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	DSBDExternalRFQ@dsbd.gov.za
Telephone number	060 981 0616
Issue/Request date	19 November 2025
Closing date and time	3 December 2025 @14:00

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 you quotation**	

Definition of small enterprise/business in South Africa: means "a separate and distinct business entity, together with its branches or subsidiaries, if any, including co-operative enterprises and non-governmental organisations, managed by one owner or more predominantly carried on in any sector or subsector of the economy mentioned in the schedule and classified a micro, a very small, a small or medium enterprise by satisfying the criteria mentioned in in column 3, 4 and 5 of the schedule"

Please note: Q*uotations 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	To conduct research on Enhancing MSMEs access to markets. A study of high demand products and services in the domestic economy	
	Submission to:	dsbdtenders@dsbd.gov.za	
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

Definition of small enterprise/business in South Africa: means “a separate and distinct business entity, together with its branches or subsidiaries, if any, including co-operative enterprises and non-governmental organisations, managed by one owner or more predominantly carried on in any sector or subsector of the economy mentioned in the schedule and classified a micro, a very small, a small or medium enterprise by satisfying the criteria mentioned in in column 3, 4 and 5 of the schedule”

	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 PROPOSAL (RFP)

Company:	Department of Small Enterprise Development (DSBD)
Ref/Request No:	RFQ: POLICY 002/2025
Date Issued:	19 November 2025 ~~18 November 2025~~
Closing Date:	03 December 2025
Closing Time:	14H00

REQUEST FOR PROPOSAL FOR

A Service Provider to Conduct Research on Enhancing Micro, Small and Medium Enterprises (MSMEs) Access to Markets: A Study of High Demand Products and Services (products and services that address consumer needs) in the Domestic Economy

TABLE OF CONTENTS

1. PURPOSE

1.1. To appoint a service provider to conduct a research study on Enhancing Micro, Small and Medium Enterprises (MSMEs) access to markets: A study of high-demand (products and services that address consumer needs) products and services in the domestic economy for four (4) months.

2. BACKGROUND

2.1. The National Development Plan (NDP) ascribes a critical role to MSMEs in contributing to the growth of the South African economy and towards eliminating inequality and reducing poverty. MSMEs are also viewed as economic empowerment vehicles for the historically disadvantaged.

2.2. Guided by its mandate, the Department of Small Business Development (DSBD) developed the National Integrated Small Enterprise Development (NISED) Masterplan. The Masterplan represents a national strategy that seeks to co-ordinate government efforts in partnership with private sector actors by building a supportive ecosystem for MSMEs to thrive and grow. It is through these partnerships that DSBD seeks to ensure increased participation of MSMEs in domestic markets. As such, the NISED Masterplan has identified localization as part of its targeted intervention.

2.3. In response to an emphasis of the importance of localization made by the President during 2021 State of the Nation Address (SONA), DSBD developed its localization policy framework following the South African Cabinet adopting an approach of industrialization through localization to create jobs, rebuild the production, and transform the ownership patterns of the South African economy to become inclusive, while noting the role of MSMEs in the economy.

2.4. MSMEs account for over two (2) million businesses in South Africa[1]. Given the size and reach of MSMEs and their often-overlooked meaningful participation in the economy, particularly in the production (manufacturing) economy, there is a need to facilitate the inclusion of MSMEs within the mainstream economy[2]. The localization framework is

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[1] United Nations. 2023. National Entrepreneurship Strategy-South Africa.
[2] Department of Small Business Development. 2020. SMME-Focused Localisation Policy Framework and Implementation Programme.

therefore important to encourage local production, consumption and develop small businesses.

2.5. The MSME sector is anticipated to create 90% of jobs by 2030. It is therefore crucial to encourage and nurture small businesses to grow to ensure they can fulfill this role. However, the dominance of certain industries by large firms and the creation of barriers to distribution networks makes it difficult for MSMEs to enter some markets and compete[3]. The introduction of reforms such as the localization framework creates a new growth path for MSMEs by lowering barriers to entry through increased competition and small business growth.

