

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			DSBDEExternalRFQ@dsbd.gov.za		
Telephone number			060 981 0616		
Issue/Request date			25 July 2025		
Closing date and time			12 AUGUST 2025 @ 14H00		
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 letter head.				
10	Failure to submit quotation on the closing date and time with all supporting documents MAY invalidate your 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	Provision of technical expertise on the value chain assessment of the Gas Industry related to the growth and sustainability of Micro, Small and Medium Enterprises (MSMEs)	
Compulsory documents to be returned.		<p>(a) Fully completed Standard Bidding Documents; SBD 4 and 6.1</p> <p>(b) Points for tender shall be awarded for Price and B-BBEE, SMMEs, Spatial (rural/ Township/ City) and Youth.</p> <p>To claim points following should be provided.</p> <p>i. For B-BBEE require a Certified copy of BEE Certificate/or Affidavit,</p> <p>ii. A Confirmation of SMMEs, take note of the above table (business classification)</p> <p>iii. For Spatial (Rural/ Township/ City) a Certified copy of your proof of residence 6 months</p>	

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



small business development

Department:
Small Business Development
REPUBLIC OF SOUTH AFRICA

REQUEST FOR QUOTATION (RFQ)

Company:	Department of Small Enterprise Development (DSBD)
Ref/Request No:	RFQ: DSBD 01 – 07/2025
Date Issued:	25 July 2025
Closing Date:	12 August 2025
Closing Time:	14H00

REQUEST FOR QUOTATION FOR

“Provision of technical expertise on the value chain assessment of the gas industry related to the growth and sustainability of micro small and medium enterprises (MSMEs)”

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1. PURPOSE

The purpose of the Request for Quotations is to invite suitably qualified service providers with technical expertise on the value chain assessment of the gas industry. The main aim of the assessment is to identify opportunities and challenges related to the barriers to entry, growth and sustainability of small enterprises operating in the gas industry. The assessment will be utilised by the DSBD to create an enabling environment related to the growth and sustainability of small enterprises.

2. INTRODUCTION

The Department of Small Enterprise Development (DSBD) is responsible for, among others, managing initiatives aimed at increasing the development, participation and sustainability of small enterprises in key industries of the economy. To execute this mandate, the DSBD manages support provided for the entry and growth of SMMEs in prioritized and designated sectors of the economy as well as enters strategic partnerships to support the integration of small enterprises into private sector value chains, using the mechanism of Enterprise and Supplier Development Programmes as per the Broad Based Black Economic Empowerment (BBBEE) legislation codes of good practice.

The DSBD would like to appoint a service provider to conduct a value chain assessment related to how the existing support for the gas industry in relation to policies, strategies and programmes of the department including the overall ecosystem supports the industry. The recommendations of the study will have implications for the Small Business Development (SBD) portfolio which includes the DSBD and its agency namely, the Small Enterprise Development Finance Agency (SEDFA).

Access to such technical expertise will augment the capacity of the SBD portfolio to support small enterprises operating within the gas industry in a manner that would be beneficial to the overall ecosystem.

3. BACKGROUND AND RATIONALE

3.1 BACKGROUND

The mandate of the DSBD is to lead an integrated approach to the promotion and development of small enterprises and cooperatives through a focus on the economic and legislative drivers that stimulate entrepreneurship to contribute to radical economic transformation. The work to be conducted by the service provider will form part of the deliverable for the Sector Policy and Research Branch including Sector Specific Support Chief Directorate as well as the Secondary Sector unit.

3.1.1 VISION

VISION

- A radically transformed economy through effective development and increased participation of MSMEs and Co-operatives in the mainstream economy.

3.1.2 MISSION

MISSION

- To create a conducive environment for the development and growth of small enterprises and Co-operatives through the provision of enhanced financial and non-financial support services, and leveraging on public and private procurement.

3.1.3 VALUES

CORE VALUES

- Integrity
- Professionalism
- Accessibility
- Commitment

3.2 STRATEGIC GOALS

It is necessary to recognise the tension in the mandate and strategic focus between supporting dynamic established MSMEs with growth-focused efforts and poverty alleviation, which focuses on the poorest of the poor. The strategic goals of the department are aimed at ensuring that the department formulates programmes and instruments that could have a higher impact on the promotion and development of small businesses and co-operatives so that they can have the envisaged role in the National Development Plan.

EXPECTED IMPACT

- Increased participation of small enterprises and co-operatives in the South African mainstream economy, and thus contribution to economic growth, job creation and equity.

