for compliance with administrative requirements as indicated below:

ITEM NO.	ADMINISTRATIVE REQUIREMENTS	CHECK/ COMPLIANCE
1.	CSD Registration	Attached CSD registration report.
2.	SCM - SBD 4 – Bidders Disclosure	Completed and signed

3.	SCM - SBD 6.1 - Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022	Completed and signed
4.	In case of bids where Consortia / Joint Ventures, Consortia/ Joint Venture agreements signed by both parties must be submitted with bid proposal	JV agreement completed and signed, **if applicable**

9.2. **PHASE 2: MANDATORY REQUIREMENTS**

9.2.1. Bidders are required to complete below table by indicating whether they comply with the mandatory requirements by marking the appropriate column with an 'X'. Bidders are required to attach the requested documentation.

9.2.2. Failure to submit any of the required documents or to comply with these requirements will render the bid non-responsive and will result in disqualification from further evaluation.

9.2.3. Bidders that have complied with all mandatory requirements will move to phase 3: Price and Specific Goals.

	Proposal checklist	**YES**	**NO**
1.	**Understanding of the Project Scope** The bidder must submit a detailed methodology demonstrating an understanding of the legal, regulatory, policy and participatory requirements of the assignment. The methodology must explain the approach to legal and regulatory review, grower and stakeholder consultations, comparative legal analysis, development and assessment of differentiated legal options, validation, risk management and preparation of an implementable legal options framework.		
2.	**Relevant Experience and Previous Work Performed** The bidder must demonstrate relevant experience in legal research/advisory work, legislative or regulatory analysis, public policy, constitutional or		

<table>
<tr><th></th><th>Proposal checklist</th><th>YES</th><th>NO</th></tr>
<tr><td></td><td>administrative law, regulated sectors and/or cannabis/hemp-related legal work. Experience involving indigenous or traditional communities, agriculture, land rights, indigenous knowledge, small enterprise development or participatory consultation will be advantageous. Evidence of comparable assignments and contactable references must be provided.

Bidders must provide at least 2 (two) Summaries of related work undertaken and at least 2 reference letters aligned to the summaries of related work they have conducted.

Each reference letter must:
• Be on the client's official letterhead;
• Be signed and dated;
• Include contactable details (i.e., telephone number and email address); and
• Confirm the nature, duration and dates of when the services were rendered.

Note: The Department reserves the right to verify the authenticity of the information provided.</td><td></td><td></td></tr>
<tr><td>3.</td><td>QUALIFICATIONS AND EXPERIENCE OF KEY PERSONNEL

The bidder must submit CVs and certified copies of qualifications for all key personnel proposed for the assignment. Each CV must include at least three contactable references.

3.1 Project Leader / Lead Legal Expert

The Project Leader or Lead Legal Expert must have:
• A minimum NQF Level 9 or higher qualification in Law (LLM) or a relevant legal field;
• At least seven (7) years' relevant legal experience; and
• Demonstrated experience in legal and regulatory research, legislative and policy analysis, regulatory reform, stakeholder consultation, and development of legal or regulatory options.</td><td></td><td></td></tr>
</table>

	Proposal checklist	YES	NO
	• Experience relating to cannabis, hemp, agriculture, regulated industries, licensing or compliance will be an advantage. **3.2 Qualifications and Experience of Team Member/s** Team member/s must have a minimum NQF Level 7 or higher qualification in Law or another relevant discipline. The submitted CV/s must collectively demonstrate: • Experience in legal and regulatory research and analysis; • Experience in reviewing legislation, regulations and policies; • Experience in stakeholder consultation and regulatory or policy development; and • Ability to develop practical legal recommendations and implementation pathways. **Note: DSBD reserves the right to verify the authenticity of the information provide**		
4.	**Project Implementation Plan** The bidder must submit a detailed implementation plan aligned with the period from appointment to March 2027, showing activities, provincial consultations, milestones, dependencies, deliverables, quality assurance, governance support, risk mitigation and allocation of responsibilities across the proposed team.		

Note: All bidders who do not comply with the criteria above will be disqualified for further evaluation

9.3. **PHASE 3: PRICE AND SPECIFIC GOALS**

The bid price must be inclusive of VAT and quoted in RSA currency.

	80/20 PRINCIPLE	**POINTS**
1	PRICE	80
2	SPECIFIC GOALS STATUS LEVEL OF CONTRIBUTION	20
MAXIMUM POINTS		100

Only qualifying quotations will be evaluated for 80/20 preference points, in terms of the preference point system described in the PPPFA.

Preference Points

The 80/20 Preference points system will be applied using the below formula to calculate the price:

The following formula will be used to calculate the points for price: Criteria	**Points**
Price Evaluation $Ps\ 80\left(1-\frac{Pt-P\min}{P\min}\right)$	**80**

Where,

Ps = Points scored for comparative price of bid under consideration

Pt = Comparative price of bid under consideration

Pmin = Comparative price of lowest acceptable bid

In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points will be awarded to a bidder for attaining the Specific goals status level of contribution in accordance with the table as set out in the Preference Points Claim Form (SBD 6.1).

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 tender	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 tenderer)
Enterprise Ownership (BBBEE certificate)	**2** Level 1 = 2 pts Level 2 = 1,75 pts Level 3 = 1,5 pts Level 4 = 1,25 pts Level 5 = 1 pts Level 6 = 0,75 pts Level 7 = 0,5 pts Level 8 = 0,25 pts Non-compliant contributor= 0	
Size of Enterprise (SMMES): MICRO, SMALL, MEDIUM ENTERPRISES	**8** Micro = 8 Small = 5,6 Medium = 3,2 Large = 0,8	
Spatial (Rural/ Township/ City)	**4** Rural = 4 Township = 2,4 City = 0,8	
Youth and Non-Youth	**6** Youth = 6 None-Youth = 1,8	

10. TERMS AND CONDITIONS

10.1. Only fully compliant National Treasury's Central Supplier Database (CSD) registered service provider's proposals will be considered.