2.6. Some of the barriers to entry include barriers in accessing and quality of key inputs, barriers in producing quality output, barriers in pricing, promotion, certification and barriers in product delivery to and support in the market[4] and saturation of products and services in the markets. By not addressing these barriers to entry, this will make it difficult for MSMEs to develop products and services, and/or diversify products and services.

2.7. By lowering the barriers for MSMEs to access markets, this will foster a domestic market for local goods, making South Africa resilient as a market force, whilst ensuring small business growth.

3. PROBLEM STATEMENT

3.1. Whilst the effects of regulation on small businesses vary depending on their sector, size, formalization and regional localization[5], regulatory burdens are high in South Africa with complexity of regulatory and bureaucratic procedures (OECD,2017). Additionally, sector specific requirements for licensing and permits are barriers to entry for these markets[6]. Despite efforts by the state to support MSMEs, information on access to and high demand products and services in the domestic economy remains scant and far between.

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[3] Department of Small Business Development. 2019. Analysis and Assessment of Barriers to Entry For Small, Micro and Medium Enterprises and Co-operatives For Economic Opportunities and Drafting of a Policy Framework.
[4] Department of Small Business Development. 2019. Analysis and Assessment of Barriers to Entry For Small, Micro and Medium Enterprises and Co-operatives For Economic Opportunities and Drafting of a Policy Framework.
[5] Department of Small Business Development. 2017. Regulatory Burden on Small Business: Options for Improvement.
[6] The Organization for Economic Co-operation and Development.2017.Issues for Discussion South Africa 2017 report.

3.2. The domestic economy presents opportunities for high-demand products that MSMEs can utilize to enhance market access. However, the complex regulatory environment creates barriers for MSMEs in accessing these markets.

3.3. It is for this reason that the localization policy framework has focus areas (i.e. Food and Beverage industry including agro-processing, and Beauty and Personal Care Products) to encourage the participation of MSMEs in accessing the domestic market. Furthermore, it has been observed that MSMEs are predominantly in the aforementioned industries.

3.4. Food and beverage sector

3.4.1. As one of the key focus areas in the localization policy framework, the food and beverage (foodservice) sector is showing promise. The South African foodservice market is estimated at USD 10.16 billion in 2025, with forecasts expecting it to reach USD 20.11 billion by 2030 at a compound annual growth rate (CAGR) of ~14.6%[7]. This growth is driven by changing consumer preferences, increased urbanization, and rising demand for convenience and varied dining experiences, which creates openings for MSME providers in catering, supply, retail, and specialized food products.

3.4.2. Though MSMEs have opportunities to penetrate industry, however, the food production industry is highly regulated, and MSMEs are required to adhere to standards set to ensure that the food produced is safe for consumption. These standards and rules are put in place to protect consumers and vary depending on specific products and industries.

3.4.3. In South Africa, the food value chains are highly concentrated. For example, in the grocery retail sector, five larger retailer chains control up to 64% of the market. To address this challenge, DSBD and its entity, the Small Enterprise Development and Finance Agency (SEDFA) aid small enterprises by linking and introducing their manufactured products to major retailers and wholesalers in the food and beverage markets.

3.4.4. Furthermore, findings from the longitudinal study on MSMEs and Co-operatives indicated that South African MSMEs including those in wholesale and retail (food and beverage sector), are not prioritising diversification. Their reasons are both a lack of funds and

[7] Modor Intelligence. South Africa FoodService Market Size and Share Analysis-Growth Trends and Forecasts up to 2030.

knowledge, as well as not seeing the need for diversification. As a result, this may hinder MSMEs success in the long run.

3.4.5. The inability to diversify may also hinder MSMEs to be linked and introduced to markets, which may result in saturation of products and services.

3.5. Personal care

3.5.1. The personal care (beauty & cosmetics) is similarly promising for MSMEs. The market in South Africa is estimated at USD 2.41 billion in 2025, with projected growth through 2030, which reflects increasing consumer demand, especially among younger and middle-income urban segments. MSMEs in natural, organic, locally produced personal care and grooming services can leverage this growth by offering differentiated quality and locally rooted products that appeal to both the health- and style-conscious consumer[8].