The strategic outcomes-oriented goals of DSBD are derived from the above expected impact and are captured as follows:

- An effective and efficient administration;
- An enabling environment for competitive small enterprises and Co-operatives;
- Sustainable small enterprises and Co-operatives in rural & township communities.

While working towards the above goals, DSBD strives to achieve the following strategic objectives:

STRATEGIC GOAL 1

- An effective and efficient administration.

STRATEGIC GOAL 2

- An enabling environment for competitive small businesses and Co-operatives.

STRATEGIC GOAL 3

- Sustainable small enterprises and Co-operatives in rural & township communities.

3.3 RATIONALE

The value chain assessment for the gas industry is to encourage transformation through the BBBEE legislation, identification of challenges/barriers encountered by small enterprises and thereby increase their market share.

Small enterprises operating within the gas industry may encounter barriers to entry and growth which could be attributed to lack of transformation, inability to meet minimum standard requirements, limited to no value add, inefficient policies, regulations, lack of skills etc. In each stage of the value chain (upstream to downstream), the service provider will identify bottlenecks and challenges faced by MSMEs in the industry. It is anticipated that by identifying these bottlenecks and addressing identified issues, an enabling environment will be created for small enterprises to grow, develop, be sustainable and ultimately competitive.

4. OBJECTIVES

The objective of this request for quotation is to appoint a suitably qualified service provider or companies with the relevant competence, expertise and experience to conduct a value chain assessment in the gas industry on the following:

- 4.1 Delineate on a high level an overview of the gas industry value chain, its value adds to the Gross Domestic Product (GDP) including industry specific market opportunities and barriers.
- 4.2 Outline various public and private sector interventions (policies, strategies and programmes) within the gas industry in relation to financial and non-financial support for MSMEs (including initiatives to decarbonise SA economy prioritising the gas industry).
- 4.3 Highlight the various stages of the gas industry value chain stages (i.e., from upstream to downstream) in relation resources (i.e. value add) as well as stakeholder mapping aligned to each stage of the value chain.
- 4.4 Determine the value chain assessment for each stage of the gas industry and in each stage highlighting barriers to entry, growth and sustainability for MSMEs including proposed interventions.

4.5 Stipulate best practices/lessons learned (i.e., local, regional and international) on challenges, gaps and opportunities with regards to supporting small enterprises operating within the gas industry.

5. CONTRACTUAL PERIOD

The project should commence upon finalisation of the SLA and be completed within six months.

6. METHODOLOGY AND DESIGN

- 6.1. The main aim of conducting a value chain assessment is to identify areas that require intervention/bottlenecks specifically for policy makers and small enterprise practitioners including various other public and private sector stakeholders within the gas industry eco-system. The assessment must highlight priority areas, sections of low progress/stagnation (i.e., amongst others the possibility of gas supply being constrained), relevant interventions by both the public and private sector including potential partnerships. The value chain assessments need to provide a framework for sector specific action or sector focused interventions for the gas industry in support of small enterprises.
- 6.2. The methodology to incorporate policies, strategies and programmes aligned to national, provincial and local government intended for small enterprises operating within the gas industry. Furthermore, integration of these policies, strategies and programmes within various stages/phases of the value chain including how they can potentially be improved for the benefit of small enterprises operating within the gas industry.
- 6.3. The methodology to also include justification, approach to be followed along the gas value chain (i.e. financing, upstream activities, midstream activities and downstream activities) inclusive of minimum standard requirements on gas infrastructure, storage, facilities management etc.). as well as horizontal and vertical linkages with other industries/sub-sectors. This must also include barriers encountered by MSMEs, specifically enterprises operating within townships and rural areas and proposed interventions. Additionally, lessons learned on collaborations/ potential public private partnerships for the benefit of small enterprises operating within the gas industry.
- 6.4. The service provider is expected to propose relevant methods/approaches in responding to the above-mentioned requirements. It is envisaged that the research will employ both quantitative and qualitative research methods.

6.5. The methodology should include among others:

6.5.1. Literature review

Review both local and international best practices on conducting value chain assessment for MSMEs and Co-ops operating in the gas industry. The literature review must also incorporate economic overview, economic performance, market opportunities and barriers as well as various stages/phases of the gas industry value chain upstream (exploration and production), midstream (transportation and storage), and downstream (refining and distribution).