10.2. The completed SBD 4 and SBD 6.1 documents attached to this RFQ must be completed and returned with the quotation.

10.3. No late quotations will be accepted under any circumstances.

10.4. Suppliers must complete and **return all the required documents**, failing which, the supplier's quotation will be declared invalid.

10.5. Suppliers should take note of the Mandatory Requirements on paragraph 9.2.

10.6. Given the nature of this work and the approval processes embedded in it, the service provider must be willing to accommodate requests that come in outside office hours, including during weekends, and for the work or delivery not to be limited to during office hours / weekdays only.

11. CONFIDENTIALITY AND DATA PROTECTION

11.1. The successful service provider will handle sensitive departmental data. As such, they must ensure:

- Compliance with the Protection of Personal Information Act (POPIA).
- Secure handling, storage, and transmission of records.
- No disclosure to third parties.

12. DISCLAIMER

12.1. DSBD reserves the right not to appoint any bidder or to cancel the procurement process should the need arise.

12.2. DSBD will not reimburse any costs incurred during the preparation of proposals.

12.3. The final award is subject to approval processes and due diligence checks.

13. PROPOSAL SUBMISSION

The deadline for the submission of proposals to DSBD is as follows:

Date : 21 September 2026

Closing Date : 02 October 2026

Time : 11:00

Through Email Address : DSBDtenders@dsbd.gov.za

14. ENQUIRIES

Below is the contact details for all bid related enquiries.

QUERY	NAME	CONTACT DETAILS
Technical	Ms Mutondi Mmushi	Email: MMmushi@dsbd.gov.za Telephone: 082 527 3996
Direct all supply chain questions DSBDtenders@dsbd.gov.za	Mr Nhlakanipho Msane	012 394 3014
	Mr. Conty Mokala	012 394 3014

TOR Approved **YES** ☑ **NO**

Mr. Vuyisa Dayile

Vuyisa Dayile

……………………………………………………

Deputy Director-General

Sector Policy & Research

Date: 20 September 2026

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

1. the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.3 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.3.1 If so, furnish particulars:

……………………………………………………………………………………
……………………………………………………………………………………
……………………………………………………………………………………

2.4 Does the bidder or any of its directors/trustees/shareholders members/partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise, whether or not they are bidding for this contract? **YES/NO**

2.4.1 If so, indicate all companies registered in the CSD in the table below:

Supplier registration number (MAAA)	**Status (active/inactive/deleted)**

Failure to disclose all CSD-registered active companies linked to all Directors will lead to disqualification**.**

3 GENERAL DECLARATION

I, ……………………………………………………..............................., the undersigned, in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

3.1 I have read and I 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 procuring institution 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 ABOVE IS CORRECT.

I ACCEPT THAT THE PROCURING INSTITUTION MAY REJECT THE BID OR TAKE APPROPRIATE ACTION AGAINST ME IF THIS DECLARATION IS 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

---

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); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**

(*delete whichever is not applicable for this tender*).

a) The applicable preference point system for this tender is the 90/10 preference point system.

b) The applicable preference point system for this tender is the 80/20 preference point system.

c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest 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:

(a) Price; and

(b) 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
ENTERPRISE OWNERSHIP (BBBEE certificate)	2
SIZE OF ENTERPRISE (SMMES): MICRO, SMALL, MEDIUM ENTERPRISES	8
SPATIAL (RURAL/ TOWNSHIP/ CITY)	4

YOUTH AND NON-YOUTH	6
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. DEFINITIONS

(a) **"tender"** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

(b) **"price"** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;

(c) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

(d) **"tender for income-generating contracts"** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

(e) **"the Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20 or **90/10**

$$Ps = 80\left(1 - \frac{Pt - P\min}{P\min}\right) \quad \text{or} \quad Ps = 90\left(1 - \frac{Pt - P\min}{P\min}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20 **or** **90/10**

$$Ps = 80\left(1 + \frac{Pt - P\,max}{P\,max}\right) \text{ or } \qquad Ps = 90\left(1 + \frac{Pt - P\,max}{Pmax}\right)$$

Where

Ps	=	Points scored for price of tender under consideration
Pt	=	Price of tender under consideration
Pmax	=	Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. 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. 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:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Enterprise Ownership (BBBEE certificate)	**1** Level 1 = 1 pts Level 2 =0,125pts Level 3 = 0 pts Level 4 = 0 pts Level 5 = 0 pts Level 6 = 0 pts Level 7 = 0 pts Level 8 = 0 pts Non-compliant contributor= 0	**2** Level 1 = 2 pts Level 2 = 1,75 pts Level 3 = 1,5 pts Level 4 = 1,25 pts Level 5 = 1 pts Level 6 = 0,75 pts Level 7 = 0,5 pts Level 8 = 0,25 pts Non-compliant contributor= 0		
Size of Enterprise (SMMES): MICRO, SMALL, MEDIUM ENTERPRISES	**4** Micro = 4 Small = 3,6 Medium = 2 Large = 1,6	**8** Micro = 8 Small = 5,6 Medium = 3,2 Large = 0,8		
Spatial (Rural/ Township/ City)	**2** Rural = 2 Township = 1,2 City = 0,4	**4** Rural = 4 Township = 2,4 City = 0,8		
Youth	**3**	**6**		

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm…………………………………………………………………….

4.4. Company registration number: …………………………………………………………...

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. 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: ……………………………………………………

…