3.5.2. The sector presents significant opportunities for MSMEs such as access to markets. However, the cost of importing raw materials to produce products has been identified as an area of concern[9].

3.5.3. To enable growth within the sector, a suggestion was made for business-to-business linkage. Through these linkages, MSMEs can achieve strategic partnerships, distribution and procurement which assist them to access new markets and enhance their competitiveness.

3.5.4. In a study conducted by Pillay and Ndlovu (2021), MSMEs in the sector were concerned about the certification process which involves multiple regulatory bodies such as the South African Bureau of Standards (SABS), the National Regulator for Compulsory Specifications and the South African Health Products Regulatory Authority, with each regulatory body having its own requirements, which confuses the whole certification process as there is no clear policy direction about where and what must be tested and who must do the testing. Furthermore, MSMEs also complained about the cumbersome

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[8] Statista. Beauty & Personal Care-South Africa.

[9] Department of Small Business Development. 2021. Exploratory Study on the Implementation of the SMME Localisation Framework.

red tape process in obtaining certification[10], which as a result hinders their ability to access markets.

3.6. It is therefore imperative to develop sector-specific interventions and identify high demand products and services across key sectors/areas to avoid the over-concentration/saturation of MSMEs in some sectors.

4. RATIONALE

4.1. In response to the problem statement, DSBD seeks to conduct a study on Enhancing MSMEs access to markets in South Africa, focusing on MSMEs in, food and beverage and personal care services. These sectors align with the government's MSME-Focused Localization Policy Framework, which is the policy lever for DSBD's market access work which emphasizes local content, preferential procurement, and MSME readiness.

4.2. By conducting a study of this nature, it will afford DSBD an opportunity to identify and analyze high-demand products and services in the food and beverage and personal care services sectors with the goal of guiding small enterprises in aligning their offerings with current market needs. Furthermore, allow DSBD to concentrate resources in sectors with strong demand, high potential for job creation, and the ability to scale. With better intelligence from these sectors, DSBD can target interventions more effectively and ensure MSMEs benefit not just in concept, but in real, measurable economic outcomes.

4.3. By providing sector-specific insights, the study aims to unlock untapped market potential, enhance the competitiveness of small businesses, and support evidence-based decision-making. The research will also explore the factors driving demand in selected sectors and recommend actionable strategies for small enterprises to capitalize on these opportunities.

4.4. The study will also provide DSBD with insight into barriers prohibiting MSMEs to access markets within the food and beverage and personal care services.

[10] Pillay, P and Ndlovu S. 2021. Development of the Cosmetic Sector Strategy in South Africa.

5. OBJECTIVES OF THE STUDY

The objectives of the study are:

5.1. To identify products and services in high consumer demand in the identified economic sectors

5.2. To analyze trends, patterns, and drivers of demand within these sectors.

5.3. To assess the current capacity and limitations/barriers of small enterprises in supplying these high-demand goods and services.

5.4. To identify the gaps between market demand and current supply by small enterprises.

5.5. To recommend strategies and policy interventions that can support small enterprises in targeting and capturing high-demand market segments.

6. RESEARCH METHODOLOGY

The research study will employ a mix of qualitative and quantitative research methods, along with industry and market analysis tools. The methodology will be designed to ensure objectivity and comprehensive coverage of the subject matter.

6.1. **Trend analysis**: Conduct an analysis on trends, patterns, and drivers of demand within the identified sectors.

6.2. **Stakeholder engagements**: Engage with industry bodies, government agencies, chambers and associations, municipalities and development organizations for insights on support structures and programs available.

6.3. **Benchmarking**: Compare small enterprises against industry's best practices or larger competitors.

6.4. **Competitive advantage analysis**: Conduct an analysis of product/services that are in demand and/or have a competitive advantage to ensure economic diversification and participation of MSMEs in South Africa.

6.5. **Comparative analysis**: Conduct a comparative analysis of economic sectors and sub-sectors with an emphasis on market opportunities and barriers to entry thereof.

6.6. **Market Opportunities analysis**: Conduct an analysis by identifying and prioritizing market opportunities for new opportunities within the identified sectors

In addition to the proposed methodology, it is expected of the appointed Service Provider to expand on the outlined methodological approach of the study.

Additionally, the sampling approach utilized will need to take into consideration the selected priority sectors and geographical location of MSMEs.

7. SCOPE AND COVERAGE

It is expected of the appointed Service Provider to outline how the study will balance economically vibrant and less-developed regions. For personal care sector, the service provide should consider Kwa Zulu Natal and North West as key focus provinces as the DSBD is inundated with requests of MSMEs from these provinces. On the food and beverage sector, the service provider has to consider Western Cape and Limpopo provinces since it is where agricultural activities are predominantly taking place.

8. DELIVERABLES

The following deliverables will be expected from the appointed service provider:

Deliverables	Timeframe
Inception Report	Two weeks after project inception
Literature review	12 December 2025
Data Collection tools	16 January 2026
Fieldwork Report	23 January 2026
Draft report	13 February 2026
Final Report (comprehensive report that includes program assessments, policy recommendations, and best practice documentation) and PowerPoint Presentation	15 March 2026

9. DSBD OBLIGATIONS

9.1. Communicate with the service provider appointed regarding matters pertaining to the project.

9.2. Schedule monthly progress meetings for timely updates, track milestones, and address challenges (if any).

9.3. The project leader will review, evaluate, and approve the services provided by consultants or researchers against the Service Level Agreement on an ongoing basis.

9.4. Provide all necessary support, information, and documents.

9.5. Manage the project by continuously checking up on the service provider on the project deliverables and timelines.

9.6. Provide timeframes to the service provider for the completion of the work.

10. SERVICE PROVIDER OBLIGATIONS

10.1. The service provider undertakes to act as independent contractors in respect of the work.

10.2. Attend meetings with DSBD officials whenever required to do so for the purpose of obtaining information or advice regarding the work and assignments or for discussing any matters arising from or in connection therewith.

10.3. The service provider is responsible for its computers and its technical infrastructure to adequately perform their functions.

10.4. The service provider shall exercise all reasonable skills, care, and diligence in the execution of the work and shall carry out their obligations in accordance with international professional standards.

10.5. The service provider shall act as a faithful advisor to the DSBD and respect the laws and customs of the country and provinces in which any business in relation to the project is conducted.

10.6. The service provider will be required to transfer skills to the DSBD employees during the execution of this project. The areas of skills transfer include statistical and economic analysis and data collection. The DSBD Project Manager will closely monitor the implementation and progress of skills transfer to the employees.

10.7. The service provider needs to identify key risks, and mitigation plans to respond to deliverables.

11. CONTRACT PERIOD

11.1. The scope of work should be completed **within four (4) months** from the commencement of the contract.

12. EVALUATION CRITERIA

12.1. 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:

12.2. **PHASE 1: Preliminary evaluation (Compliance evaluation) MANDATORY REQUIREMENTS**

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 4 and 6.1 and any other requirement that would have been indicated in the bid document).

a) The service provider must submit a quotation together with the proposals.
b) 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 4 and 6.1 and any other requirement that would have been indicated in the bid document).
c) DSBD may request clarification or further information regarding any aspect of the bid, e.g., update of the Tax Compliance status where a bidder is non-tax compliant on the closure of the tender or incomplete. The bidder must supply the requested information within 7 days (tax compliance) or within 3 days (Incomplete SBD Forms) after the request has been made; otherwise, the bid will be disqualified.
d) Only service provided that has met all the monetary requirements will move to Phase 2.