The literature review must incorporate various efforts within South Africa on decarbonising its economy (i.e., path to net-zero), specifically the inclusion of gas as an alternative source of energy and how it can also play a key role in the transitioning of fuels like coal and diesel and more importantly the inclusion of MSMEs within the gas industry.

Moreover, the literature review is to reflect comprehensive knowledge of the gas industry value chain and the main stakeholders, market composition, high value segments, segment concentration and recommendations on available opportunities including current and future investments.

6.5.2. Focus groups with key stakeholders (Four selected provinces with high demand for gas)

Conduct focus group sessions with key stakeholders within both the public and private sector including MSMEs and Co-operatives, Associations, Forums, Chambers and Government agencies to source relevant information.

6.5.3. Mini survey

Conduct a mini survey of not less than 100 participants to assess various challenges as experienced (i.e. legislative, skills, compliance etc.) in relation to the various stages of the gas industry value chain.

6.5.4. Skills Transfer

Service providers should in their proposals demonstrate how they will transfer skills to the DSBD employees during the execution of this project. The task team will closely monitor the implementation and progress of skills transfer to the employees. This is to be done through a workshop, which must be incorporated within the proposal.

7. DELIVERABLES

7.1. The following deliverables will be expected

7.1.1. Inception report

7.1.2. Literature review report

7.1.3. Focus group reports (4 Provinces, selection should be based on demand for gas)

7.1.4. Mini survey report

7.1.5 Skills Transfer report

7.2 Final Report (six months from the date of SLA signature)

7.2.1. Draft report for review in Microsoft word format (Note: there maybe 4 (four) or more versions after comments). This includes proposed changes by the Task Team, Chief Directorate, Branch, MANCO and EXCO

7.2.2. A workshop with key stakeholders would be held to discuss the draft report (Note: this workshop maybe held to discuss initial findings and recommendations before the final report).

7.2.3. The final report with recommendations in hard copy and electronic format will be required.

7.2.4. Provision of all data sets, metadata and survey documentation (including interviews when data is collected)

7.2.5. A PowerPoint or audio/visual presentation of the results and other presentations as required.

8. DSBD OBLIGATIONS

8.1. The DSBD will provide the person that will supervise the project

8.2. The project leader from the appointed service provider will serve as a contact person on all matters relating to the project.

8.3. The DSBD project team will review, evaluate and approve the services provided by consultants or researchers against the service level agreement on an ongoing basis.

8.4. The DSBD will supply all reasonable, relevant, available data and information required and requested by the consultants/researchers for the proper execution of the services, and such assistance as shall reasonably be required by the consultants/researcher in carrying out duties under this contract.

9. SERVICE PROVIDER OBLIGATIONS

- 9.1. The consultant undertakes to act as an independent contractor in respect of the work.
- 9.2. Attend meetings with officials whenever required to do so for purposes of obtaining information or advice regarding the work and assignments or any matters arising therefrom or in connection therewith.
- 9.3. Is responsible for its own computers and its own technical literature to adequately perform its functions
- 9.4. Shall exercise all reasonable skill, care and diligence in the execution of the work and shall carry out their obligations in accordance with international professional standards. The consultant shall in all professional matters act as a faithful advisor to the DSBD as well as respecting the laws and customs of the country and provinces in relation to the project conducted.
- 9.5. Consultant shall be deemed to have satisfied itself as to the correctness and sufficiency of the rates and prices set out in the contract for the work to be rendered. Rates to be determined as per DPSCA to determine the costs.
- 9.6. The service provider must plan and provide all possible risks that may affect the delivery of the project on time and demonstrate the mechanisms in place to manage such risks.
- 9.7. Engage meaningfully with the DSBD staff throughout the project.
- 9.8. **Be ready to assume work as soon as possible.**

10. TENDER/PROPOSAL EVALUATION CRITERIA

The 80/20 principle will be applied in evaluating the proposal. Please note that the proposals/bids will follow a three-phased evaluation process as follows:

10.1. Phase 1: Preliminary evaluation (Compliance evaluation)

Supply Chain Management will conduct a preliminary compliance evaluation of all proposals and only those that have complied in terms of procurement requirements

(i.e., registered on CSD, tax complaint, Completion of the SBD 3.3, SBD 4 and SBD 6.1 and any other requirement that would have been indicated in the bid document).

10.2. Phase 2: Functionality Evaluation

The second phase will be the evaluation to determine the capability of the service provider to deliver on the specified requirements. The following key score shall be applied for the evaluation of functionality. Only service providers that score 70 points and above on functionality will go through to Phase 3.

10.3. Measurement Matrix for Proposal

Scoring System					
0	1	2	3	4	5
Does not comply with the requirements	Poor (significantly below requirements)	Average (below requirements)	Good (Satisfactory and meets the requirements)	Very Good (Above average compliance to the requirements)	Excellent (Exceeds the functionality requirements)

	Functionality Criteria	Points Allocation Weight	Key score	Total
1.	References/Track record	10	1-5	
	The Service Provider must provide eight (8) or more contactable references on similar projects that have be completed.			
	The Service Provider provides eight (8) or more contactable references, on the similar projects that have be completed.	5		
	The Service Provider provides six (6) to seven (7) contactable references, on the similar projects that have be completed.	4		
	The Service Provider provides four (4) to five (5) contactable references, on the similar projects that have be completed.	3		
	The Service Provider provides two (2) to three (3) contactable references, on the similar projects that have be completed.	2		
2.	Experience/Track Record of proposed organization / service provider	15		
	The Service Provider must include proof of relevant experience by means of five (5) summarised cases studies of not more than five (5) pages each detailing the type of project, the period of the project, the magnitude of the project and the result of the project.			
	The Service Provider provides proof of relevant experience by means of five (5) case studies. detailing successfully completed projects.	5		
	The Service Provider provides four (4) case studies detailing successfully completed projects.	4		
	The Service Provider provides three (3) case studies detailing successfully completed projects.	3		
	The Service Provider provides two (2) case studies detailing successfully completed projects.	2		

3.	Capacity to deliver Qualifications, Experience and Expertise of the Project Manager	25		
3.1	The Project Manager (qualifications) must have a degree as a minimum, preferably in Economics, Development Studies or Business Management or Statistics or Entrepreneurship or Geo-sciences, a doctor's degree will be an added advantage.	15		
	Master's degree and above	5		
	Honours degree	4		
	Degree	3		
3.2	The Project Manager (experience and expertise) must have a minimum of eight (8) years and more with comprehensive knowledge, experience and expertise in the field of MSMEs, business support services and/or interventions within the different economic sectors, business climate surveys, national and international best practices on MSMEs support and opportunities. Knowledge of the Gas Industry will be an added advantage.	10		
	The Project Manager has a minimum of eight (8) or more years with comprehensive knowledge, experience and expertise in the field of MSMEs.	5		
	The Project Manager has a minimum of six (6) to seven (7) years with comprehensive knowledge, experience and expertise in the field of MSMEs.	4		
	The Project Manager has a minimum of four (4) to five (5) years with comprehensive knowledge, experience and expertise in the field of MSMEs.	3		
	The Project Manager has minimum of two (2) to three (3) years with comprehensive knowledge, experience and expertise in the field of MSMEs.	2		
	The Project Manager has a minimum of zero (0) to one (1) year with comprehensive knowledge, experience and expertise in the field of MSMEs.	1		
4.	Capacity to deliver Qualifications, Experience and Expertise of the key staff/ task team.	20		

4.1	<p>The task team must be made up of a minimum of three individuals.</p> <p>All key staff / task team members must have as a minimum a degree, preferably in Economics, Development Studies, or Business Management or Statistics, or Entrepreneurship or Geosciences an honours degree will serve as an advantage.</p> <p>Comprehensive knowledge and experience in the majority of the national priority sectors specifically the gas industry will be an added advantage.</p>			
	Master's degree and above	5		
	Honours degree	4		
	Degree	3		
4.2	<p>The task team must be made up of a minimum of three individuals.</p> <p>All key staff/task team must have a minimum of five (5) years and more experience in project management, knowledge and experience of MSMEs policy, strategies and programmes, business support services and/or interventions for the benefit of MSMEs within the different lifecycles including sector specific support, business climate surveys, national and international best practices support.</p> <p>Comprehensive knowledge and experience in the majority of the national priority sectors specifically the gas industry will be an added advantage.</p>			
	All key staff/task team have a minimum of five (5) years' experience and more in project management, knowledge and experience of MSMEs policy.	5		
	All key staff/task have a minimum of three (3) to four (4) years' experience in project management, knowledge and experience of MSME policy.	4		
	All key staff/task team have a minimum of one (1) to two (2) years' experience in project management, knowledge and experience of MSME policy.	3		