12.3. PHASE 2: FUNCTIONAL 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.

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)

No	Category	Weight	Key score	Total
1.	Experience of proposed organization / service provider	15	1-5	
1.1	The service provider must have a minimum of 5 years' experience conducting research aligned to policy, legislation, strategies, programmes, market research on MSMEs, and the economic sectors of the economy and designated products/services. Expertise regarding the interpretation and analysis of MSMEs support inclusive of analysis on the different sector specific support. Research design, methodologies and tools applicable to MSMEs within specific economic sectors. Knowledge and experience in economic sectors and market research. Provide proof of relevant experience by means of case studies (minimum 2 case studies) and reference letters detailing the type of project, the period of the project, the magnitude of the project, and the result of the project.			
	9 years and above of relevant experience, reference letters and five (5) case studies	5		
	7 to 8 years of relevant experience, reference letters and four (4) case studies	4		
	5 to 6 years of relevant experience and reference letters and two to three (2-3) case studies	3		
2.	Qualifications, experience and expertise of the Project Manager	25		
2.1	The Project Manager must have a degree as a minimum, in Economics or Development Economics or Development Studies or Business Management or Entrepreneurship.	**15**		
	PhD	5		
	Honors and Master's degree	4		
	Bachelor's Degree/Advanced Diploma	3		
2.2	The Project Manager must have a minimum of 9 years with comprehensive knowledge, experience, and expertise in the field of MSMEs, market research, business support services, and/or interventions within the different economic sectors, and best international practices on MSMEs support and opportunities.	**10**		
	13 years and above with comprehensive knowledge, experience, and expertise in the field of MSMEs, market research, business support services, and/or interventions within the different economic sectors, and best practices on MSMEs and Co-operatives support and opportunities.	5		

	11 to 12 years with comprehensive knowledge, experience, and expertise in the field of MSMEs, market research, business support services, and/or interventions within the different economic sectors, and best practices on MSMEs support and opportunities.	4		
	9 to 10 years with comprehensive knowledge, experience, and expertise in the field of MSMEs, market research, business support services, and/or interventions within the different economic sectors, and best practices on MSMEs and Co-operatives support and opportunities.	3		
3.	Qualifications, experience and expertise of the key staff/ task team.	15		
3.1	All key staff / task team members must have a minimum of a degree, preferably in Economics, Development Economics, Development Studies, or Business Management or Entrepreneurship.	**5**		
	Key staff / task team members must have a PhD	5		
	Key staff / task team members must have an Honors and Master's degree	4		
	Key staff / task team members must have a bachelor's degree/Advanced Diploma	3		
3.2	All key staff/task team must have a collective minimum of 3 years' experience in project management, knowledge and experience of MSME policy, strategies and programmes, market research, business support services and/or interventions for the benefit of MSMEs and Co-operatives within the different lifecycles including sector specific support, best practices on MSMEs and Co-operatives support and opportunities Knowledge and experience in the economic sectors and designated products/services will be an added advantage.	**10**		
	7 years and above experience in project management, knowledge, and experience of MSME policy, market research strategies and programmes, market research, business support services, and/or interventions for the benefit of MSMEs and Co-operatives within the different lifecycles, including sector-specific support, best practices on MSMEs and Co-operatives support, and opportunities. Knowledge and experience in the economic sectors and designated products/services will be an added advantage.	5		

	5 to 6 years' experience in project management, knowledge, and experience of MSME policy, market research strategies and programmes, market research, business support services, and/or interventions for the benefit of MSMEs and Co-operatives within the different lifecycles, including sector-specific support, best practices on MSMEs and Co-operatives support, and opportunities. Knowledge and experience in the economic sectors and designated products/services will be an added advantage.	4		
	3 to 4 years' experience in project management, knowledge, and experience of MSME policy, market research strategies and programmes, market research, business support services, and/or interventions for the benefit of MSMEs and Co-operatives within the different lifecycles, including sector-specific support, best practices on MSMEs and Co-operatives support, and opportunities. Knowledge and experience in the economic sectors and designated products/services will be an added advantage.	3		
4.	**Methodology & Project Plan**	**40**		
4.1	4.1.1 Methodology proposed in line with the requirements stipulated in the Terms of Reference. The methodology must also include the project plan outlining activities, outputs, milestones, and the ability to complete the project.			
	4.1.2 Proposed methodology with detailed project plan (Outline of activities, outputs, and milestones). Implementation plan as per the criteria set out in 4.1.1.	5		
	4.1.3 Methodology with a project plan without detailed outlined activities, outputs, milestones (high-level proposal).	4		
	4.1.4 Standard proposed methodology as per the ToR.	3		
5.	**Skills Transfer**	**5**		
	Skills transfer plan proposed in line with the requirements stipulated in the Terms of Reference. The skills transfer plan must also include the activities, outputs, and timelines and an outline of how skills in statistical and economic analysis will be transferred to the DSBD.			
	Proposed skills transfer plan with detailed activities, outputs, and timelines, and an outline on how skills in statistical and economic analysis will be transferred to the DSBD.	5		

	Skills transfer plan with detailed activities and an outline of how skills in statistical and economic analysis will be transferred to the DSBD, but without outputs and timelines; or Skills transfer plan with detailed outputs and an outline of how skills in economic analysis will be transferred to the DSBD, but without activities and timelines; or Skills transfer plan with detailed timelines and an outline of how skills in statistical and economic analysis will be transferred to the DSBD, but without activities and outputs.	4		
	Standard skills transfer plan as per the TOR, without an outline of how skills on statistical and economic analysis will be transferred to the DSBD	3		
TOTAL SCORE		100		
A FUNCTIONALITY SCORE OF LESS THAN (70) POINTS WILL ELIMINATE THE PROPOSAL FOR FURTHER EVALUATION FOR PREFERENCE POINTS AND PRICE				

12.4. **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.

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

Where,

Ps	=	Points scored for the comparative price of a bid under consideration
Pt	=	Comparative price of a bid under consideration
Pmin	=	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)
	2	

BEE Compliance Based on Section of the **BBBEE** Act (Act 53 of 2003 as amended by Act 46 of 2013)	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**	

13. TERMS AND CONDITIONS

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

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

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

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

14. IMPORTANT NOTICES

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

15. ENQUIRIES

Direct all technical enquiries to:

Ms. Lesego Maruping

Telephone: 066 477 9777

Email: LMaruping@dsbd.gov.za and

Direct all tendering processes enquiries to:

Mr. I Chabalala, Ms. Rudzani Matodzi and Mr. Nhlakanipho Msane

Telephone: 012 394 3014

Email: dsbdtenders@dsbd.gov.za/ NMsane@dsbd.gov.za

ANNEXURE A

Please note this checklist must be completed and submitted together with the **Financial Proposal** (Envelope 1)

Document that must be submitted	Non-submission may result in disqualification?	
Declaration of Interest – SBD 4	YES/NO	Complete and sign the supplied pro forma document
Preference Point Claim Form – SBD 6.1	YES/NO	Non-declaration and non-submission of the Sworn Affidavit and a valid BEE Certificate issued by a SANAS Accredited supplier will lead to a zero (0) score on BBBEE

Document that must be submitted	Non-submission may result in disqualification?	
Registration on Central Supplier Database (CSD	YES/NO	The Service Provider must be registered on the CSD. If you are not registered proceed to complete the registration of your company prior to submitting your proposal. Visit https://secure.csd.gov.za/ to obtain your vendor number. Submit proof of registration.
Functional Proposal including Mandatory documents **(Envelope 2)**	YES/NO	Submit a functional proposal in line with the Terms of Reference including the SBD documents above.
Pricing Schedule **(Envelope 1)**	YES/NO	Submit full details of the pricing proposal

ToR Approved **YES** [X] **NO** [ ]

NAME: VUYISA DAYILE

DESIGNATION: DEPUTY DIRECTOR GENERAL

BRANCH: SECTOR POLICY AND RESEARCH

Date: 18 | 11 | 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

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1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); 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:

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

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

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**

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

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.

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: ……………………………………………………

……………………………………………………