	All key staff/task team have a minimum of one (1) year or below experience in project management, knowledge and experience of MSME policy.	2		
3.	Methodology and Project Implementation Plan	30		
	Service provider to provide a fully detailed methodology and project implementation plan Methodology proposed in line with requirements stipulated in the Terms of Reference. The methodology must also include the project plan outlining activities, outputs, milestones and ability to complete the project.			
	Proposed methodology with detailed project plan (Outline of activities, outputs and milestones). Implementation plan as per the criteria.	5		
	Methodology with a project plan without detailed outlined activities, outputs, milestones (high level proposal).	4		
	Standard proposed methodology as per the ToR.	3		
Total Points		100		
<i>A FUNCTIONALITY SCORE OF LESS THAN (70) POINTS WILL ELIMINATE THE PROPOSAL FOR FURTHER EVALUATION FOR PREFERENCE POINTS AND PRICE</i>				

10.4. Phase 3: Price and BEE Contribution status level

Please note that only service providers that score 70 points and above on functionality will be evaluated on 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.

10.5. Preference Points

Only bidders that score at least 80 points on the above out of 100 points on Functionality will be considered to the next phase, which will determine the bidder (s) to be recommended for approval by the delegated authority. 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 $P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$	80

Where,

P_s = Points scored for the comparative price of a bid under consideration

P_t = Comparative price of a bid under consideration

P_{\min} = Comparative price of lowest acceptable bid

In terms of Regulations 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 by 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)
BEE Compliance Based on Section of the BBBEE Act (Act 53 of 2003 as amended by Act 46 of 2013)	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 (MSMEs): 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	

11. TERMS AND CONDITIONS

- 11.1. Only fully compliant National Treasury's Central Supplier Database (CSD) registered service provider's proposals will be considered.
- 11.2. The completed SBD 3.3, SBD 4 and SBD 6.1 documents attached to this RFP must be completed and returned with the quotation.
- 11.3. No late quotations will be accepted under any circumstances.
- 11.4. Suppliers must complete and return all the required documents, failing which, the supplier's quotation will be declared invalid

12. IMPORTANT NOTICES

Submission of the bid must include two envelopes, i.e., comprehensive proposals (**Envelope 1**) and financial proposal (**Envelope 2**).

13. PROPOSAL SUBMISSION

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

Date : **12 August 2025**

Time : 14h00

Address : Department of Small Enterprise Development (DSBD)

The dtic Campus
77 Meintjies Street
Sunnyside
PRETORIA
0002

14. ENQUIRIES

Direct all content specific questions to:

Ms. K Ramaifo and Mr Phemelo Mokumo

Telephone: 066 472 3773

Email: PMokumo@dsbd.gov.za

Or

Direct all tendering processes enquiries, quoting the RFQ number, to:

Mr. Nhlakanipho Msane

Telephone: 060 981 0616

Email: dsbdtenders@dsbd.gov.za

and

Ms. Rudzani Matodzi

Telephone: 012 394 3014

Email: RMatodzi@dsbd.gov.za

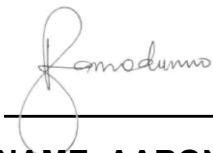
ToRs Approved for Gas Industry

YES	✓
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NO	
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R F Q no: RFQ: DSBD 01 – 07/2025

Advert



NAME: AARON MODUMO RAMODUMO

DESIGNATION: ACTING DEPUTY DIRECTOR GENERAL

BRANCH: SECTOR POLICY AND RESEARCH

DATE: 18 JULY 2025

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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 and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are 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. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship

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.

with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....

2.3 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**

2.3.1 If so, furnish particulars:

.....

3 DECLARATION

I, _____ the _____ undersigned,
 (name)..... 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 not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 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.
- 3.4 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.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

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.

- 3.6 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 No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature	Date
.....
Position	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
OWNERSHIP	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:

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

- P_s = Points scored for price of tender under consideration
- P_t = Price of tender under consideration
- P_{min} = 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:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \mathbf{Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)} \end{array}$$

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.)

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 (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)
OWNERSHIP	1	2		
	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	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	8		
	Micro = 4 Small = 3,6 Medium = 2 Large = 1,6	Micro = 8 Small = 5,6 Medium = 3,2 Large = 0,8		
Spatial (Rural/ Township/ City)	2	4		
	Rural = 2 Township = 1,2 City = 0,4	Rural = 4 Township = 2,4 City = 0,8		
Youth and Non-Youth	3	6		
	Youth = 3 None-Youth = 0,9	Youth = 6 None-Youth = 1,8		

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:

ADDRESS: